



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

FACSIMILE: (781) 239-1043
TELEPHONE: (781) 431-1019 x2201
WWW.WELLESLEYMA.GOV

MEGHAN C. JOP
EXECUTIVE DIRECTOR OF GENERAL GOVERNMENT

SELECTMEN'S MEETING

TENTATIVE AGENDA

Juliani Room, Town Hall

7:00 pm Tuesday, January 21, 2020

REVISED

1. 7:00 Call to Order
2. 7:01 Citizen Speak
3. 7:03 Announcements
4. 7:05 Discuss and Vote Transfer of Alcohol License – Singh's Café, 312 Washington Street
5. 7:15 Discuss and Vote Educational Incentive Request for Consideration, Fire Department
6. 7:25 Discuss Sustainable Building Guidelines Proposal
7. 7:55 Discuss and Vote Modifications to 148 Weston Road Development Agreement
8. 8:25 Discuss Annual Town Meeting Warrant
 - Discuss and Vote Town Clerk Salary
 - Discuss Climate Resolution Article
 - Discuss Mandatory Videotaping of Town Meetings Article
9. 9:00 **Budget Update**
10. 9:10 Executive Director's Report
 - Discuss and Appoint Special Counsel for Verizon License Negotiations
 - Discuss and Vote Summer Hours for Town Hall
 - Appoint Planning Director as Fair Housing Officer
11. 9:20 Liaison Updates
12. 9:25 New Business and Other Correspondence

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

Next Meeting Date: Monday, January 27, 7:00 pm
Monday, February 3, 7:00 pm
Wednesday, February 5, 7:00 pm – Complete Streets Meeting

Board of Selectmen Calendar – FY20

Date	Selectmen Meeting Items	Other Meeting Items
1/27/20 Monday	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 • Sign Annual Town Meeting Warrant 	Selectmen’s Office Hours 1/30 @ 9 am Lise
2/3/20 Monday	Meeting Liaison Update Jack Phyllis Theerman – Citizen Petition Presentation Review Budget Book – Sheryl Strother	ATM: PUBLIC ZONING HEARING Complete Streets Meeting 2/5 @ Kingsbury
2/10/20 Monday	Meeting Liaison Update Tom	Selectmen’s Office Hours 2/11 @ 9 am Beth
2/17/20 Monday	TOWN HALL CLOSED Presidents’ Day	
2/24/20 Monday	Meeting Liaison Update Beth	Selectmen’s Office Hours 2/27 @ 10 am Tom
3/4/20 Wednesday	Meeting Liaison Update Lise	March 2 – Wellesley Club March 3- Presidential Primary
3/9/20 Monday	Meeting Liaison Update Marjorie	Selectmen’s Office Hours 3/10 @ 9 am Marjorie
3/16/20 Monday	Meeting Liaison Update Tom	March 17 – Town Election
3/23/20 Monday	Meeting Liaison Update Jack	Selectmen’s Office Hours 3/26 @ 10 am Beth
3/30/20 Monday	ATM	
3/31/20 Tuesday	ATM	
4/6/20 Monday	ATM Arbor Day 2020 proclamation	
4/7/20 Tuesday	ATM	
4/13/20 Monday	ATM	
4/14/20 Tuesday	ATM	
4/20/20	Patriot’s Day – Town Hall Closed	

1/17/2020

<i>Monday</i>		
<i>4/21-4/24 Week</i>	School Vacation Week	
<i>4/27/20 Monday</i>	ATM?	
<i>4/28/20 Monday</i>	ATM?	
<i>5/4/20 Monday</i>		
<i>5/11/20 Monday</i>		
<i>5/18 Monday</i>	Public Hearing on Verizon Ascertainment?	
<i>5/25 Monday</i>	Memorial Day – Town Hall Closed	

Notes

Quarterly updates

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

Motions 1/21/20

4 MOVE to approve the transfer of ABCC all alcohol license 13440002 from the Kabob Group Inc. to Ichhakamana Inc. DBA Singh's Café and to appoint Kabin Bhujel as the manager of record.

5 MOVE to approve the request for consideration of a degree in Criminal Justice for an educational incentive payment for Firefighter Gerard Sullivan and Firefighter Peter Indresano.

8 MOVE to recommend to Town Meeting the Town's Clerk's Salary for FY21 be set at \$95,582.

MOVE to include on the Annual Town Meeting warrant an article to adopt a resolution to address the impacts of the climate emergency.

MOVE to include on the Annual Town Meeting warrant an article to require public bodies to be videotaped.

10. MOVE to appoint Peter Epstein of Epstein and August as Special Counsel to the Board of Selectmen.

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

MOVE to appoint Planning Director Don McCauley as the Town's Fair Housing Officer.

TOWN OF WELLESLEY



MASSACHUSETTS

BOARD OF SELECTMEN

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

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MEGHAN C. JOP

EXECUTIVE DIRECTOR OF GENERAL GOVERNMENT SERVICES

Tuesday, January 20, 2020

Our meeting will begin on Tuesday at **7:00 pm** in the Juliani Room at Town Hall.

1. **Call to Order – Open Session**

2. **Citizen Speak**

3. **Announcements**

4. Discuss and Vote Transfer of Alcohol License – Singh’s Café, 312 Washington Street

As the Board might recall, Singh’s Café was sold in the fall. Working with the Board of Health, and the previous owner who agreed to stay on the liquor license for a period of time, the Board approved the transfer of the Common Victualler license. Singh’s is not prepared to transfer the liquor license to the new owner Ichhakamana Inc. and to appoint Kabin Bhujel as manager of record. The transfer of an alcohol license is a public hearing. Notice of the hearing was mailed to abutters last week. Our office has confirmed with Board of Health the restaurant has been operating under the terms agreed to and the BOH. The application is in order for the transfer. Our office has asked the attorney representing Ichhakamana Inc. and the proposed manager Kabin Bhujel to attend the meeting. Attorney Raymond Watstein will be representing the application.

OPEN PUBLIC HEARING

FOLLOWING DISCUSSION CLOSE PUBLIC HEARING BEFORE MOTION

MOTION:

MOVE to approve the transfer of ABCC all alcohol license 13440002 from the Kabob Group Inc. to Ichhakamana Inc. DBA Singh’s Café and to appoint Kabin Bhujel as the manager of record.



The Commonwealth of Massachusetts
Alcoholic Beverages Control Commission
 95 Fourth Street, Suite 3, Chelsea, MA 02150-2358
 www.mass.gov/abcc

**RETAIL ALCOHOLIC BEVERAGES LICENSE APPLICATION
 MONETARY TRANSMITTAL FORM**

APPLICATION FOR A TRANSFER OF LICENSE

APPLICATION SHOULD BE COMPLETED ON-LINE, PRINTED, SIGNED, AND SUBMITTED TO THE LOCAL LICENSING AUTHORITY.

ECRT CODE: RETA

Please make \$200.00 payment here: [ABCC PAYMENT WEBSITE](#)

PAYMENT MUST DENOTE THE NAME OF THE LICENSEE CORPORATION, LLC, PARTNERSHIP, OR INDIVIDUAL AND INCLUDE THE PAYMENT RECEIPT

ABCC LICENSE NUMBER (IF AN EXISTING LICENSEE, CAN BE OBTAINED FROM THE CITY)

ENTITY/ LICENSEE NAME

ADDRESS

CITY/TOWN STATE ZIP CODE

For the following transactions (Check all that apply):

- | | | | |
|---|---|---|---|
| <input type="checkbox"/> New License | <input type="checkbox"/> Change of Location | <input type="checkbox"/> Change of Class (i.e. Annual / Seasonal) | <input type="checkbox"/> Change Corporate Structure (i.e. Corp / LLC) |
| <input checked="" type="checkbox"/> Transfer of License | <input type="checkbox"/> Alteration of Licensed Premises | <input type="checkbox"/> Change of License Type (i.e. club / restaurant) | <input checked="" type="checkbox"/> Pledge of Collateral (i.e. License/Stock) |
| <input checked="" type="checkbox"/> Change of Manager | <input checked="" type="checkbox"/> Change Corporate Name | <input type="checkbox"/> Change of Category (i.e. All Alcohol/Wine, Malt) | <input type="checkbox"/> Management/Operating Agreement |
| <input checked="" type="checkbox"/> Change of Officers/
Directors/LLC Managers | <input type="checkbox"/> Change of Ownership Interest
(LLC Members/ LLP Partners,
Trustees) | <input type="checkbox"/> Issuance/Transfer of Stock/New Stockholder | <input type="checkbox"/> Change of Hours |
| | <input type="checkbox"/> Other <input type="text"/> | | <input type="checkbox"/> Change of DBA |

THE LOCAL LICENSING AUTHORITY MUST MAIL THIS TRANSMITTAL FORM ALONG WITH COMPLETED APPLICATION, AND SUPPORTING DOCUMENTS TO:

Alcoholic Beverages Control Commission
 95 Fourth Street, Suite 3
 Chelsea, MA 02150-2358



**The Commonwealth of Massachusetts
Alcoholic Beverages Control Commission
95 Fourth Street, Suite 3, Chelsea, MA 02150-2358
www.mass.gov/abcc**

APPLICATION FOR A TRANSFER OF LICENSE

Municipality

1. TRANSACTION INFORMATION

- Transfer of License
- Alteration of Premises
- Change of Location
- Management/Operating Agreement
- Pledge of Inventory
- Pledge of License
- Pledge of Stock
- Other
- Change of Class
- Change of Category
- Change of License Type
(§12 ONLY, e.g. "club" to "restaurant")

Please provide a narrative overview of the transaction(s) being applied for. On-premises applicants should also provide a description of the intended theme or concept of the business operation. Attach additional pages, if necessary.

Singh's Cafe, which has been a long standing, successful restaurant in Wellesley Hills, specializing in Indian dishes, is selling the restaurant to a corporation formed by three (3) experienced and successful Nepalese gentlemen who plan to continue operating Singh's Cafe in the same manner as currently operated.

2. LICENSE CLASSIFICATION INFORMATION

ON/OFF-PREMISES	TYPE	CATEGORY	CLASS
On-Premises-12	§12 Restaurant	All Alcoholic Beverages	Annual

3. BUSINESS ENTITY INFORMATION

The entity that will be issued the license and have operational control of the premises.

Current or Seller's License Number FEIN

Entity Name

DBA Manager of Record

Street Address

Phone Email

Add'l Phone Website

4. DESCRIPTION OF PREMISES

Please provide a complete description of the premises to be licensed, including the number of floors, number of rooms on each floor, any outdoor areas to be included in the licensed area, and total square footage. If this application alters the current premises, provide the specific changes from the last approved description. You must also submit a floor plan.

A restaurant located on the lower level of a small apartment complex consisting of 1,200 sq. ft. +/- of dining area & service bar; 75 sq. ft. reception area; 1,500 sq. ft. kitchen, storage & office area; 3 restrooms; 2 entrances; handicapped accessible. Outdoor patio area consisting of approx. 175 sq. ft. with seating capacity of not more than 15 (4 tables) located at side entra

Total Sq. Footage	<input type="text" value="2,912"/>	Seating Capacity	<input type="text" value="110"/>	Occupancy Number	<input type="text" value="110"/>
Number of Entrances	<input type="text" value="2"/>	Number of Exits	<input type="text" value="3"/>	Number of Floors	<input type="text" value="1"/>

APPLICATION FOR A TRANSFER OF LICENSE

5. CURRENT OFFICERS, STOCK OR OWNERSHIP INTEREST

Transferor Entity Name By what means is the license being transferred?

List the individuals and entities of the current ownership. Attach additional pages if necessary utilizing the format below.

Name of Principal	Title/Position	Percentage of Ownership
<input type="text" value="Harpreet Singh"/>	<input type="text" value="President"/>	<input type="text" value="50%"/>
<input type="text" value="Narinder Kaur"/>	<input type="text" value="TreasurerDhruba"/>	<input type="text" value="50%"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

6. PROPOSED OFFICERS, STOCK OR OWNERSHIP INTEREST

List all individuals or entities that will have a direct or indirect, beneficial or financial interest in this license (E.g. Stockholders, Officers, Directors, LLC Managers, LLP Partners, Trustees etc.). Attach additional page(s) provided, if necessary, utilizing Addendum A.

- The individuals and titles listed in this section must be identical to those filed with the Massachusetts Secretary of State.
- The individuals identified in this section, as well as the proposed Manager of Record, must complete a CORI Release Form.
- Please note the following statutory requirements for Directors and LLC Managers:
On Premises (E.g. Restaurant/ Club/Hotel) Directors or LLC Managers - At least 50% must be US citizens;
Off Premises(Liquor Store) Directors or LLC Managers - All must be US citizens and a majority must be Massachusetts residents.
- If you are a Multi-Tiered Organization, please attach a flow chart identifying each corporate interest and the individual owners of each entity as well as the Articles of Organization for each corporate entity. Every individual must be identified in Addendum A.

Name of Principal Residential Address SSN DOB

Title and or Position Percentage of Ownership Director/ LLC Manager Yes No US Citizen Yes No MA Resident Yes No

Name of Principal Residential Address SSN DOB

Title and or Position Percentage of Ownership Director/ LLC Manager Yes No US Citizen Yes No MA Resident Yes No

Name of Principal Residential Address SSN DOB

Title and or Position Percentage of Ownership Director/ LLC Manager Yes No US Citizen Yes No MA Resident Yes No

Name of Principal

Residential Address

SSN

DOB

Title and or Position

Percentage of Ownership

Director/ LLC Manager Yes No US Citizen Yes No MA Resident Yes No

APPLICATION FOR A TRANSFER OF LICENSE

6. PROPOSED OFFICERS, STOCK OR OWNERSHIP INTEREST (Continued...)

Name of Principal	Residential Address	SSN	DOB
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen
<input type="text"/>	<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
MA Resident			
<input type="radio"/> Yes <input type="radio"/> No			

Name of Principal	Residential Address	SSN	DOB
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen
<input type="text"/>	<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
MA Resident			
<input type="radio"/> Yes <input type="radio"/> No			

Name of Principal	Residential Address	SSN	DOB
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen
<input type="text"/>	<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
MA Resident			
<input type="radio"/> Yes <input type="radio"/> No			

Additional pages attached? Yes No

CRIMINAL HISTORY
 Has any individual listed in question 6, and applicable attachments, ever been convicted of a State, Federal or Military Crime? If yes, attach an affidavit providing the details of any and all convictions. Yes No

MANAGEMENT AGREEMENT
 Are you requesting approval to utilize a management company through a management agreement? Please provide a copy of the management agreement. Yes No

6A. INTEREST IN AN ALCOHOLIC BEVERAGES LICENSE
 Does any individual or entity identified in question 6, and applicable attachments, have any direct or indirect, beneficial or financial interest in any other license to sell alcoholic beverages? Yes No If yes, list in table below. Attach additional pages, if necessary, utilizing the table format below.

Name	License Type	License Name	Municipality

6B. PREVIOUSLY HELD INTEREST IN AN ALCOHOLIC BEVERAGES LICENSE
 Has any individual or entity identified identified in question 6, and applicable attachments, ever held a direct or indirect, beneficial or financial interest in a license to sell alcoholic beverages, which is not presently held? Yes No If yes, list in table below. Attach additional pages, if necessary, utilizing the table format below.

Name	License Type	License Name	Municipality
Dhruba Ghimire	Restaurant, All Alcohol	Machapuchre, Inc.	Sharon
Kabin B. Bhujel	Restaurant, All Alcohol	Machapuchre, Inc.	Sharon
Raghu Bir Thakur	Restaurant, All Alcohol	Machapuchre, Inc.	Sharon

APPLICATION FOR A TRANSFER OF LICENSE

6C. DISCLOSURE OF LICENSE DISCIPLINARY ACTION

Have any of the disclosed licenses listed in question 6A or 6B ever been suspended, revoked or cancelled?
Yes No If yes, list in table below. Attach additional pages, if necessary, utilizing the table format below.

Date of Action	Name of License	City	Reason for suspension, revocation or cancellation

7. CORPORATE STRUCTURE

Entity Legal Structure Date of Incorporation
State of Incorporation Is the Corporation publicly traded? Yes No

8. OCCUPANCY OF PREMISES

Please complete all fields in this section. Please provide proof of legal occupancy of the premises.

- If the applicant entity owns the premises, a deed is required.
- If leasing or renting the premises, a signed copy of the lease is required.
- If the lease is contingent on the approval of this license, and a signed lease is not available, a copy of the unsigned lease and a letter of intent to lease, signed by the applicant and the landlord, is required.
- If the real estate and business are owned by the same individuals listed in question 6, either individually or through separate business entities, a signed copy of a lease between the two entities is required.

Please indicate by what means the applicant will occupy the premises

Landlord Name

Landlord Phone

Landlord Email

Landlord Address

Lease Beginning Date

Rent per Month

Lease Ending Date

Rent per Year

Will the Landlord receive revenue based on percentage of alcohol sales?

Yes No

9. APPLICATION CONTACT

The application contact is the person who the licensing authorities should contact regarding this application.

Name:

Phone:

Title:

Email:

12. MANAGER APPLICATION

A. MANAGER INFORMATION

The individual that has been appointed to manage and control the licensed business and premises.

Proposed Manager Name Date of Birth SSN

Residential Address

Email Phone

Please indicate how many hours per week you intend to be on the licensed premises

B. CITIZENSHIP/BACKGROUND INFORMATION

Are you a U.S. Citizen?*

Yes No *Manager must be a U.S. Citizen

If yes, attach one of the following as proof of citizenship US Passport, Voter's Certificate, Birth Certificate or Naturalization Papers.

Have you ever been convicted of a state, federal, or military crime?

Yes No

If yes, fill out the table below and attach an affidavit providing the details of any and all convictions. Attach additional pages, if necessary, utilizing the format below.

Date	Municipality	Charge	Disposition

C. EMPLOYMENT INFORMATION

Please provide your employment history. Attach additional pages, if necessary, utilizing the format below.

Start Date	End Date	Position	Employer	Supervisor Name
2016	06/11/2019	Manager	Machipuchre, Inc.	
2010	5/19	Waiter	Himalayan Bistro	

D. PRIOR DISCIPLINARY ACTION

Have you held a beneficial or financial interest in, or been the manager of, a license to sell alcoholic beverages that was subject to disciplinary action? Yes No If yes, please fill out the table. Attach additional pages, if necessary,utilizing the format below.

Date of Action	Name of License	State	City	Reason for suspension, revocation or cancellation

I hereby swear under the pains and penalties of perjury that the information I have provided in this application is true and accurate:

Manager's Signature Date

12. MANAGER APPLICATION

A. MANAGER INFORMATION

The individual that has been appointed to manage and control the licensed business and premises.

Proposed Manager Name

Date of Birth

SSN

Residential Address

Email

Phone

Please indicate how many hours per week you intend to be on the licensed premises

B. CITIZENSHIP/BACKGROUND INFORMATION

Are you a U.S. Citizen?*

Yes No *Manager must be a U.S. Citizen

If yes, attach one of the following as proof of citizenship US Passport, Voter's Certificate, Birth Certificate or Naturalization Papers.

Have you ever been convicted of a state, federal, or military crime?

Yes No

If yes, fill out the table below and attach an affidavit providing the details of any and all convictions. Attach additional pages, if necessary, utilizing the format below.

Date	Municipality	Charge	Disposition

C. EMPLOYMENT INFORMATION

Please provide your employment history. Attach additional pages, if necessary, utilizing the format below.

Start Date	End Date	Position	Employer	Supervisor Name
2016	06/11/2019	Manager	Machipuchre, Inc.	

D. PRIOR DISCIPLINARY ACTION

Have you held a beneficial or financial interest in, or been the manager of, a license to sell alcoholic beverages that was subject to disciplinary action? Yes No If yes, please fill out the table. Attach additional pages, if necessary,utilizing the format below.

Date of Action	Name of License	State	City	Reason for suspension, revocation or cancellation

I hereby swear under the pains and penalties of perjury that the information I have provided in this application is true and accurate:

Manager's Signature



Date

ADDITIONAL INFORMATION

Please utilize this space to provide any additional information that will support your application or to clarify any answers provided above.

APPLICANT'S STATEMENT

I, the: sole proprietor; partner; corporate principal; LLC/LLP manager
Authorized Signatory

of
Name of the Entity/Corporation

hereby submit this application (hereinafter the "Application"), to the local licensing authority (the "LLA") and the Alcoholic Beverages Control Commission (the "ABCC" and together with the LLA collectively the "Licensing Authorities") for approval.

I do hereby declare under the pains and penalties of perjury that I have personal knowledge of the information submitted in the Application, and as such affirm that all statements and representations therein are true to the best of my knowledge and belief. I further submit the following to be true and accurate:

- (1) I understand that each representation in this Application is material to the Licensing Authorities' decision on the Application and that the Licensing Authorities will rely on each and every answer in the Application and accompanying documents in reaching its decision;
- (2) I state that the location and description of the proposed licensed premises are in compliance with state and local laws and regulations;
- (3) I understand that while the Application is pending, I must notify the Licensing Authorities of any change in the information submitted therein. I understand that failure to give such notice to the Licensing Authorities may result in disapproval of the Application;
- (4) I understand that upon approval of the Application, I must notify the Licensing Authorities of any change in the ownership as approved by the Licensing Authorities. I understand that failure to give such notice to the Licensing Authorities may result in sanctions including revocation of any license for which this Application is submitted;
- (5) I understand that the licensee will be bound by the statements and representations made in the Application, including, but not limited to the identity of persons with an ownership or financial interest in the license;
- (6) I understand that all statements and representations made become conditions of the license;
- (7) I understand that any physical alterations to or changes to the size of the area used for the sale, delivery, storage, or consumption of alcoholic beverages, must be reported to the Licensing Authorities and may require the prior approval of the Licensing Authorities;
- (8) I understand that the licensee's failure to operate the licensed premises in accordance with the statements and representations made in the Application may result in sanctions, including the revocation of any license for which the Application was submitted; and
- (9) I understand that any false statement or misrepresentation will constitute cause for disapproval of the Application or sanctions including revocation of any license for which this Application is submitted.
- (10) I confirm that the applicant corporation and each individual listed in the ownership section of the application is in good standing with the Massachusetts Department of Revenue and has complied with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting of child support.

Signature:

Date:

Title:

CORPORATE VOTE

The Board of Directors or LLC Managers of

Ichhakamana, Inc.

Entity Name

duly voted to apply to the Licensing Authority of

Wellesley

City/Town

and the

Commonwealth of Massachusetts Alcoholic Beverages Control Commission on

September 18, 2019

Date of Meeting

For the following transactions (Check all that apply):

- | | | | |
|---|---|--|---|
| <input type="checkbox"/> New License | <input type="checkbox"/> Change of Location | <input type="checkbox"/> Change of Class (i.e. Annual / Seasonal) | <input type="checkbox"/> Change Corporate Structure (i.e. Corp / LLC) |
| <input checked="" type="checkbox"/> Transfer of License | <input type="checkbox"/> Alteration of Licensed Premises | <input type="checkbox"/> Change of License Type (i.e. club / restaurant) | <input checked="" type="checkbox"/> Pledge of Collateral (i.e. License/Stock) |
| <input checked="" type="checkbox"/> Change of Manager | <input type="checkbox"/> Change Corporate Name | <input type="checkbox"/> Change of Category (i.e. All Alcohol/Wine, Malt) | <input type="checkbox"/> Management/Operating Agreement |
| <input checked="" type="checkbox"/> Change of Officers/
Directors/LLC Managers | <input type="checkbox"/> Change of Ownership Interest
(LLC Members/ LLP Partners,
Trustees) | <input type="checkbox"/> Issuance/Transfer of Stock/New Stockholder | <input type="checkbox"/> Change of Hours |
| | | <input checked="" type="checkbox"/> Other <input type="text" value="Sale of All Business Assets"/> | <input type="checkbox"/> Change of DBA |

"VOTED: To authorize

Dhruba Ghimire

Name of Person

to sign the application submitted and to execute on the Entity's behalf, any necessary papers and do all things required to have the application granted."

"VOTED: To appoint

Kabin B. Bhujel

Name of Liquor License Manager

as its manager of record, and hereby grant him or her with full authority and control of the premises described in the license and authority and control of the conduct of all business therein as the licensee itself could in any way have and exercise if it were a natural person residing in the Commonwealth of Massachusetts."

A true copy attest,



Corporate Officer /LLC Manager Signature *6/25*

Dhruba Ghimire

(Print Name)

For Corporations ONLY

A true copy attest,



Corporation Clerk's Signature

Raghuvir Thakur

(Print Name)

ADDENDUM A

6. PROPOSED OFFICER, STOCK OR OWNERSHIP INTEREST (Continued...)

List all individuals or entities that will have a direct or indirect, beneficial or financial interest in this license (E.g. Stockholders, Officers, Directors, LLC Managers, LLP Partners, Trustees etc.).

Entity Name

Percentage of Ownership in Entity being Licensed
(Write "NA" if this is the entity being licensed)

Name of Principal

Residential Address

SSN

DOB

Title and or Position

Percentage of Ownership

Director/ LLC Manager

Yes No

US Citizen

Yes No

MA Resident

Yes No

Name of Principal

Residential Address

SSN

DOB

Title and or Position

Percentage of Ownership

Director/ LLC Manager

Yes No

US Citizen

Yes No

MA Resident

Yes No

Name of Principal

Residential Address

SSN

DOB

Title and or Position

Percentage of Ownership

Director/ LLC Manager

Yes No

US Citizen

Yes No

MA Resident

Yes No

Name of Principal

Residential Address

SSN

DOB

Title and or Position

Percentage of Ownership

Director/ LLC Manager

Yes No

US Citizen

Yes No

MA Resident

Yes No

Name of Principal

Residential Address

SSN

DOB

Title and or Position

Percentage of Ownership

Director/ LLC Manager

Yes No

US Citizen

Yes No

MA Resident

Yes No

Name of Principal

Residential Address

SSN

DOB

Title and or Position

Percentage of Ownership

Director/ LLC Manager

Yes No

US Citizen

Yes No

MA Resident

Yes No

Name of Principal

Residential Address

SSN

DOB

Title and or Position

Percentage of Ownership

Director/ LLC Manager

Yes No

US Citizen

Yes No

MA Resident

Yes No

CRIMINAL HISTORY

Has any individual identified above ever been convicted of a State, Federal or Military Crime?
If yes, attach an affidavit providing the details of any and all convictions.

Yes No



Commonwealth of Massachusetts
Alcoholic Beverages Control Commission
95 Fourth Street, Suite 3
Chelsea, MA 02150

JEAN M. LORIZIO, ESQ.
CHAIRMAN

CORI REQUEST FORM

The Alcoholic Beverages Control Commission ("ABCC") has been certified by the Criminal History Systems Board to access conviction and pending Criminal Offender Record Information ("CORI"). For the purpose of approving each shareholder, owner, licensee or applicant for an alcoholic beverages license, I understand that a criminal record check will be conducted on me, pursuant to the above. The information below is correct to the best of my knowledge.

ABCC LICENSE INFORMATION

ABCC NUMBER: (IF EXISTING LICENSEE) LICENSEE NAME: CITY/TOWN:

APPLICANT INFORMATION

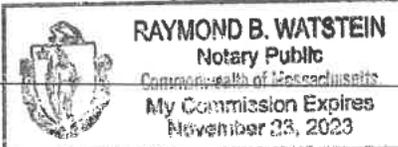
LAST NAME: FIRST NAME: MIDDLE NAME:
 MAIDEN NAME OR ALIAS (IF APPLICABLE): PLACE OF BIRTH:
 DATE OF BIRTH: SSN: ID THEFT INDEX PIN (IF APPLICABLE):
 MOTHER'S MAIDEN NAME: DRIVER'S LICENSE #: STATE LIC. ISSUED:
 GENDER: HEIGHT: WEIGHT: EYE COLOR:
 CURRENT ADDRESS:
 CITY/TOWN: STATE: ZIP:
 FORMER ADDRESS:
 CITY/TOWN: STATE: ZIP:

PRINT AND SIGN

PRINTED NAME: APPLICANT/EMPLOYEE SIGNATURE:

NOTARY INFORMATION

On this before me, the undersigned notary public, personally appeared (name of document signer), proved to me through satisfactory evidence of identification, which were to be the person whose name is signed on the preceding or attached document, and acknowledged to me that (he) (she) signed it voluntarily for its stated purpose.

 NOTARY

DIVISION USE ONLY

REQUESTED BY: SIGNATURE OF CORI AUTHORIZED EMPLOYEE:
 The DCI Identify Theft Index PIN Number is to be completed by those applicants that have been issued an Identify Theft PIN Number by the DCI. Certified agencies are required to provide all applicants the opportunity to include this information to ensure the accuracy of the CORI request process. ALL CORI request forms that include this field are required to be submitted to the DCI via mail or by fax to (617) 660-4614.



JEAN M. LORIZIO, ESQ.
CHAIRMAN

Commonwealth of Massachusetts
Alcoholic Beverages Control Commission
95 Fourth Street, Suite 3
Chelsea, MA 02150

CORI REQUEST FORM

The Alcoholic Beverages Control Commission ("ABCC") has been certified by the Criminal History Systems Board to access conviction and pending Criminal Offender Record Information ("CORI"). For the purpose of approving each shareholder, owner, licensee or applicant for an alcoholic beverages license, I understand that a criminal record check will be conducted on me, pursuant to the above. The information below is correct to the best of my knowledge.

ABCC LICENSE INFORMATION

ABCC NUMBER: <small>(IF EXISTING LICENSEE)</small>	134400021	LICENSEE NAME:	The Kebob Group, Inc.	CITY/TOWN:	Wellesley
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APPLICANT INFORMATION

LAST NAME:	Ghimire	FIRST NAME:	Dhruba	MIDDLE NAME:	
MAIDEN NAME OR ALIAS (IF APPLICABLE):		PLACE OF BIRTH:	Nepal		
DATE OF BIRTH:	[REDACTED]	SSN:	[REDACTED]	ID THEFT INDEX PIN (IF APPLICABLE):	
MOTHER'S MAIDEN NAME:	[REDACTED]	DRIVER'S LICENSE #:	[REDACTED]	STATE LIC. ISSUED:	Massachusetts
GENDER:	MALE	HEIGHT:	[REDACTED]	WEIGHT:	[REDACTED]
				EYE COLOR:	Brown
CURRENT ADDRESS:	[REDACTED]				
CITY/TOWN:	[REDACTED]	STATE:	MA	ZIP:	[REDACTED]
FORMER ADDRESS:	[REDACTED]				
CITY/TOWN:	[REDACTED]	STATE:	MA	ZIP:	[REDACTED]

PRINT AND SIGN

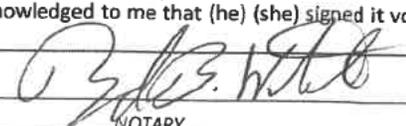
PRINTED NAME:	Dhruba Ghimire	APPLICANT/EMPLOYEE SIGNATURE:	<i>Dhruba Ghimire</i>
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NOTARY INFORMATION

On this September 18, 2019 before me, the undersigned notary public, personally appeared Dhruba Ghimire
(name of document signer), proved to me through satisfactory evidence of identification, which were MA driver's license
to be the person whose name is signed on the preceding or attached document, and acknowledged to me that (he) (she) signed it voluntarily for its stated purpose.



RAYMOND B. WATSTEIN
Notary Public
Commonwealth of Massachusetts
My Commission Expires
November 23, 2020



NOTARY

DIVISION USE ONLY

REQUESTED BY:	[REDACTED]
	<small>SIGNATURE OF CORI-AUTHORIZED EMPLOYEE</small>

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CORI REQUEST FORM

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ABCC LICENSE INFORMATION

ABCC NUMBER: <small>(IF EXISTING LICENSEE)</small>	134400021	LICENSEE NAME:	The Kebob Group, Inc.	CITY/TOWN:	Wellesley
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APPLICANT INFORMATION

LAST NAME:	Thakur	FIRST NAME:	Raghu	MIDDLE NAME:	Bir
MAIDEN NAME OR ALIAS (IF APPLICABLE):		PLACE OF BIRTH:	Nepal		
DATE OF BIRTH:	[REDACTED]	SSN:	[REDACTED]	ID THEFT INDEX PIN (IF APPLICABLE):	
MOTHER'S MAIDEN NAME:	[REDACTED]	DRIVER'S LICENSE #:	[REDACTED]	STATE LIC. ISSUED:	Massachusetts
GENDER:	MALE	HEIGHT:	[REDACTED]	WEIGHT:	[REDACTED]
				EYE COLOR:	Brown
CURRENT ADDRESS:	[REDACTED]				
CITY/TOWN:	[REDACTED]	STATE:	MA	ZIP:	[REDACTED]
FORMER ADDRESS:	[REDACTED]				
CITY/TOWN:	[REDACTED]	STATE:	MA	ZIP:	[REDACTED]

PRINT AND SIGN

PRINTED NAME:	Raghu Bir Thakur	APPLICANT/EMPLOYEE SIGNATURE:	
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NOTARY INFORMATION

On this September 18, 2019 before me, the undersigned notary public, personally appeared Raghu Bir Thakur
(name of document signer), proved to me through satisfactory evidence of identification, which were MA driver's license
to be the person whose name is signed on the preceding or attached document, and acknowledged to me that (he) (she) signed it voluntarily for its stated purpose.

	NOTARY

DIVISION USE ONLY

REQUESTED BY:	[REDACTED]
	SIGNATURE OF CORI AUTHORIZED EMPLOYEE

The DCII Identify Theft Index PIN Number is to be completed by those applicants that have been issued an Identity Theft PIN Number by the DCII. Certified agencies are required to provide all applicants the opportunity to include this information to ensure the accuracy of the CORI request process. ALL CORI request forms that include this field are required to be submitted to the DCII via mail or by fax to (617) 660-4614.



The Commonwealth of Massachusetts
William Francis Galvin

Minimum Fee: \$250.00

Secretary of the Commonwealth, Corporations Division
 One Ashburton Place, 17th floor
 Boston, MA 02108-1512
 Telephone: (617) 727-9640

Articles of Organization

(General Laws, Chapter 156D, Section 2.02; 950 CMR 113.16)

Identification Number: 001400462

ARTICLE I

The exact name of the corporation is:

ICHHAKAMANA, INC.

ARTICLE II

Unless the articles of organization otherwise provide, all corporations formed pursuant to G.L. C156D have the purpose of engaging in any lawful business. Please specify if you want a more limited purpose:

ARTICLE III

State the total number of shares and par value, if any, of each class of stock that the corporation is authorized to issue. All corporations must authorize stock. If only one class or series is authorized, it is not necessary to specify any particular designation.

Class of Stock	Par Value Per Share Enter 0 if no Par	Total Authorized by Articles of Organization or Amendments		Total Issued and Outstanding Num of Shares
		Num of Shares	Total Par Value	
CNP	\$0.00000	2,000	\$0.00	100

G.L. C156D eliminates the concept of par value, however a corporation may specify par value in Article III. See G.L. C156D Section 6.21 and the comments thereto.

ARTICLE IV

If more than one class of stock is authorized, state a distinguishing designation for each class. Prior to the issuance of any shares of a class, if shares of another class are outstanding, the Business Entity must provide a description of the preferences, voting powers, qualifications, and special or relative rights or privileges of that class and of each other class of which shares are outstanding and of each series then established within any class.

ARTICLE V

The restrictions, if any, imposed by the Articles of Organization upon the transfer of shares of stock of any class are:

NONE

ARTICLE VI

Other lawful provisions, and if there are no provisions, this article may be left blank.

Note: The preceding six (6) articles are considered to be permanent and may be changed only by filing appropriate articles of amendment.

ARTICLE VII

The effective date of organization and time the articles were received for filing if the articles are not rejected within the time prescribed by law. If a *later* effective date is desired, specify such date, which may not be later than the 90th day after the articles are received for filing.

Later Effective Date: Time:

ARTICLE VIII

The information contained in Article VIII is not a permanent part of the Articles of Organization.

a,b. The street address of the initial registered office of the corporation in the commonwealth and the name of the initial registered agent at the registered office:

Name: DHRUBA GHIMIRE
No. and Street: 312 WASHINGTON STREET
City or Town: WELLESLEY HILLS State: MA Zip: 02481 Country: USA

c. The names and street addresses of the individuals who will serve as the initial directors, president, treasurer and secretary of the corporation (an address need not be specified if the business address of the officer or director is the same as the principal office location):

Title	Individual Name First, Middle, Last, Suffix	Address (no PO Box) Address, City or Town, State, Zip Code
PRESIDENT	DHRUBA GHAMIRE	
TREASURER	KABIN B. BHUJEL	
SECRETARY	RAGHU BIR THAKUR	
DIRECTOR	DHRUBA GHAMIRE	
DIRECTOR	KABIN B. BHUJEL	
DIRECTOR	RAGHU BIR THAKUR	
DIRECTOR	RAGHU BIR THAKUR	

d. The fiscal year end (i.e., tax year) of the corporation:
December

e. A brief description of the type of business in which the corporation intends to engage:

FULL SERVICE RESTAURANT

f. The street address (post office boxes are not acceptable) of the principal office of the corporation:

No. and Street: 312 WASHINGTON STREET
City or Town: WELLESLEY HILLS State: MA Zip: 02481 Country: USA

g. Street address where the records of the corporation required to be kept in the Commonwealth are located (post office boxes are not acceptable):

No. and Street: 312 WASHINGTON STREET

City or Town: WELLESLEY HILLS

State: MA

Zip: 02481

Country: USA

which is

its principal office

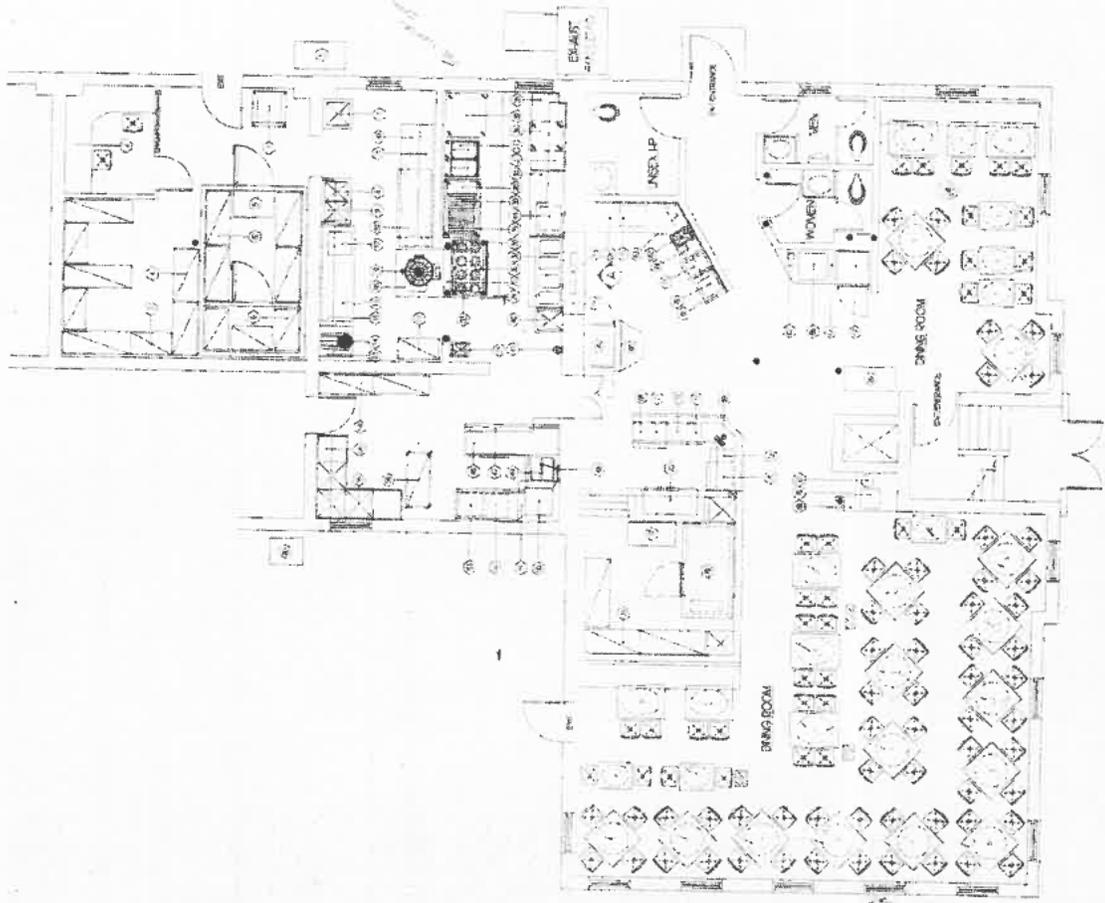
an office of its transfer agent

an office of its secretary/assistant secretary

its registered office

Signed this 4 Day of September, 2019 at 3:16:38 PM by the incorporator(s). *(If an existing corporation is acting as incorporator, type in the exact name of the business entity, the state or other jurisdiction where it was incorporated, the name of the person signing on behalf of said business entity and the title he/she holds or other authority by which such action is taken.)*

RAYMOND B. WATSTEIN



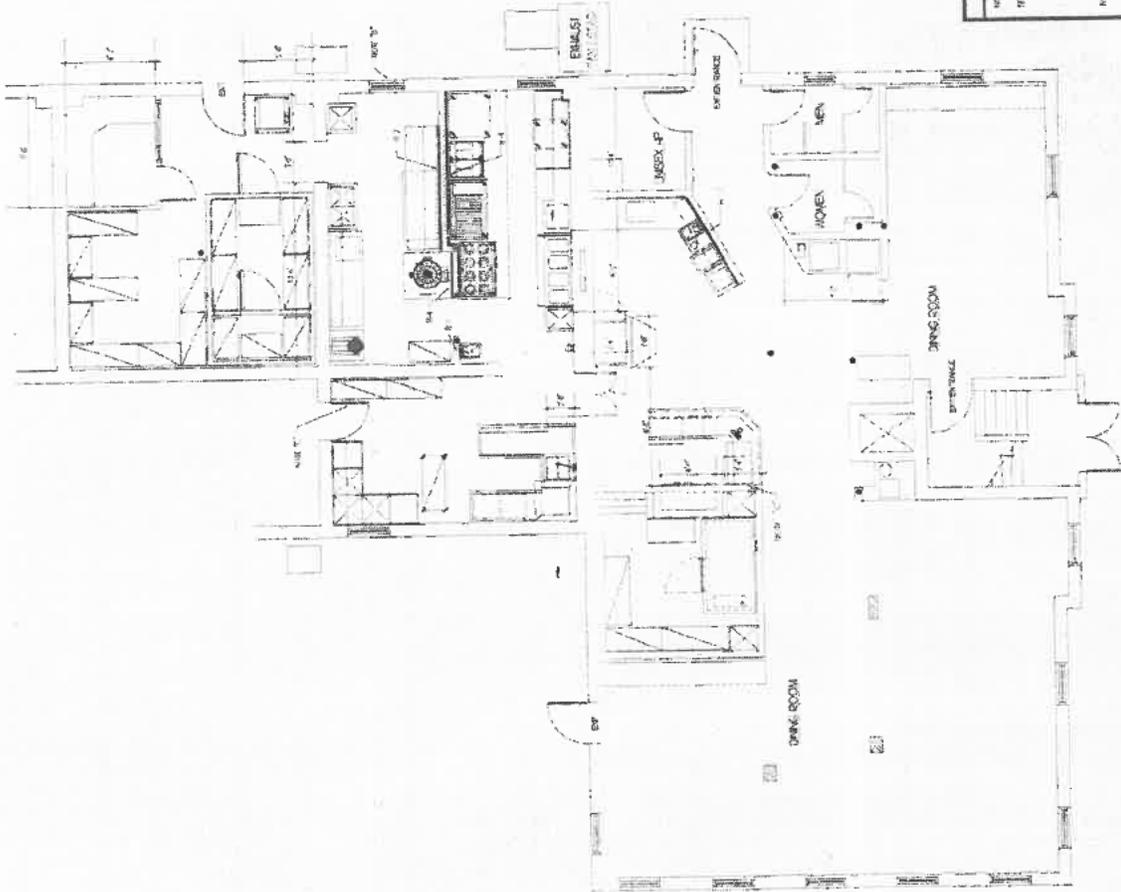
DATE	12-10-00
DESIGNED BY	V. B. B. B.
DRAWN BY	01-10-00
CHECKED BY	01-10-00
PROJECT	BERKELEY GRILLE
LOCATION	MELBURY, MA
OWNER	FOODSERVICE EQUIPMENT, INC.
SCALE	1/4" = 1'-0"



BERKELEY GRILLE
 MELBURY, MA
 FOODSERVICE EQUIPMENT, INC.

DWG. NO. 1-1

DATE: 01-10-00



METABOLICAL CONNECTION NOTES
 1. ALL METABOLICAL CONNECTIONS TO BE MADE IN ACCORDANCE WITH THE FOLLOWING NOTES.
 2. ALL METABOLICAL CONNECTIONS TO BE MADE IN ACCORDANCE WITH THE FOLLOWING NOTES.
 3. ALL METABOLICAL CONNECTIONS TO BE MADE IN ACCORDANCE WITH THE FOLLOWING NOTES.
 4. ALL METABOLICAL CONNECTIONS TO BE MADE IN ACCORDANCE WITH THE FOLLOWING NOTES.

LEGEND MECHANICAL CONNECTIONS

- EXHAUST DUCT CONNECTION
- MAKE-UP AIR DUCT CONNECTION
- DUCT RUN - SEE NOTE 1
- PLYWOOD BLOCKING - SEE NOTE 1

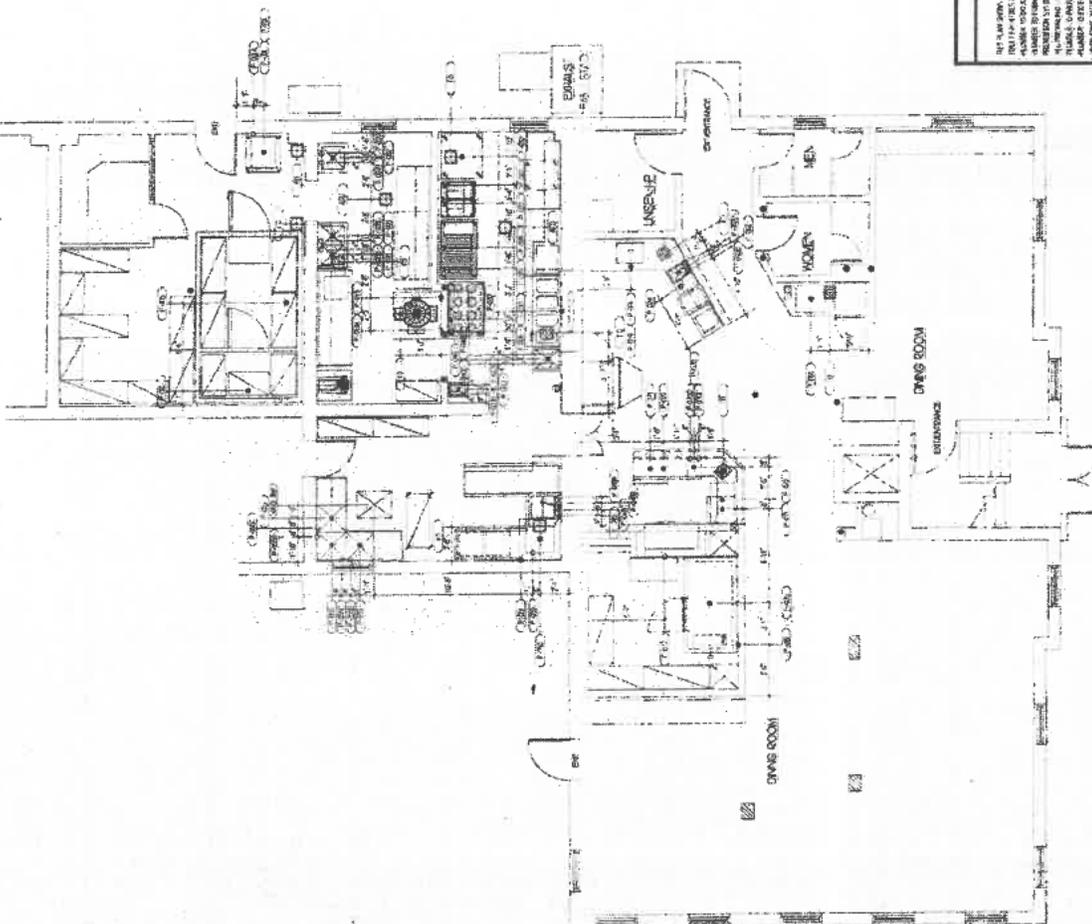


<p>BERKELEY SCALE WELLESLEY, MA. 500 BRIDGE STREET, BERKELEY, CALIF. 94704-1000</p>		<p>SCALE 1/4" = 1'-0" 1/8" = 1'-0" 1/16" = 1'-0" 1/32" = 1'-0"</p>
<p>PROJECT UNIVERSITY OF CALIFORNIA METABOLICAL CONNECTIONS FOR THE UNIVERSITY OF CALIFORNIA 100 BRIDGE STREET, BERKELEY, CALIF. 94704-1000</p>		<p>DATE 10/1/78</p>
<p>DATE 10/1/78</p>		<p>NO. NO. 1-4</p>

NOTES:
 1. ALL METABOLICAL CONNECTIONS TO BE MADE IN ACCORDANCE WITH THE FOLLOWING NOTES.
 2. ALL METABOLICAL CONNECTIONS TO BE MADE IN ACCORDANCE WITH THE FOLLOWING NOTES.
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 7. ALL METABOLICAL CONNECTIONS TO BE MADE IN ACCORDANCE WITH THE FOLLOWING NOTES.
 8. ALL METABOLICAL CONNECTIONS TO BE MADE IN ACCORDANCE WITH THE FOLLOWING NOTES.
 9. ALL METABOLICAL CONNECTIONS TO BE MADE IN ACCORDANCE WITH THE FOLLOWING NOTES.
 10. ALL METABOLICAL CONNECTIONS TO BE MADE IN ACCORDANCE WITH THE FOLLOWING NOTES.

PLUMBING CONNECTION SCHEDULE

- 1-001 1/2" GAS SUPPLY TO FLOOR DRAIN OF WATER
- 1-002 1/2" GAS SUPPLY TO FLOOR DRAIN OF WATER
- 1-003 1/2" GAS SUPPLY TO FLOOR DRAIN OF WATER
- 1-004 1/2" GAS SUPPLY TO FLOOR DRAIN OF WATER
- 1-005 1/2" GAS SUPPLY TO FLOOR DRAIN OF WATER
- 1-006 1/2" GAS SUPPLY TO FLOOR DRAIN OF WATER
- 1-007 1/2" GAS SUPPLY TO FLOOR DRAIN OF WATER
- 1-008 1/2" GAS SUPPLY TO FLOOR DRAIN OF WATER
- 1-009 1/2" GAS SUPPLY TO FLOOR DRAIN OF WATER
- 1-010 1/2" GAS SUPPLY TO FLOOR DRAIN OF WATER
- 1-011 1/2" GAS SUPPLY TO FLOOR DRAIN OF WATER
- 1-012 1/2" GAS SUPPLY TO FLOOR DRAIN OF WATER
- 1-013 1/2" GAS SUPPLY TO FLOOR DRAIN OF WATER
- 1-014 1/2" GAS SUPPLY TO FLOOR DRAIN OF WATER
- 1-015 1/2" GAS SUPPLY TO FLOOR DRAIN OF WATER
- 1-016 1/2" GAS SUPPLY TO FLOOR DRAIN OF WATER
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- 1-099 1/2" GAS SUPPLY TO FLOOR DRAIN OF WATER
- 1-100 1/2" GAS SUPPLY TO FLOOR DRAIN OF WATER



- LEGEND PLUMBING CONNECTIONS**
- 1/2" HOT WATER OR CH-COLD WATER
 - GAS
 - WASTE DRAIN CONNECTED IN FIELD
 - FLOOR DRAIN
 - FLOOR DRAIN W/ATTACHED JUMP
 - FLOOR SINK WITH HALF SEATS UNLESS NOTED OTHERWISE



<p>DATE: 08/14/08 DRAWN BY: J. J. JONES CHECKED BY: J. J. JONES DATE: 08/14/08 DESIGNED BY: J. J. JONES DATE: 08/14/08</p>	<p>PROJECT: BERKELEY GRILLE 1000 UNIVERSITY AVENUE BERKELEY, CA 94702 P. JONES ARCHITECTS 1000 UNIVERSITY AVENUE BERKELEY, CA 94702</p>
<p>NOTES: 1. ALL WORK TO BE IN ACCORDANCE WITH THE 2004 CALIFORNIA PLUMBING CODE AND THE 2004 CALIFORNIA MECHANICAL CODE. 2. ALL WORK TO BE IN ACCORDANCE WITH THE 2004 CALIFORNIA ELECTRICAL CODE AND THE 2004 CALIFORNIA FIRE AND ALARM CODE. 3. ALL WORK TO BE IN ACCORDANCE WITH THE 2004 CALIFORNIA BUILDING CODE AND THE 2004 CALIFORNIA STRUCTURAL CODE. 4. ALL WORK TO BE IN ACCORDANCE WITH THE 2004 CALIFORNIA PLUMBING CODE AND THE 2004 CALIFORNIA MECHANICAL CODE. 5. ALL WORK TO BE IN ACCORDANCE WITH THE 2004 CALIFORNIA ELECTRICAL CODE AND THE 2004 CALIFORNIA FIRE AND ALARM CODE. 6. ALL WORK TO BE IN ACCORDANCE WITH THE 2004 CALIFORNIA BUILDING CODE AND THE 2004 CALIFORNIA STRUCTURAL CODE.</p>	<p>SCALE: AS SHOWN SHEET NO: K-3 TOTAL SHEETS: 3</p>

5. Discuss and Vote Educational Incentive Request for Consideration, Fire Department

Fire Chief Rick DeLorie has submitted a memo to the Board to review two firefighter's requests for educational incentive payments. Under the terms of the union contract, firefighters with specific degrees are eligible for a secondary education payment. The contract leaves open the possibility of the Board of Selectmen approving degrees not specifically listed in the contract. The Fire Chief has sent a memo detailing the financial impacts which are \$4500 for a bachelor's degree in FY20. One candidate has an associate's degree so the cost for approval of the requests in total (2 firefighters) is \$6500 for FY20. Should the Board approve the requests, I have drafted a motion.

MOTION:

MOVE to approve the request for consideration of a degree in Criminal Justice for an educational incentive payment for Firefighter Gerard Sullivan and Firefighter Peter Indresano.



TOWN OF WELLESLEY

457 WORCESTER ST.
WELLESLEY, MA 02481
Telephone 781-235-1300



FIRE RESCUE DEPT.

RICHARD A. DELORIE
FIRE CHIEF
Fax 781-283-5725

Memorandum

TO: Marjorie Freiman
From: Richard A. DeLorie
Date: January 8, 2020
RE: Firefighter Educational Incentive

I have two firefighters requesting consideration of their degrees that are not specifically listed in the secondary educational incentive Article 20 Section 9 (g). Under this article a firefighter can request consideration for their degree, it's been a number of years since any requests have been made and I believe these are appropriate. In the coming months we will begin additional training on active shooter medical care and evidence preservation.

The requests for consideration include two Bachelor Degrees in Criminal Justice. Criminal Justice Degrees were not supported by me in the past. After some review on the types of calls our personnel are responding to, including the fire departments newly implemented involvement in active shooter / hostile events, it has changed my view on the value of this degree in the fire service. The firefighters are responding to ems calls for drug, psychiatric and other issues, and are trained to respond to active shooter incidents working closely with our law enforcement partners.

The two firefighters submitted requests for consideration of their degrees and these are worthy of consideration by the Board of Selectmen. The contract states the Chief can forward requests to the Board of Selectmen for consideration on a case by case basis.

1. Criminal Justice B.A. - Firefighter Gerard Sullivan
2. Criminal Justice B.A. - Firefighter Peter Indresano

Both firefighters provided a written request for consideration of their degrees for the secondary educational incentive. I have attached the letters submitted and provided the contractual language below for your review. If the Board of Selectmen approves these requests they will be awarded the incentive. The awarding of these degrees would have minimal budgetary impact and one of the firefighters is already receiving the associate degree incentive, his increase would be simply moving to the bachelor level.

Firefighter Contract Article 20 section (g)

(g) Effective July 1, 2012, the following Secondary Education Incentive Program shall be established:

A. **Eligible degrees for secondary education incentive program**: An associate's or bachelor's degrees in the following major concentrations shall be eligible for the secondary education incentive program. This program is contingent upon the successful removal from civil service of all new employees and employees who are promoted:

- Fire Science
- Emergency Management
- Public Administration
- Environmental Sciences
- Civil and Mechanical Engineering
- Construction Management

Degrees in other disciplines determined by the Fire Chief to be relevant to the employee's current or potential duty assignment may be approved, subject to ratification (on a case by case basis) by the Board of Selectmen.

All Degrees shall have been awarded by a college or university listed in the database of accredited postsecondary institutions and programs maintained by the U.S. Department of Education.

B. **Secondary Education Incentive**: Upon receipt of an approved degree or completion of the required years of career educational experience, and provided the Department is notified by the December 1st of the preceding year, the base salary for an employee shall be increased on the following July 1st by the following amounts:

FY 18: Bachelor's/ Master's degree	\$4,000
Associate's degree or 20 years' career educational experience	\$2,000
FY 19: Bachelor's/ Master's degree	\$4,250
Associate's degree or 20 years' career educational experience	\$2,250
FY 20: Bachelor's/ Master's degree	\$4,500
Associate's degree or 20 years' career educational experience	\$2,500

6. Discuss Sustainable Building Guidelines Proposal

Marybeth Martello Sustainable Energy Administrator and Fred Bunger SEC member will be joining the Board to discuss the Sustainable Energy Committee's proposed Sustainable Building Guidelines. The SEC has been working with FMD and other Town departments over the past year to review and vet a set of guidelines for municipal and school building construction projects. Attached for your review are the following:

- Memo from Marybeth Martello
- Summary of Guidelines
- Full Guidelines (These were also in the 1/13/20 FNM)
- PowerPoint Presentation that will be given at the meeting

In discussions with Marybeth and members of the SEC, should the Board of Selectmen determine they would like to proceed with the guidelines, I have recommended a multi-board adoption of the guidelines. The adoption of guidelines rather than a bylaw allows for annual review of the guidelines and flexibility to meet challenges faced with permitting, siting, and costs of projects. The promulgation of the guidelines should be through a public hearing and signing of building owners including BOS, DPW, MLP, Schools, Library, and NRC. The SEC has presented the guidelines to the above departments and will report on their support.

NO MOTION ANTICIPATED AT THIS TIME

**SUSTAINABLE ENERGY COMMITTEE**

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

SEC Administrator: Marybeth Martello

SEC@wellesleyma.gov

SEC Assistant: Janet Mosley

jmosley@wellesleyma.gov

Laura Olton, Chair

Fred Bunger, Vice Chair

Cindy Mahr

Ellen Korpi

Richard Lee

Susan Morris

Lise Olney

MEMORANDUM

TO: Board of Selectmen
CC: Meghan Jop, Executive Director of General Government Services
From: Marybeth Martello, Sustainable Energy Director
Re: Municipal Sustainable Building Guidelines
Date: January 16, 2020

Introduction

The Sustainable Energy Committee (SEC) looks forward to meeting with the Board of Selectmen on January 21 to present Municipal Sustainable Building Guidelines (MSBG) and discuss next steps for their formalization. The SEC has worked closely with the Facilities Management Department (FMD) to develop MSBG so that feasibility analyses, design, construction and operation of municipal new construction projects, major renovations and large additions, as well as private development on Town-owned in Wellesley, will be as sustainable and cost effective as possible.

Presentations to Departments

Over the past year, Fred Bunger, SEC Vice Chair, and myself presented MSBG to staff and board members from the following departments and invited their feedback:

- Facilities Management Department
- Permanent Building Committee
- Schools
- Library Trustees
- Wellesley Municipal Light Plant

- Public Works
- Recreation
- Natural Resources Commission
- Wetlands
- Planning
- Zoning Board of Appeals
- Council on Aging
- Health Department
- Police
- Fire

Process for Formalizing MSBG

After discussions with Meghan Jop and FMD we have identified the following steps to MSBG formalization:

- 1) Public Hearing - date to be determined
- 2) Request the following boards and committees to vote on MSBG
 - a. Board of Selectmen
 - b. School Committee
 - c. Library Trustees
 - d. Wellesley Municipal Light Plant
 - e. Department of Public Works
 - f. Natural Resources Commission
 - g. Recreation
- 3) Request signatures from supporting boards and committees
- 4) Discuss MSBG during the SEC's presentation to Annual Town Meeting 2020

Attached please find the latest draft of the Guidelines, a short summary of the Guidelines and our PowerPoint presentation for January 21. Please do not hesitate to reach out to me with questions at 781-431-1019 x2229 or mmartello@wellesleyma.gov. Thank you.

DRAFT Revised 1/15/2020

**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 15,000 square feet or more with significant upgrades to the mechanical systems and building envelope;
- Large additions of 10,000 square feet or more; and
- Private development on Town-owned land,

such that applicable projects will strive to be:

- LEEDv4 Platinum certifiable (with a LEEDv4 Silver minimum) 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/commissioning 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.

- | | |
|--------------------------------|----|
| - 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)

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): 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.

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.

DRAFT

Town of Wellesley Proposed Municipal Sustainable Building Guidelines¹

Wellesley Sustainable Energy Committee

January 15, 2020

Outline

- 1. INTENT AND BACKGROUND**
- 2. GENERAL COMMITMENTS**
 - a) Sustainable Design
 - b) Energy Efficiency
 - c) Zero Net Energy
 - d) LEED v4
 - e) Education
 - f) Service Life
 - g) Electricity and carbon-free energy as preferred forms of energy
 - h) Sustainable Operation
- 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

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

- 5. CONSTRUCTION**
- 6. OPERATION AND MANAGEMENT**
 - a) Building Management
 - b) Plug Load Management
 - c) Metering
- 7. COMPLIANCE WITH MSBG**
- 8. REVIEW OF REVISION OF MSBG**

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 require the consumption of material, water and energy resources and 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 (MSBG 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. MSBG present a minimum level of requirements for the design and development of the projects listed below. The Sustainable Energy Committee recommends that MSBG apply to:

- New buildings;
- Major renovations affecting 15,000 square feet or more with significant upgrades to the mechanical systems and building envelope;
- Large additions of 10,000 square feet or more; 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.

MSBG 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).

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

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

2. GENERAL COMMITMENTS

MSBG 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 criteria 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 provides a framework and targets for achieving high performance in areas such as siting, water efficiency, indoor environmental quality, and materials. Building projects should meet a minimum requirement of ZNE and LEED v4 Silver, but should strive to achieve LEED v4 Platinum. 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:

- Commit to a sustainable, holistic approach in Request for Qualifications (RFQs) 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 to a minimum level of **LEED v4 Silver** (or equivalent), but strive to achieve **LEED v4 Platinum;**
- Engage a **Professional Sustainability Peer Reviewer/Commissioner;**
- 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

ZNE

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

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

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

- Develop and implement plans for the sustainable operation of a building guided by a program such as the [WELL Building Standard](#).⁵

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 Team 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 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 Silver** (or equivalent) and will strive to meet **LEED v4 Platinum** where possible.

Building processes that follow MSBG should include a **Professional Peer Reviewer** or **Commissioning Agent** in each new building construction project or major renovation/addition project. The Peer Reviewer/Commissioner will consult on and review all sustainability-related

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.

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 Silver program.
- The Town's commitment to hiring a Designer and OPM with qualifications and experience that will support achievement of MSBG 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).
- 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.

ZNE

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

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

Life-Cycle Cost Analysis

Each project under MSBG 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;
- Green building standard goal (LEED v4 Silver 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, 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.

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

Commissioning Plan

Develop a Commissioning Plan that addresses sustainability goals and includes a program for metering and verification. The Peer Reviewer/Commissioning Agent confirms the Commissioning Plan and 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;
- Building envelope and HVAC Peer Reviewers/Commissioning Agents should monitor the project; 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. Peer Reviewer/Commissioning agents should carry out an initial commissioning at a suitable point prior to occupancy and conduct re-commissioning at a point 12 months after occupancy.

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 Proponent and the SEC will develop a program to 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 metering – 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

- Designer confirmation that the final construction documents, if followed, will produce a completed Project that is LEEDv4 Silver certifiable and ZNE capable.
- Peer Review confirmation that the final construction documents, if followed, will produce a completed project that is LEED v4 Silver 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/commissioned 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 Adapted from Town of Amherst Zero Energy Bylaw 2018.

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.

DRAFT

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 with walls and a roof providing services and affording shelter, housing or enclosure 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.

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| - 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 require 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.

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.

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).

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: 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.

REFERENCES

Amherst Zero Energy Bylaw. 2018.

<https://www.amherstma.gov/DocumentCenter/View/44181/Article-29-Zero-Energy-Report-to-Town-Meeting-41118FINAL?bidId=> Visited October 1, 2018.

Maclay, William. 2014. *The New Net Zero: Leading-Edge Design and Construction of Homes and Buildings for a Renewable Energy Future*. White River Junction Vermont: Chelsea Publishing.

MA Department of Energy Resources (MA DOER) 2019. "What is a Zero Net Energy Building?" <https://www.mass.gov/service-details/what-is-a-zero-net-energy-building>. Visited 2.18.2019.

Wellesley Facilities Management Department. *FMD Design Guidelines*. Undated. FMD's Recommended Design and Construction Guidelines.

Wellesley Permanent Building Committee. 2018. *Permanent Building Committee (PBC) Proponent User Manual*. Ver. 24.

Whole Building Design Guide (WBDG) Sustainable Committee. 2018. *Whole Building Design Guide: Sustainable*. <https://www.wbdg.org/design-objectives/sustainable> Visited on September 15, 2018

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

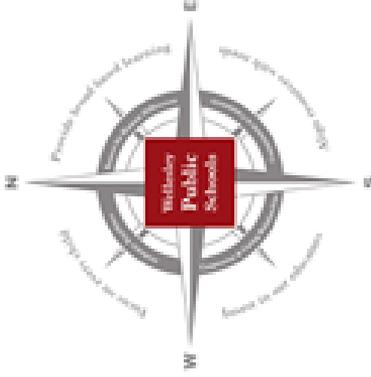
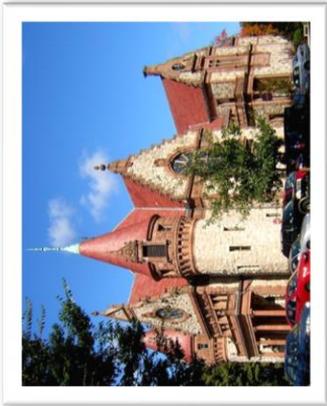
Municipal Sustainable Building Guidelines



**Sustainable Energy Committee Presentation to the
Board of Selectmen
January 21, 2020**



Wellesley's Long-standing Commitment to Sustainability



Town of Wellesley
SUSTAINABLE ENERGY COMMITTEE

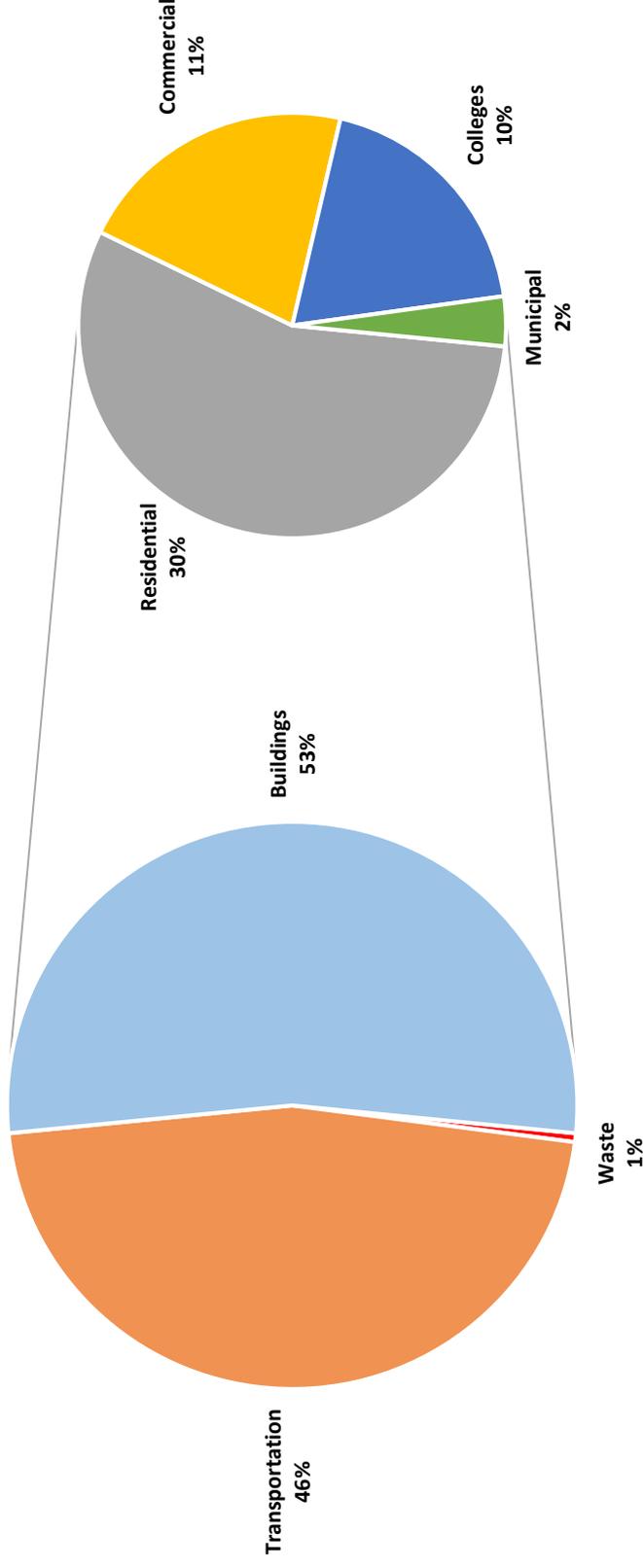
HEALTH BOS
DEPT. FMD
DPW 2



SEC Climate Change Objective:

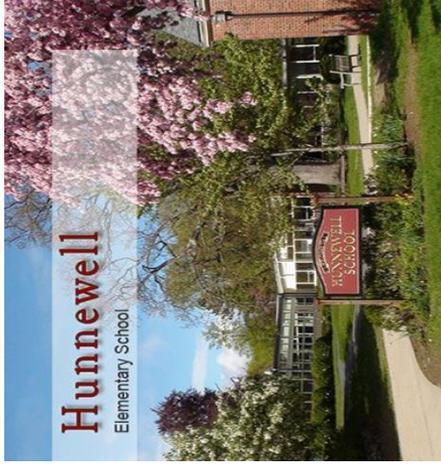
25% reduction in Wellesley greenhouse gas (GHG) in 2020 from 2007 base.

Wellesley 2018 Greenhouse Gas Emissions



For feasibility, design, construction and operation

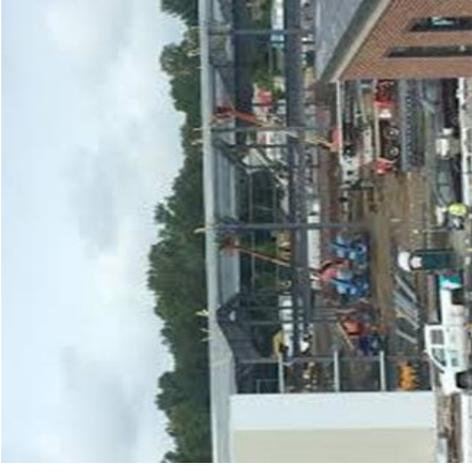
**New construction +
consider solar on new
municipal roofs**



**Major reno = 15,000+ sq.ft.
w/extensive mechanical &
envelope upgrades**



**Private development on
Town-owned land**



Plus building additions 10,000+ sq.ft.

Implementation = Proponents + Goals + Timing + Process

Sustainable Buildings are:

- **Healthy and comfortable**
- **Resilient and adaptable**
- **Integrated with environment**
- **Conserve energy and water**



MSBG Key Elements

- Buy-in by all Town building proponents
- **EVALUATE LEEDv4 + Low Energy Use Intensity + NZE + NPV**
- Commitment at very earliest planning stages
 - RFQs seek sustainable building experts
- Sustainability peer review/commissioning
- Sustainable operator and user practices

Augments process in *PBC Proponent User Manual*

Minimum = LEED Silver Certifiable, but evaluate & aspire to LEED Platinum

innovative processes

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
Total points	110

In order to achieve LEED certification, projects must earn points in these categories:



 <p>Innovation Introduction of novel features and procedures</p>	 <p>Indoor Environmental Quality Use of natural light and efficient air conditioning</p>	 <p>Materials and Resources Responsible construction waste management and sustainable sourcing of materials</p>
 <p>Sustainable Sites Sufficient green open space and light pollution reduction</p>	 <p>Energy and Atmosphere Optimizing sustainable energy production and metering</p>	 <p>Water Efficiency Indoor and outdoor water reduction</p>
 <p>Location and Transportation Land protection and access to public transportation and green vehicles</p>		

Source: www.usgbc.org

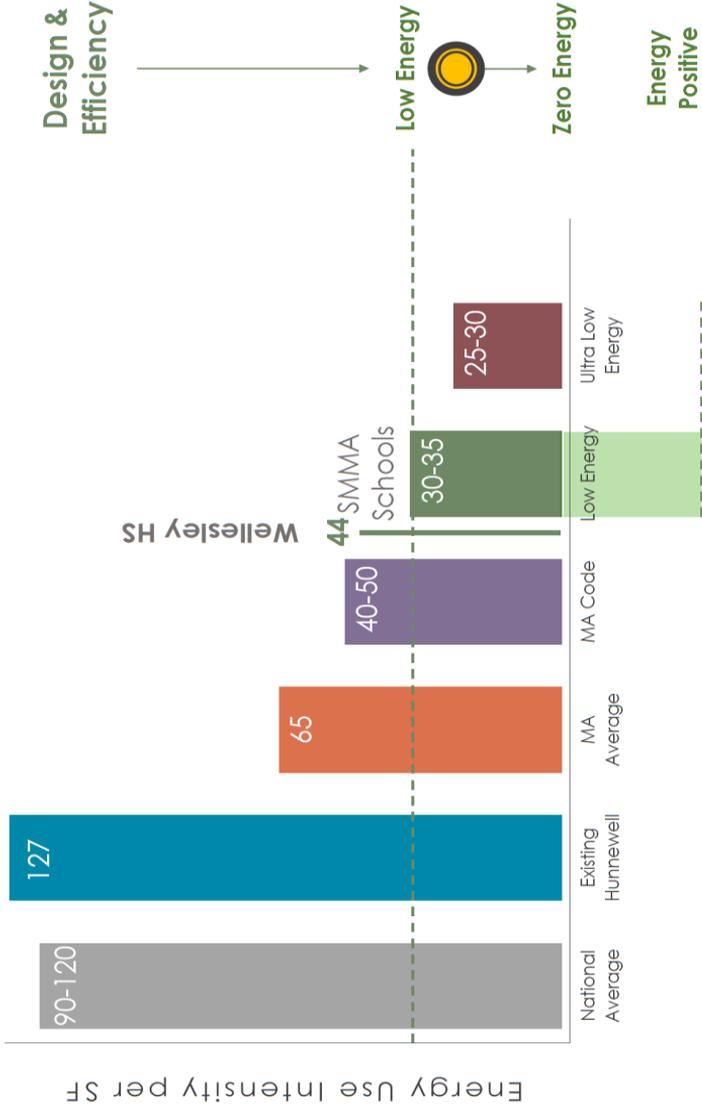
LEED gold 60-79 points **LEED Platinum** 80+ points

Closer Look at Energy Use Intensity

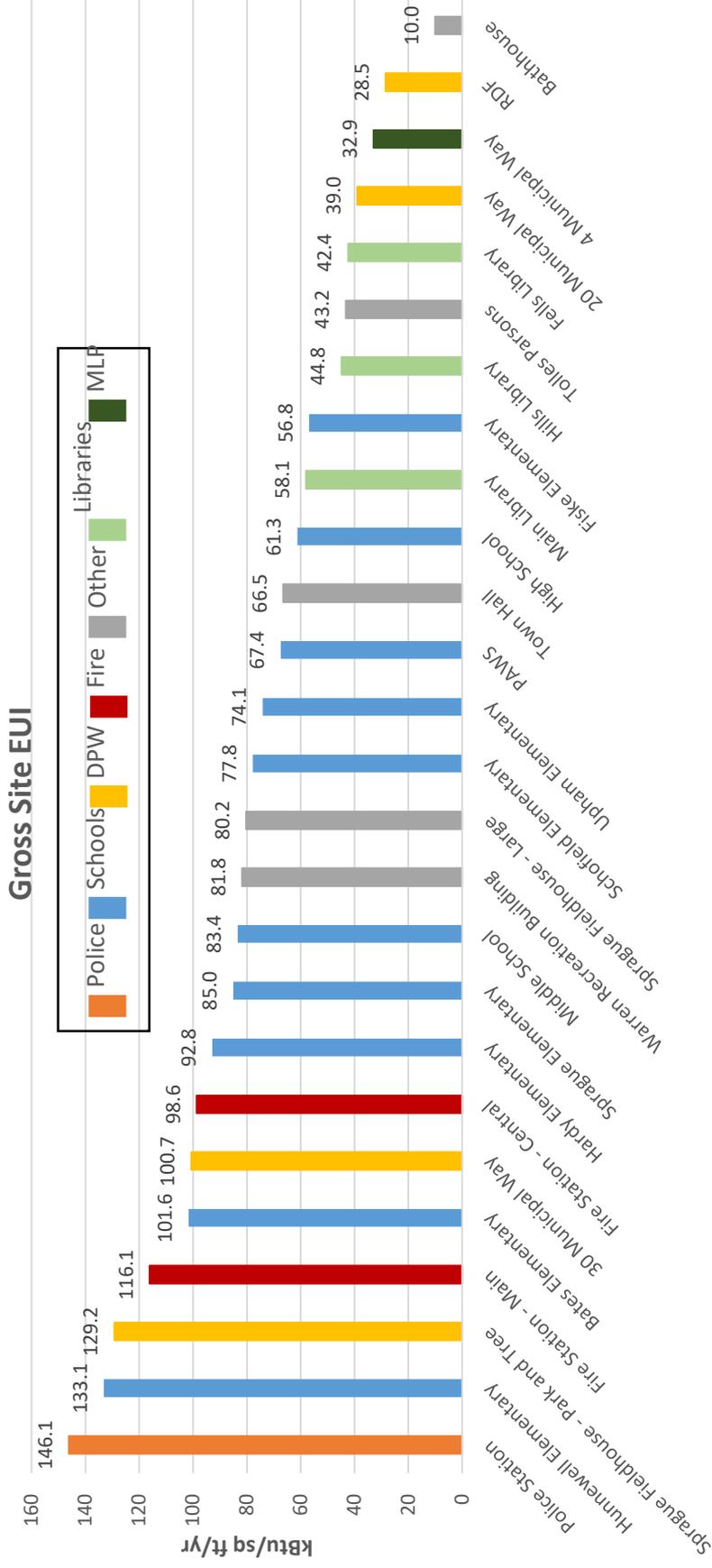
- EUI = “mileage rating” for buildings

- EUI = kBTU/sq.ft./year

Planning for a Zero Energy School



EUIs for Wellesley Municipal Buildings



Closer Look at ZNE

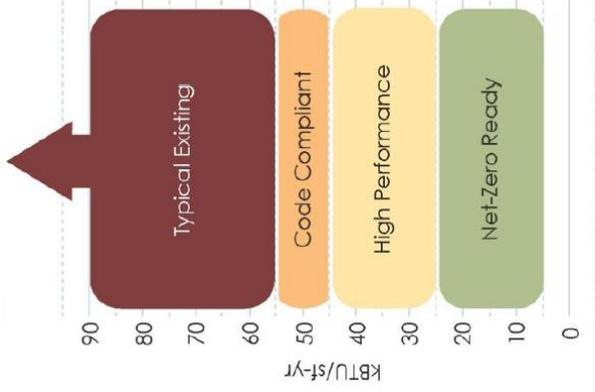
Energy Conservation

+

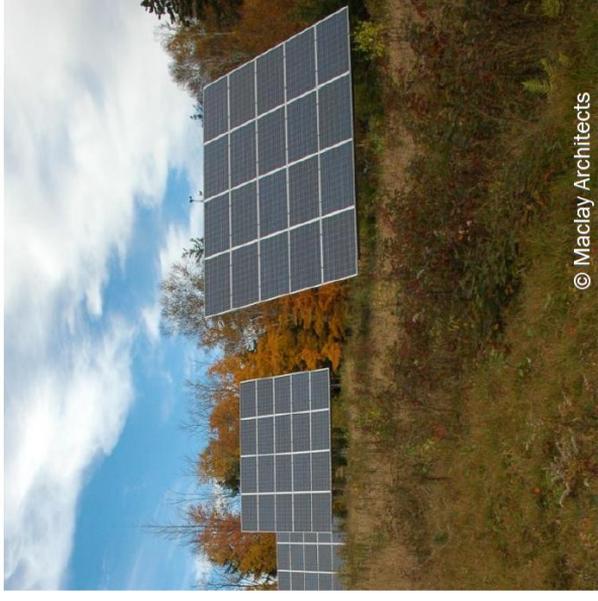
High Efficiency Systems

+

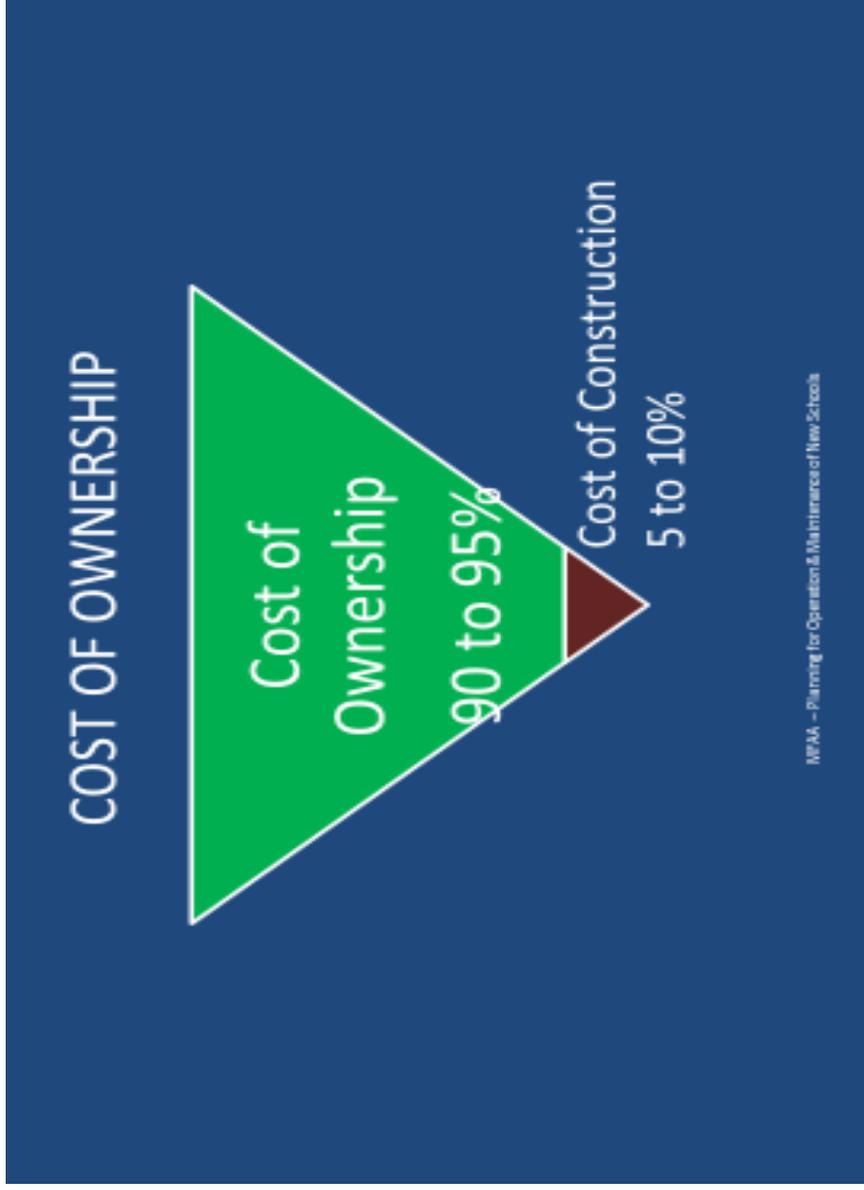
Renewable Generation



Energy Use Intensity
(EUI)



Sustainable Building Costs



Sustainable Building Costs: Hunnewell School

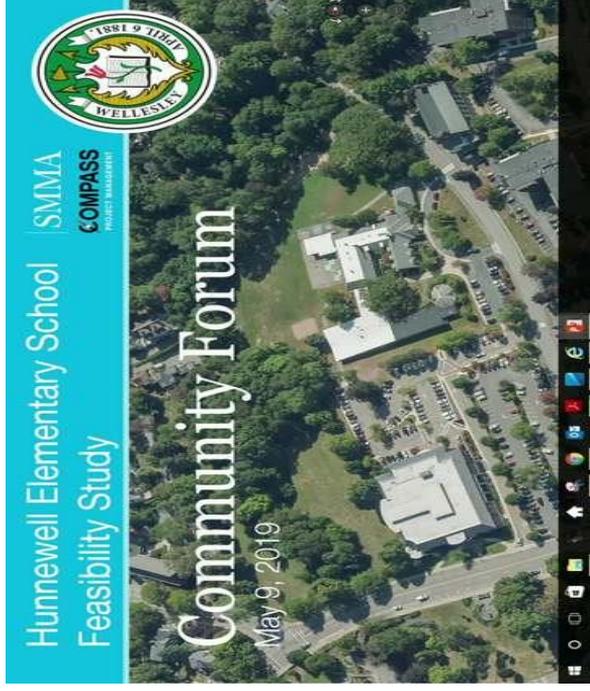
- Zero net ready, all-electric - EUI of 26.4kBTU/sq.ft./yr
- Construction Cost \$45 million (\$589/sq.ft.)
- Capital premium (above current Code) for ZNE ready = 4.8%
- ZNE Ready energy cost premium = 1%
- Solar limited to 40% by roof and site

Codes regularly updated:

2021 ICC code update
raises energy efficiency
another 10%+

Energy costs volatile:

Subject to policy
changes and world
politics.



Sustainable Building Costs: Town Hall Annex

- **Total Project Cost: \$11,951,403 (\$627/sq.ft.) EUI = 0**
- **Upfront premium (above Code) for ZNE Ready = 2.4% = \$284,326**
- **Upfront premium (above Code) for ZNE = 7% = \$783,526**
- **30 yr. NPV analysis ongoing**

Annex will showcase sustainable design

- Full Solar
- Natural materials
- Mass Timber construction with the use of Cross Laminated Timber



Green Building Policies in other MA Towns

- **Amherst: ZNE Bylaw**
- **Arlington: muni LEED**
- **Cambridge: muni LEED and ZNE**
- **Boston: muni LEED and ZNE**
- **Brookline: ZNE Schools Study Subcommittee**
- **Watertown: commercial solar ordinance**



**King Open School Cambridge
Net Zero Emissions**

Next Steps for Guidelines



Public Hearing



Voting
by building proponents:
BOS, Schools, MLP,
DPW, Library Trustees,
Recreation, NRC



Signing
by boards &
committees in
favor



Implementation
of Guidelines by
proponents during
feasibility, design,
construction and
operation



Presentation
of Guidelines at
ATM 2020 by SEC

Thank you!

**Fred Bunger, SEC Vice Chair
febunger@gmail.com**

**Marybeth Martello, Sustainable Energy Director
mmartello@wellesley.ma.gov
781-431-1019 x2229**

7. Discuss and Vote Modifications to 148 Weston Road Development Agreement

Proposed revisions of the 148 Weston Road project were before the Board on December 16th. Since that meeting, the project proponents have reached out to the College Heights Neighborhood to meet and discuss the proposal. Victor Sheen will be returning to the Board to continue to discuss proposed amendments to the Development Agreement relating to the number of units and the design (size) of the structure. Based upon initial feedback from Victor, the College Heights Neighbors were concerned about additional units rather than the additional size of the building. Attached for the Board's review are the following:

- Proposed Amendment to the DA
- Original DA
- Revised Perspective of the project from Weston Road
- Revised Site Plan
- Comparison Table of Past Iterations

I have not prepared a motion at this time, but can have options ready for the Board's consideration pending the discussion on this item.

FIRST AMENDMENT TO DEVELOPMENT AGREEMENT

This First Amendment to Development Agreement is made as of the ___ day of December, 2019 as an amendment to a certain Development Agreement (the “Development Agreement”) dated as of _____, 2019, by and between the Board of Selectmen (the “Board”) of the Town of Wellesley, Massachusetts (the “Town”), and Wellesley Park, LLC as owner in part and contract purchaser in part of the Property (as hereinafter defined) (together, with its/their successors and assigns, the “Owner,” and together with the Board, the “Parties”).

WHEREAS Exhibit A to the Development Agreement described the Property on Weston Road in the Town of Wellesley owned by or under contract to the Owner which was the subject of the Development Agreement; and

WHEREAS the Owner has acquired additional property at 144 Weston Road (the “144 Weston Road Property”) ownership of which will augment and enhance the Revised Project; and

WHEREAS the Owner and the Town, acting through its Board of Selectmen wish to amend the Development Agreement to (i) add the 144 Weston Road Property to the Property and (ii) provide for further revisions to the Revised Project;

WHEREAS capitalized terms in this First Amendment to Development Agreement shall be deemed to have the same meaning as defined in the Development Agreement except as amended hereby;

NOW THEREFORE, the Development Agreement is amended in the following respects:

1. THE PROPERTY

1.1 The first WHEREAS recital is deleted in its entirety and in its place the following is substituted:

WHEREAS the Owner has purchased certain parcels of land located at 148 Weston Road, 144 Weston Road and 140 Weston Road, within the Town (such parcels collectively, as further described on **Exhibit A-Amended**, the “Property”). A portion of the property at 140 Weston Road is to be conveyed to the Owner outright, and a second portion containing a house (the “140 House Lot”) will be conveyed to the Owner subject to a life estate (the “Life Estate”) in favor of the current owner.

2. REVISED PROJECT

2.1 The fifth WHEREAS recital is deleted in its entirety and in its place the following is substituted:

WHEREAS, the Revised Project is a multifamily residential condominium development at the Property consisting of a single new building containing 28 dwelling units (not to exceed 65 bedrooms) and the eventual renovation (as provided herein) of the existing single-family dwelling at 140 Weston Road.

2.2 The sixth WHEREAS recital is deleted in its entirety and in its place the following is substituted:

WHEREAS, the Parties wish to establish a framework to facilitate the proposed development of the Property for the Revised Project as more particularly described and depicted on a certain plan of land entitled “Wellesley Park Residences, Weston Road, Wellesley, MA 02402, December _____, 2019, containing 11 sheets and attached hereto and incorporated herein as **Exhibit B – Amended** (the “Further Revised 148 Weston Development Plan”) and described in a certain Revised Project Narrative by EMBARC Studio attached hereto and incorporated herein as **Exhibit C – Amended** (the “Revised Project Narrative”).

2.3 Section 3.2 is deleted in its entirety and in its place the following is substituted:

3.2 The Owner’s application for the Revised Project shall adhere to the Further Revised 148 Weston Development Plan **Exhibit B- Amended** and the Revised Project Narrative **Exhibit C-Amended**. The number of units shall not exceed 28 and the number of bedrooms shall not exceed 65. The Owner acknowledges that the special permit and site plan approval for the Revised Project may include conditions typical for such projects in Wellesley including without limitation conditions relative to drainage and utility design, traffic impacts (and offsite mitigation to mitigate traffic impacts), landscaping, sequencing of construction, a construction management plan, and post-construction reviews.

2.4 The first sentence of Section 3.3 is deleted in its entirety and in its place the following is substituted:

3.3 In addition to the 28 new units the Owner will acquire 140 Weston Road subject to the Life Estate on the 140 House Lot.

2.5 The first sentence of Section 3.4 is deleted in its entirety and in its place the following is substituted:

3.4 Pursuant to rights to be reserved to the Owner, the Affordable Units will be declared as condominium units within the condominium Master Deed created for the new twenty-eight units, and the Affordable Units will have access to common areas and amenities of the Condominium in accordance with the Condominium Master Deed and the rules and regulations of the Condominium, and the Affordable Units will have appurtenant percentages of interest in the Condominium established in accordance with G.L. c. 183A.

3. COUNTERPARTS; SIGNATURES

This Agreement may be executed in several counterparts and by each Party on a separate counterpart, each of which when so executed and delivered shall be an original, and all of which together shall constitute one instrument. It is agreed that electronic signatures shall constitute originals for all purposes.

4. NO THIRD-PARTY BENEFICIARIES

Notwithstanding anything to the contrary in this Agreement, the Parties do not intend for any third party to be benefitted hereby, and no third party shall have any right to enforce any obligations or exercise any rights hereunder.

5. NO OTHER AMENDMENTS

Except as amended by this First Amendment the Development Agreement remains in full force and effect without other amendments.

6. HEADINGS.

Headings are inserted for convenience only and do not form part of this Agreement.

[Signatures on following page(s)]

EXECUTED under seal as of the date and year first above written,

WELLESLEY PARK LLC

By: _____
Manager

TOWN OF WELLESLEY BOARD OF
SELECTMEN

By: _____

By: _____

By: _____

By: _____

By: _____

LIST OF EXHIBITS

Exhibit A - Amended – Land Description

Exhibit B – Amended – Revised Plans

Exhibit C – Amended - Project Narrative

EXHIBIT A

Land Description

EXHIBIT B

Revised Plan

EXHIBIT C

Project Narrative

DEVELOPMENT AGREEMENT

This Development Agreement (this “Agreement”) is entered into as of this ___ day of 2019, by and between the Board of Selectmen (the “Board”) of the Town of Wellesley, Massachusetts (the “Town”), and Wellesley Park, LLC as owner and contract purchaser of the Property (as hereinafter defined) (together, with its/their successors and assigns, the “Owner,” and together with the Board, the “Parties”).

WHEREAS the Owner has agreements to purchase certain parcels of land located at 148 Weston Road and 140 Weston Road, within the Town (such parcels collectively, as further described on **Exhibit A**, the “Property”). The property at 140 Weston Road is to be conveyed to the Owner subject to a life estate (the “Life Estate”) in favor of the current owner with respect to a house at 140 Weston Road (the “140 House”).

WHEREAS the Owner has filed with the Town of Wellesley Zoning Board of Appeals a petition for development of the Property under G.L. c. 40B §§ 20 et seq. known as Case Number ZBA-2018-24 (the “40B Petition”). The next session of the hearing under said application has been continued by the Owner and the ZBA until May 1, 2019 and will be further continued as provided herein.

WHEREAS the Owner and the Board have determined that a less impactful development of the Property, as described in more detail herein (the “Revised Project”), would be more appropriate for the Property but would require an amendment of the zoning applicable to the Property.

WHEREAS, the Board, as the chief executive officer of the Town is authorized to propose the zoning amendments described herein, call a Special Town Meeting, and execute this Agreement on behalf of the Town.

WHEREAS, this Revised Project is a multifamily residential condominium development at the Property consisting of a single new building containing 25 dwelling units (not to exceed ___ bedrooms) and the eventual renovation (as provided herein), but not expansion, of the existing single-family dwelling at 140 Weston Road.

WHEREAS, the Parties wish to establish a framework to facilitate the proposed development of the Property for the Revised Project as more particularly described and depicted on a certain plan of land entitled “148 Weston Road Project Proposed Project Change February 22, 2019”, containing 9 sheets and attached hereto and incorporated herein as **Exhibit B** (the “148 Weston Development Plan”) and described in a certain Project Narrative by Embarc Design attached hereto and incorporated herein as **Exhibit C** (the “Project Narrative”).

NOW THEREFORE, the development of the Revised Project shall be subject to the terms and restrictions set forth in this Agreement. The Owner shall impose such restrictions and undertake and complete such obligations, as set forth in this Agreement.

1. PROPOSED ZONING AMENDMENTS

1.1 The Board agrees to propose a Zoning Amendment to the Planning Board and to a Special Town Meeting to be held May 13, 2019 in the form substantially as set forth in **Exhibit D** (the “Bylaw Amendments”) which would allow the Revised to be developed under and subject to the processes and limitations contained within Zoning By-Law Section 14F. Residential Incentive Overlay and 16A. Project Approval; and to support a favorable report on the Bylaw Amendments by the Planning Board and the adoption thereof by Town Meeting.

2. 40B PETITION

2.1 Upon the Planning Board’s favorable recommendation on the Bylaw Amendments the Owner will seek a so-called “standstill” agreement with the ZBA, which shall extend, pursuant to 760 CMR 56.05 (3), the time for conducting the public hearing on the 40B Petition, making a decision on that Application, and filing that decision with the Town Clerk for a sufficient time so that the ZBA may suspend its review of the 40B Petition while the Owner pursues all local permits for the Revised Project.

2.2 Upon the Owner’s receipt of its first building permit for the Revised Project the Owner will withdraw the 40B Petition with prejudice.

3. REVISED PROJECT

3.1 Forthwith upon adoption of the Warrant Articles by the Town Meeting and their approval by the Attorney General, the Owner will apply for such special permit, site plan approvals and other required local approvals from the Town as is required by the Zoning Bylaw Amendment (the “Revised Project Permits”).

3.2 The Owner application for the Revised Project shall adhere to the 148 Weston Development Plan **Exhibit B** and the Project Narrative **Exhibit C**. The number of units shall not exceed 25 and the number of bedrooms shall not exceed 58- . The Owner acknowledges that the special permit and site plan approval for the Revised Project may include conditions typical for such projects in Wellesley including without limitation conditions relative to drainage and utility design, traffic impacts (and offsite mitigation to mitigate traffic impacts), landscaping, sequencing of construction, a construction management plan, and post-construction reviews.

3.3 In addition to the 25 new units the Owner will acquire 140 Weston Road subject to a life estate held by the current resident . Upon termination of the Life Estate the Owner will renovate the 140 House into 2 housing units (the “Affordable Units”) in accordance with and to the standards of the Outline Specification attached as **Exhibit E**. The Owner shall subject the Affordable Units to a Department of Housing and Community Development (DHCD) approved form of deed restriction or Regulatory Agreement in perpetuity. The deed restriction or Regulatory Agreement shall be in a form approved by Town Counsel which shall be recorded in the Norfolk County Registry of Deeds and shall be sufficient to make the Affordable Units eligible for inclusion on the Department of Housing and Community Development’s Subsidized Housing Inventory (the “SHI”) as provided for in 760 CMR 56.02, or any successor substantially similar measurement of the creation of an “affordable” housing unit. The finishes in the Affordable Units are described in **Exhibit E**.

Due to the uncertain duration of the Life Estate the date for completion of the Affordable Units is also uncertain. In order to provide security to the Town for the performance of the Owner's obligation to deliver the Affordable Units the Owner agrees:

(i) Prior to or contemporaneous with the sale of the first unit within the Revised Project the Owner will grant to the Town or its designee a first mortgage in form satisfactory to Town Counsel to encumber the lot containing the 140 House; and

(ii) Prior to or contemporaneous with the sale of the first unit within the Revised Project the Owner shall deposit in escrow with the Town or its designee the sum of \$376,205.00 to be held pursuant to an escrow agreement (the "Escrow Agreement") providing for draws against the escrowed funds to pay for renovations to create the Affordable Units in accordance with **Exhibit E**.

The escrowed funds plus the first mortgage are intended to secure the obligations of the Owner to deliver the Affordable Units.

Pursuant to rights to be reserved to the Owner, as an amendment to the Master Deed made upon completion of the Affordable Units, the Affordable Units will be declared as condominium units within the Condominium Master Deed created for the new twenty-five units, and the Affordable Units will have access to common areas and amenities of the Condominium in accordance with the Condominium Master Deed and the rules and regulations of the Condominium, and the Affordable Units will have appurtenant percentages of interest in the Condominium established in accordance with G.L. c. 183A. The Affordable Units shall be sold to eligible individuals by the Owner. The Revised Project permits may also require that the common areas located on at or adjacent to the Affordable Units shall be properly maintained by the Condominium Association, subject to enforcement by the Inspector of Buildings and the permit granting authorities.

3.4 Construction of the Revised Project shall be managed in accordance with the Construction Management Plan dated February 8, 2019 and attached hereto as **Exhibit F**. All construction related traffic shall follow the trucking routes detailed in said Construction Management Plan, however, the Construction Management Plan is subject to change and/or refinement by local permit granting authorities.

3.5 In the event the Zoning Bylaw Amendment is not adopted by a Special Town Meeting on May 13, 2019, then this Agreement, unless extended in writing by the Parties, shall terminate and the Parties shall have no further obligations to the other hereunder. If the Zoning Bylaw Amendment is adopted, in its current or substantially similar form, The Owner shall in good faith pursue governmental permitting and approvals necessary for the project as defined in **Exhibits B and C** and shall not seek permits and approvals for any other development of the site for the duration of this Agreement.

3.6 The owner may terminate this agreement if and only if any of the approvals are (1) denied, (2) annulled, or (3) not exercised by the owner because either (a) the Permit is appealed by third party and neither the Owner nor the Town elects to defend the Permit in the appeal and allows the Permit to be annulled or lapse, or (b) the Permit is issued subject to

conditions unacceptable to the Owner. The Owner shall notify the Town of said termination in writing and shall record in the Registry of Deeds a notice of termination which shall be binding on all parties and their successors or assigns.

3.7 The Board and the Owner recognize that the Revised Project may undergo revision and modification in the usual course of the local approval process. This Agreement shall remain in full force and effect, so long as such revisions and modifications shall be satisfactory to the applicable regulatory board and shall not result in an increase in the number of dwelling units, bedrooms, or in the size or height of the buildings or any conditions specifically referred to or adopted in this Agreement.

4. TRAFFIC IMPROVEMENTS AND MITIGATION

4.1 The final site plans submitted in connection with the Revised Project shall be consistent with the 148 Weston Development Plan **Exhibit B** and the include the following improvements (the “Roadway Improvements”) to be undertaken by the Owner prior to the issuance of the first Certificate of Occupancy of the Revised Project:

- (a) Construction of a 5’ wide concrete sidewalk and reinstallation of vertical granite curbing along the street frontage of the Property;
- (b) Installation of R1-1 Stop Sign and pavement markings at the entry driveway;
- (c) Subject to receipt of a license from the Town , installation of 260’ +/- bituminous concrete sidewalk on the southwest side of Weston Road to connect the Property to the existing asphalt sidewalk which meets the crosswalk at the Linden Street intersection

5. MISCELLANEOUS

5.1 Forbearance from Suit

The Parties shall forego any actions at law or equity attempting to contest the validity or prevent the enforceability of any provision(s) of this Agreement. Such forbearance shall not preclude any Party from bringing any action for breach of contract on the part of the other Party or acts of intentional misconduct with respect to matters contemplated herein.

5.2 Cooperation

The Parties agree to work cooperatively, on a going-forward basis, to execute and deliver documents, and take such other actions, whether or not explicitly set forth herein, that may be necessary in connection with implementation of the goals and objectives of this Agreement.

5.3 Successors and Assigns

The Parties agree that the Owner may transfer all or any interest in the Property to another entity (each a “New Entity”), subject to the terms of this Agreement, provided that all

obligations under this Agreement shall be joint and several among any parties with an interest in the Property, and further provided that the obligations of this Agreement shall run with the Property. To that end, any transfer to a New Entity shall be subject to any New Entity's acknowledgement that:

i. This Agreement shall run with title to the Property and shall be binding upon the Owner insofar as it is the owner of the Site, and each of its successors or assigns as to the obligations which arise under this Agreement during their respective periods of ownership of the Property and/or their respective interest in the Property.

ii. Any predecessor-in-title shall be released from its obligations under this Agreement only upon procuring a written acknowledgment from its immediate successor, addressed to the Town, acknowledging and agreeing that such successor-in-title is bound by the terms of this Agreement and that this Agreement shall be enforceable against such successor by the Board of Selectmen with respect to such successor's subdivided portion(s) of the Site; and

iii. The obligations created hereunder shall not be treated as assumed by any New Entity until such notice is delivered to the Town.

iv. In accordance with the terms of this section, a notice of this Agreement in a form reasonably acceptable to the Owner may be recorded with the Norfolk Registry of Deeds. Said notice shall note that the Agreement may be terminated as provided in Section 3.6 hereof.

5.4 Notices

Notices, when required hereunder, shall be deemed sufficient if sent registered mail to the Parties at the following addresses:

Town: Board of Selectmen
Town of Wellesley
Wellesley Town Hall
525 Washington Street
Wellesley, MA 02482

with a copy to: Thomas J. Harrington, Town Counsel
Miyares and Harrington LLP
40 Grove Street Suite 190
Wellesley, MA 02482
tom@miyares-harrington.com

Owner: Wellesley Park, LLC
49 Coolidge Street
Brookline, MA 02446

with a copy to: Alan J. Schlesinger
Schlesinger and Buchbinder, LLP
1200 Walnut Street
Newton, MA 02461

5.5 Default; Opportunity to Cure

Failure by either Party to perform any term or provision of this Agreement shall not constitute a default under this Agreement unless and until the defaulting Party fails to commence to cure, correct or remedy such failure within fifteen (15) days of receipt of written notice of such failure from the other Party and thereafter fails to complete such cure, correction, or remedy within thirty (30) days of the receipt of such written notice, or, with respect to defaults that cannot reasonably be cured, corrected or remedied within such 30-day period, within such additional period of time as is reasonably required to remedy such default, provided the defaulting Party exercises due diligence in the remedying of such default.

5.6 Limited Undertaking

Nothing in this Agreement shall be construed as an undertaking by the Owner to construct or complete the Revised Project, or any portion thereof, and the obligations hereunder being limited to compliance with the provisions hereof to the extent the Revised Project, or any portion thereof, is commenced, constructed or completed.

5.7 Limitations on Liability

The obligations of the Owner or any New Entity do not constitute personal obligations of their members, trustees, partners, directors, officers or shareholders, or any direct or indirect constituent entity or any of their affiliates or agents. The Town shall not seek recourse against any of the foregoing or any of their personal assets for satisfaction of any liability with respect to this Agreement or otherwise

5.8 Governing Law

This Agreement shall be governed by the laws of the Commonwealth of Massachusetts. If any term, covenant, condition or provision of this Agreement or the application thereof to any person or circumstance shall be declared invalid or unenforceable by the final ruling of a court of competent jurisdiction having final review, then the remaining terms, covenants, conditions and provisions of this Agreement and their application to other persons or circumstances shall not be affected thereby and shall continue to be enforced and recognized as valid agreements of the Parties, and in the place of such invalid or unenforceable provision, there shall be substituted a like, but valid and enforceable provision which comports to the findings of the aforesaid court and most nearly accomplishes the objectives of the Parties. The Parties hereby consent to

jurisdiction of the courts of the Commonwealth of Massachusetts sitting in the County of Norfolk.

5.9 Entire Agreement; Amendments

This Agreement sets forth the entire agreement of the Parties with respect to the subject matter hereof, and supersedes any prior agreements, discussions or understandings of the Parties and their respective agents and representatives. Amendments to the terms of this Agreement may be agreed to on behalf of the Town by its Board of Selectmen. No representation, promise or other agreement with respect to the subject matter hereof shall be binding on any Party unless it is expressly set forth herein. The Parties expressly acknowledge and agree that this Agreement does not and shall not apply to any development by Owner, or any of its affiliates, other than the Project.

5.10 Interpretation

Capitalized terms used but not defined herein shall have the meanings assigned to them under the Town of Wellesley Zoning By-Law.

5.11 Counterparts; Signatures

This Agreement may be executed in several counterparts and by each Party on a separate counterpart, each of which when so executed and delivered shall be an original, and all of which together shall constitute one instrument. It is agreed that electronic signatures shall constitute originals for all purposes.

5.12 No Third-Party Beneficiaries

Notwithstanding anything to the contrary in this Agreement, the Parties do not intend for any third party to be benefitted hereby, and no third party shall have any right to enforce any obligations or exercise any rights hereunder.

5.13 Headings.

Headings are inserted for convenience only and do not form part of this Agreement.

[Signatures on following page(s)]

EXECUTED under seal as of the date and year first above written,

WELLESLEY PARK LLC

By: _____
Manager

TOWN OF WELLESLEY BOARD OF
SELECTMEN

By: _____

By: _____

By: _____

By: _____

By: _____

LIST OF EXHIBITS

Exhibit A – Land Description

Exhibit B – Revised Plan

Exhibit C – Project Narrative

Exhibit D – Warrant Articles

Exhibit E – Weston Road Outline Specification

Exhibit F – Construction Management Plan

EXHIBIT A

Land Description

EXHIBIT B

Revised Plan

EXHIBIT C

Project Narrative

EXHIBIT D

Warrant Articles

EXHIBIT E

Construction Management Plan



R1

DRAWING

DRAWING RENDERING

SCALE:

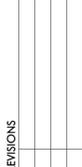
PROJECT # 17003

DATE NOVEMBER 19, 2019

ISSUE PROJECT MODIFICATION

DRAWING INFORMATION

REVISIONS



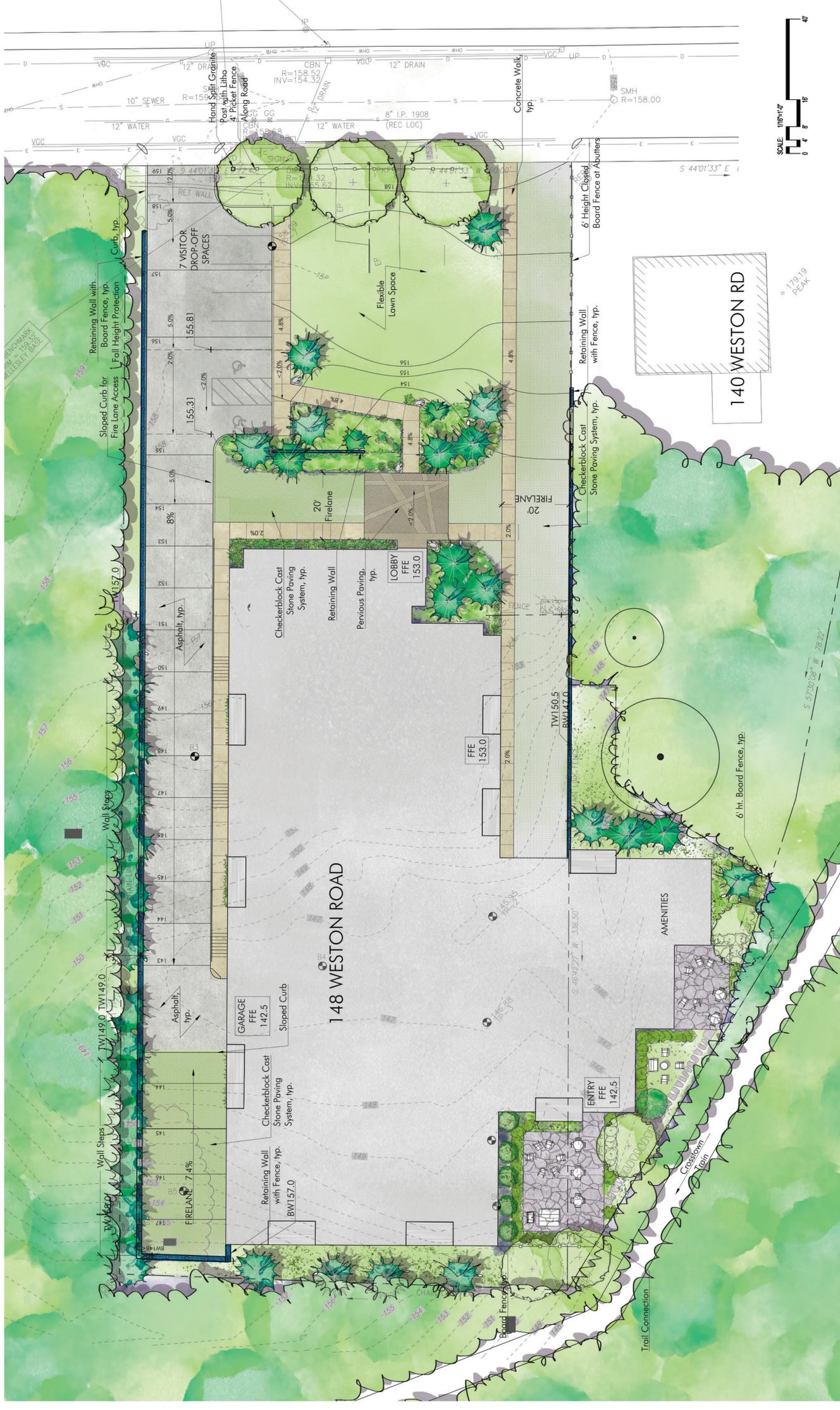
148 WESTON ROAD WELLESLEY, MA 02482 PROJECT MODIFICATION NOVEMBER 19, 2019

LANDSCAPE ARCHITECTURE
VERDANT LANDSCAPE ARCHITECTURE
19 HARVARD ST, SUITE 25
BROOKLINE, MA 02446

CIVIL GROUP
MCKENZIE ENGINEERING
180 LONGWATER DRIVE, SUITE 101
NORWELL, MA 06021

OWNER
PROJECT MODIFICATION
420 HARVARD STREET
BROOKLINE, MA 02446

ARCHITECT
EMBARC
60 K STREET, 3RD FLOOR
BOSTON, MA 02111
TEL: 617.766.8330 F:
617.766.8331
www.embarcstudio.com



Retaining Wall with Board Fence for Fall Protection



Hand-split Granite Post denotes entry points



4' Height Picket Fence at Weston Road



Country Garden Vignettes at key areas



Pervious Brick Paving at Lobby and Courtyard



Firelane Checkerblock (Concrete + Grass)



6' ht. Privacy Fence at Abutters 140 Weston



American Elm Street Trees

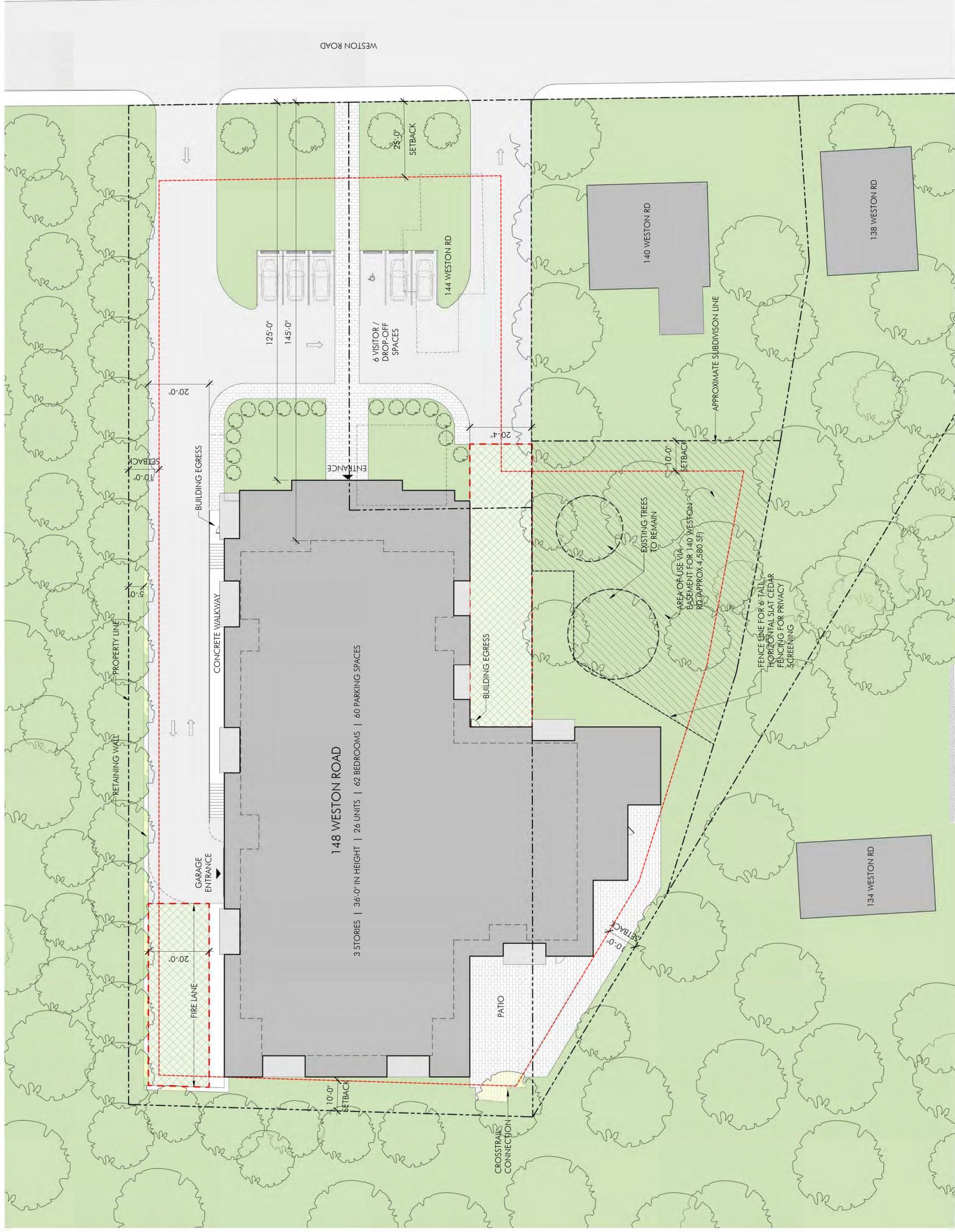


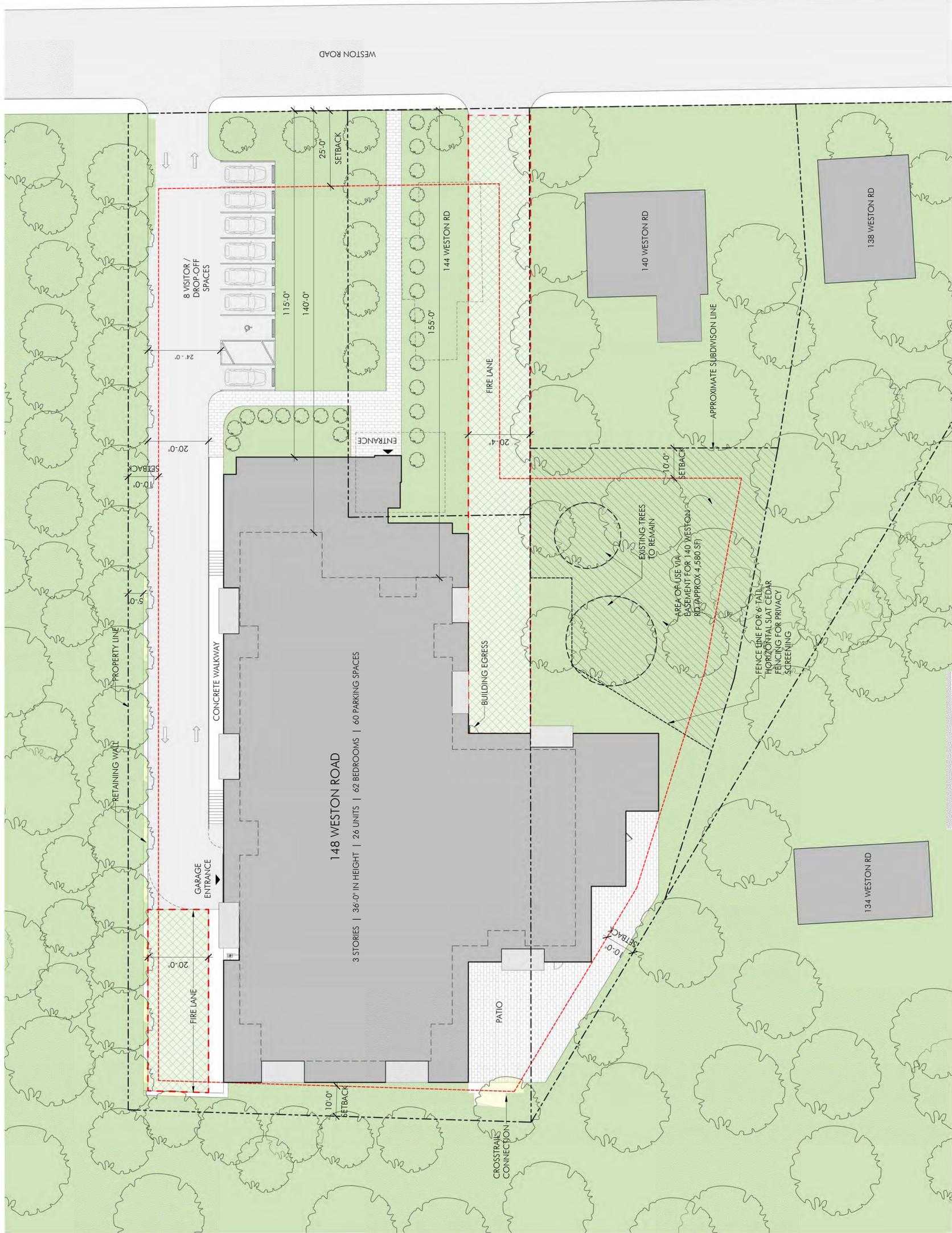
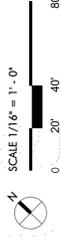
White Pines offer soft Buffer/Screening

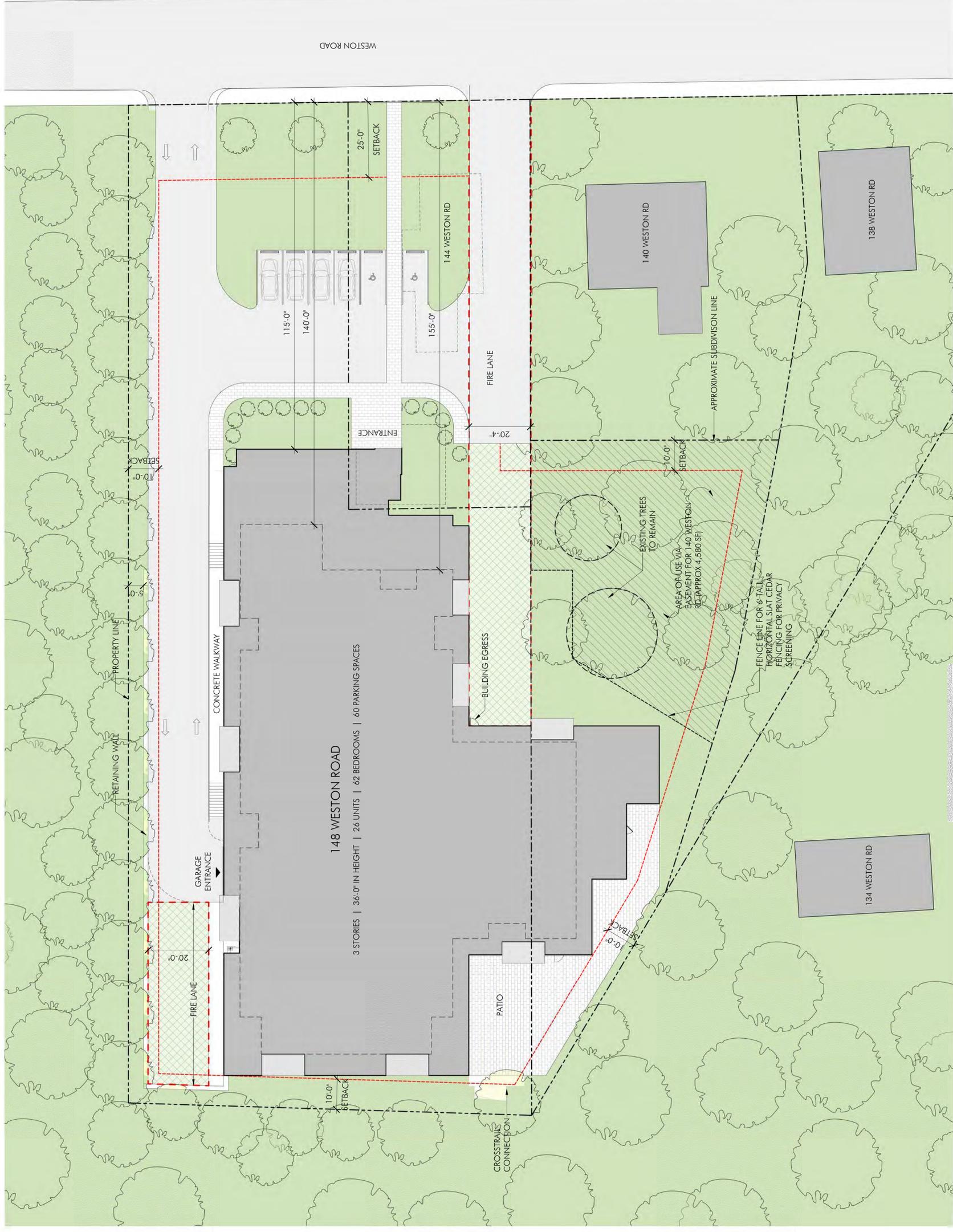


Crosstown Trail

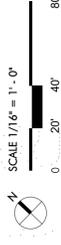
DRAWING INFORMATION	
ISSUE	SCHEMATIC DESIGN
DATE	NOVEMBER 7, 2019
PROJECT #	17003
SCALE:	1/16" = 1'-0"







NO.	DESCRIPTION



EX1: 12/03/18 ZBA SUBMISSION



BUILDING INFO	
STORIES	5
HEIGHT	58'-7"
UNITS	55
BEDROOMS	84
PARKING SPACES	69
PARKING RATIO	1.25

AREA	
RESIDENTIAL	76,575
AMENITY / BACK OF HOUSE	0
GARAGE / UTILITY	16,395
TOTAL FLOOR AREA	92,970

LOT AREA	36,014
BUILDING FOOTPRINT	16,395
OPEN SPACE RATIO	35%

EX2: 2/2/2019 TOWN MEETING +
ACQUIRED 144 WESTON RD

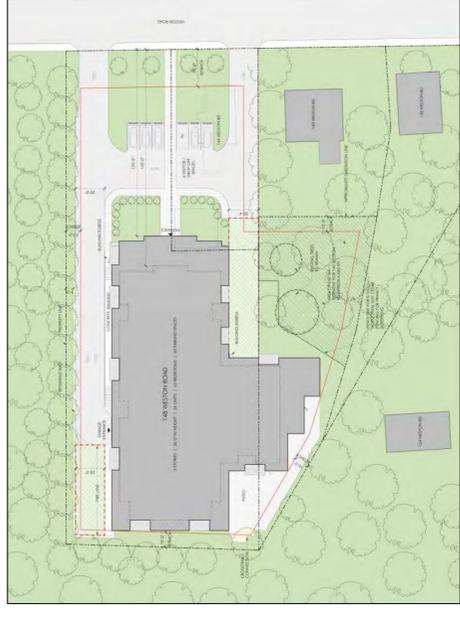


BUILDING INFO		148 WESTON RD	144 WESTON RD	TOTAL
STORIES	3	2	-	-
HEIGHT	36'-0"	28'-0"	-	-
UNITS	25	1	1	26
BEDROOMS	58	4	4	62
PARKING SPACES	56	2	2	58
PARKING RATIO	2.24	2.00	2.00	2.23

AREA		148 WESTON RD	144 WESTON RD	TOTAL
RESIDENTIAL	40,400	2,800	-	43,200
AMENITY	2,000	0	-	2,000
GARAGE / UTILITY	16,325	720	-	17,045
TOTAL FLOOR AREA	58,725	3,520	-	62,245

LOT AREA	47,400	8,100	-	55,700
BUILDING FOOTPRINT	14,648	1,835	-	16,483
OPEN SPACE RATIO	53%	59%	-	54%

A1

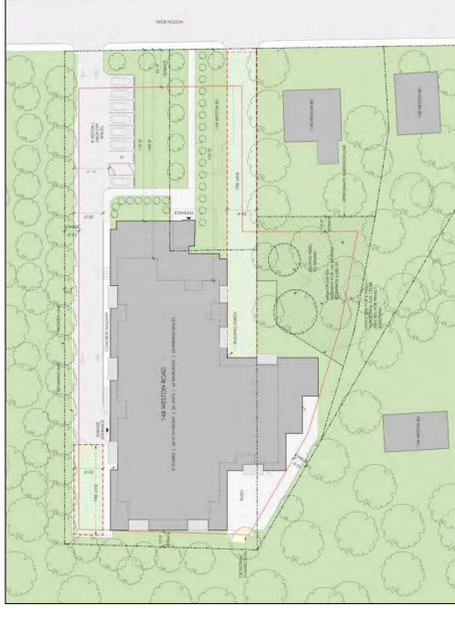


BUILDING INFO	
STORIES	3
HEIGHT	36'-0"
UNITS	26
BEDROOMS	62
PARKING SPACES	58
PARKING RATIO	2.23

AREA	
RESIDENTIAL	51,480
AMENITY / STORAGE / BACK OF HOUSE	6,000
GARAGE / UTILITY	14,850
TOTAL FLOOR AREA	72,330

LOT AREA	55,700
BUILDING FOOTPRINT	19,030
OPEN SPACE RATIO	46%

A2.1



BUILDING INFO	
STORIES	3
HEIGHT	36'-0"
UNITS	26
BEDROOMS	62
PARKING SPACES	58
PARKING RATIO	2.23

AREA	
RESIDENTIAL	51,480
AMENITY / STORAGE / BACK OF HOUSE	6,000
GARAGE / UTILITY	14,850
TOTAL FLOOR AREA	72,330

LOT AREA	55,700
BUILDING FOOTPRINT	19,475
OPEN SPACE RATIO	52%

A2.2



BUILDING INFO	
STORIES	3
HEIGHT	36'-0"
UNITS	26
BEDROOMS	62
PARKING SPACES	58
PARKING RATIO	2.23

AREA	
RESIDENTIAL	51,480
AMENITY / STORAGE / BACK OF HOUSE	6,000
GARAGE / UTILITY	14,850
TOTAL FLOOR AREA	72,330

LOT AREA	55,700
BUILDING FOOTPRINT	19,475
OPEN SPACE RATIO	45%

ARCHITECT
EMBARC
60 K STREET, 3RD FLOOR
BROOKLINE, MA 02147
TEL: 617.766.8331
WWW.EMBARCSTUDIO.COM

OWNER
PROJECT MODIFICATION
420 HARVARD STREET
BROOKLINE, MA 02446

CIVIL
MCKENZIE ENGINEERING GROUP
180 LONGWATER DRIVE, SUITE 101
NORWELL, MA 06021

LANDSCAPE
VERDANT LANDSCAPE ARCHITECTURE
318 PARKWOOD ST, SUITE 225
BROOKLINE, MA 02446

148 WESTON ROAD
WELLESLEY, MA 02482
PROJECT MODIFICATION
NOVEMBER 08, 2019

REVISIONS

NO.	DESCRIPTION	DATE

DRAWING INFORMATION
ISSUE: PROJECT MODIFICATION
DATE: NOVEMBER 08, 2019
PROJECT #: 17003
SCALE:

DRAWING
SITE PLAN & INFORMATION
SHEET

INFO

8. Discuss Annual Town Meeting Warrant

Attached is another iteration of the Annual Town Meeting Warrant for the Board's consideration. Due to the number of articles that are currently being finalized, the Board will sign the Warrant at their meeting on 1/27/2020. This draft is near final. The Board has raised two articles which are individual items for discussion including the Climate Resolution and Mandatory Videotaping. I will address these further below.

Discuss and Vote Town Clerk Salary

The Town Clerk's Salary was approved for the FY20 budget at Town Meeting last year in the amount of \$93,251. Based upon HR's recommendation that 40/50/60 series employees should receive a 2.5% increase this year, a recommended salary for the Town Clerk is \$95,582. It should be noted that the Town Clerk's salary is based upon 52 weeks as it is an elected position, rather than the 52.2 weeks for all other staff in FY21.

MOTION

MOVE to recommend to Town Meeting the Town's Clerk's Salary for FY21 be set at \$95,582.

Discuss Climate Resolution Article

Town Counsel has assisted Lise with two options for a potential warrant article on the proposed Climate Emergency Resolution. In addition to the options, please find several other documents for this discussion:

- NRC Climate Emergency Resolution
- Recent Boston City Council Health Emergency Resolution
- Section 12 from the Unified Plan on Sustainability

MOTION

MOVE to include on the Annual Town Meeting warrant an article to adopt a resolution to address the impacts of the climate emergency.

Discuss Mandatory Videotaping of Town Meetings Article

Working with Marjorie and Town Counsel, the draft warrant has added language for the Board to consider creating a Town Bylaw that mandates boards/committees to have public meeting videotaped. See Article 39 in the warrant.

MOTION

MOVE to include on the Annual Town Meeting warrant an article to require public bodies to be videotaped.

2020 Annual Town Meeting Warrant Articles

1/16/2020

	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	DPW	
13	Establish Morses 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 Bond 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	
39	Amend Town Bylaws to Require Meetings to be Video Recorded	BOS	
	Citizen Petitions		
40	General Residence - LHR Amendment	Citizen	
41	Resolution - Designate the 2nd Monday in October Indigenous People's Day	Citizen	
42	Resolution - Designate the 2nd Monday in October Indigenous People's Day/Columbus Day	Citizen	
43	Reaffirm GHG Reduction Goal and Increase Non-Emitting Electricity Purchases	Citizen	
44	Improve Efficiency and Reduce Expenditures in Town Government	Citizen	
45	Amend Town Bylaw to Ban the Sale of Fur in Wellesley	Citizen	
	General		
46	Rescind or Transfer Debt; Appropriate Premiums	BOS	
47	Settle Claims	BOS	
48	Disposal of Property	BOS	
49	Appoint Fire Engineers	BOS	
	* Consent Agenda Recommendation		

TOWN OF WELLESLEY



**WARRANT
for the
ANNUAL TOWN MEETING**

ELECTION – March 17, 2020

BUSINESS MEETING – March 20, 2020

ADVISORY COMMITTEE PUBLIC HEARING (WARRANT ARTICLES)
February 26, 2020, 7:00 P.M. at Town Hall

PLANNING BOARD PUBLIC ZONING HEARING
February 3, 2020, 6:30 P.M. at Town Hall

PLANNING BOARD PUBLIC ZONING HEARING ON AMENDMENT TO HISTORIC
DISTRICT OVERLAY ZONING DISTRICT (ART. 28)
March 4, 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 \$95,582.00, 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 a sum of money 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 a sum of money 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 a sum of money to be expended under the direction of the Municipal Light Board for purposes of operating and managing the Municipal Light Plant, 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, 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 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 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 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 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. Warren 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 vote to adopt a resolution to address the impacts of climate change ... , 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;

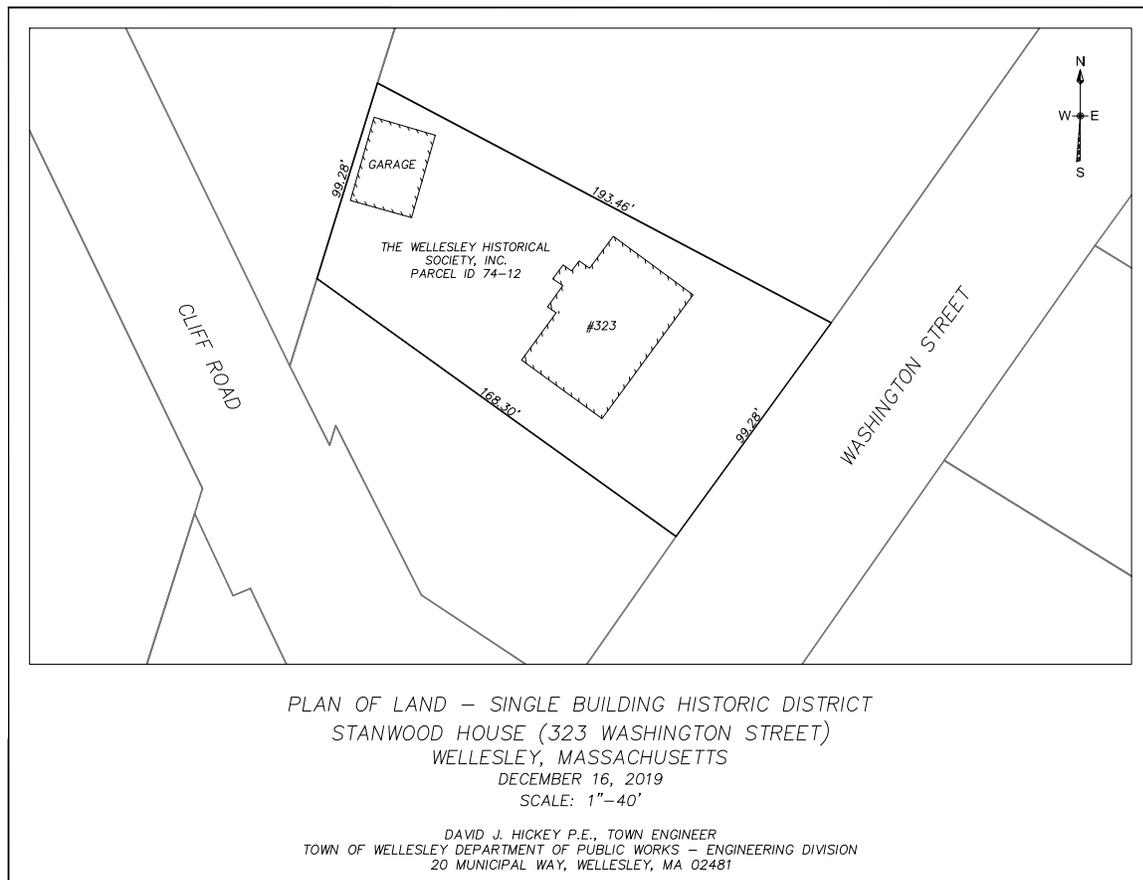
4. Authorize the Board of Public Works, pursuant to Section 15 of Chapter 40 of the Massachusetts General Laws, to abandon certain drainage easements located at 104 Forest Street, 108 Forest Street, and 34 Wachusett Road; and
5. Authorize the Board of Public Works, pursuant to Section 15 of Chapter 40 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 January 16, 2020, 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 inserting “, driveways, and common pathways” after the word “Streets” in Section 16F.D.2;
2. 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.

3. 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.

4. 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.

5. By deleting the word “house” from Section 16F.E;

6. 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.

7. 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.

8. By deleting the words “Housing” and “homes” from Section 16F.F.1, and inserting, in place thereof, the words “Dwelling” and “dwellings”, respectively; and
9. 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.	10 ft.	10 ft.	10 ft.	10 ft.

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 current 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 General 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)
- xliv. Article 19.51: Town Meeting
- l. Article 19.52: Closing of Warrant
- li. Article 19.53: Copies of Warrant
- lii. 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]

To see if the Town will vote to amend the General Bylaws as follows:

1. By correcting identified grammatical, typographical, and formatting errors;
2. By instituting a consistent internal arrangement protocol (lettering and numbering) throughout the General Bylaw with updated references;
3. By amending the references to the Zoning Bylaw in the General Bylaws to reflect the change from Roman Numerals to Arabic Numbers, as adopted under Article 29 of the 2019 Annual Town Meeting;
4. By adopting a consistent method of referencing the date of acceptance of specific Articles;
5. By deleting the word “him” and the phrase “him or her” where such word or phrase appears in the General Bylaws and inserting, in place thereof, the word “their”;
6. By deleting from Article 1.3 the phrase “Gender and” and the first sentence, so that Article 1.3 reads as follows:

1.3 Number. The singular and plural forms of words shall be deemed interchangeable wherever appropriate.

7. By inserting at the end of Article 2.1, the following:

For purposes of these Articles, “public body” shall have the meaning provided in G.L. c.30A, §18.

8. By deleting Article 2.4, in its entirety, and inserting, in place thereof, the following:

2.4 Notice to be filed and posted. Notice shall be filed with the Town Clerk and posted on the Town’s website. Meeting notices shall also be made available in or around the Town Clerk’s office so that members of the public may view the notices during normal business hours.

9. By deleting the word “board” where such word appears in Article 2, Article 2A, and Article 3, and inserting, in place thereof, the phrase “public body”;
10. By inserting after the phrase “but no longer” in Article 3.6, the phrase “, and, provided, however, that the executive session was held in compliance with the law”;
11. By inserting after the phrase “applicable exemptions” in Article 3.7 and Article 3.8, the phrase “to the Public Records Law, G.L. c.4, §7,”;

12. By amending Article 8.21 by inserting the word “Vote” as a new section header;

13. By inserting a new subsection e in Article 9.7, to read as follows:

e. Four members of the Community Preservation Committee.

14. By deleting the last sentence in Article 13.1, in its entirety;

15. By inserting after the phrase “three years” in Article 18A.2.f, the phrase “, one of whom is a member of the Wellesley Housing Development Corporation”;

16. By inserting after the phrase “add a new position to” in the third sentence in Article 30.5, the phrase “or delete an existing position from”;

17. By deleting the phrase “Civil Service,” in its entirety, from the first sentence in Article 31.1;

18. By inserting, in the appropriate alphabetical order, a new definition into Article 46A.2, as follows:

NCD – means a Neighborhood Conservation District in accordance with this bylaw.

and

19. By deleting the last sentence in Article 49.33.6, which reads, “This by-law shall take effect May 4, 2012.”, in its entirety;

or to take any other action in relation thereto.

A redline copy of the General Bylaws showing said amendments shall be made available on the Town’s website for inspections.

(Town Clerk)

Article 39. To see if Town Meeting will vote to amend the General Bylaws by adding a new Article requiring the meetings of public bodies to be videotaped and the footage posted online within a certain time period, or to take any other action in relation thereto.

(Board of Selectmen)

CITIZEN PETITIONS

Article 40. 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 41. 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 42. 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 43. 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 44. 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 45.

- 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 46. 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 authorizations 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, or to take any other action in relation thereto.

(Board of Selectmen)

Article 47. 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 48. 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 49. 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.

Marjorie R. Freiman, Chair

Thomas H. Ulfelder, Vice-Chair

Jack Morgan, Secretary

Elizabeth Sullivan Woods

Lise M. Olney

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 Police Station, and causing the warrant to be posted to the Town of Wellesley website.

Constable, Town of Wellesley

ARTICLE 26

Option 1: More specific language

ARTICLE 26. To see if the Town will vote to adopt a resolution to address the impacts of the climate emergency and to recommend that all boards, committees, and departments (1) take certain actions to reduce greenhouse gas emissions associated with Town supported projects and programs; (2) implement measures to increase resiliency to the detrimental effects of climate change on our Town, county, Commonwealth, nation, and the world; (3) document in the Town Meeting Annual Report any efforts undertaken to combat climate change; (4) proactively consider the impacts of Town funded projects and programs by including in any capital request an explanation of how the project or program may influence greenhouse gas emissions and the Town's climate resiliency overall; and (5) work cooperatively with the Sustainable Energy Committee to develop a comprehensive climate action plan by providing information and documentation upon request; or to take any other action in relation thereto.

(Board of Selectmen)

Motion: Move the question as printed on the warrant [adding resolution language?].

Option 2: Broadly worded

ARTICLE 26. To see if the Town will vote to adopt a resolution to address the impacts of the climate emergency and to recommend that all boards, committees, and departments take certain actions in response to the current crisis that threatens our community, county, state, nation, and the world; or to take any other action in relation thereto.

(Board of Selectmen)

Motion: Move that the Town vote to adopt a resolution to address the impacts of the climate emergency and to recommend that all boards, committees, and departments (1) take certain actions to reduce greenhouse gas emissions associated with Town supported projects and programs; (2) implement measures to increase resiliency to the detrimental effects of climate change on our Town, county, Commonwealth, nation, and the world; (3) document in the Town Meeting Annual Report any efforts undertaken to combat climate change; (4) proactively consider the impacts of Town funded projects and programs by including in any capital request an explanation of how the project or program may influence greenhouse gas emissions and the Town's climate resiliency overall; and (5) work cooperatively with the Sustainable Energy Committee to develop a comprehensive climate action plan by providing information and documentation upon request.

Offered by Councilor Matt O'Malley



RESOLUTION AFFIRMING THAT **THE CLIMATE CRISIS IS A** **HEALTH EMERGENCY**

- WHEREAS:** The United Nations' Intergovernmental Panel on Climate Change (IPCC) reported that only a decade remains for global warming to be kept to a maximum of 1.5 C, and even half a degree will significantly worsen the risks of drought, floods, extreme heat, and poverty for hundreds of millions of people; and
- WHEREAS:** The IPCC report concluded that global greenhouse gas (GHG) emissions would need to be reduced by 45% by 2030, and entirely by 2040 to avoid the most catastrophic effects of climate change, yet these emissions hit a record high in 2018; and
- WHEREAS:** 1,299 jurisdictions and local governments in 25 countries have declared a climate emergency, including the Worcester City Council and Amherst Town Council in the Commonwealth of Massachusetts, and 13,273 scientists from 156 countries named climate change an emergency; and
- WHEREAS:** More than 100 national public health groups, including the American Medical Association and the American Academy of Pediatrics; Center for Climate, Health, and the Global Environment; and Harvard T.H. Chan School of Public Health agree that the climate crisis is a health emergency; and
- WHEREAS:** Climate change affects the social and environmental determinants of health—clean air, safe drinking water, sufficient food and secure shelter; and
- WHEREAS:** The health threats of climate change include increased exposure to extreme heat, reduced air quality, more frequent and intense natural hazards, and increased exposure to infectious diseases and aeroallergens, nutritional security, effects on mental health, and increased risk of population displacement and conflict; and
- WHEREAS:** Climate change exacerbates health disparities, disproportionately harming the most vulnerable among us—children and pregnant women, people with low income, the aged, and people with disabilities and chronic illnesses, and marginalized people of all races and ethnicities; and
- WHEREAS:** Children's health is increasingly threatened from air pollution from fossil fuels, famine, heat, water shortages, and vector borne-diseases from every degree of warming; and
- WHEREAS:** The burning of fossil fuels like coal, oil, and gas for electricity, heat, and transportation is the primary source of human-generated emissions; and

- WHEREAS:** The Massachusetts Global Warming Solutions Act of 2008 requires the Secretary of Energy and Environmental Affairs to establish a statewide limit on GHG emissions of between 10% and 25% below 1990 levels for 2020—on the way toward an 80% reduction in emissions by 2050; and
- WHEREAS:** National security experts agree that the climate emergency is a “threat multiplier” and a “top homeland security risk”; and
- WHEREAS:** The City of Boston has a Climate Action Plan to mitigate climate change with plans to implement their recommendations on buildings, transportation, energy supply, and achieving a carbon-free future and for reaching its 2050 carbon reduction goals; and
- WHEREAS:** Declaring the climate crisis as a health emergency is a crucial first step for aligning residents around the urgency of the global climate breakdown; and
- WHEREAS:** Declaring that the climate crisis is a health emergency demonstrates that our government agencies acknowledge the truth about climate change and what it demands of us: an emergency response at emergency speed; and
- WHEREAS:** The health crisis caused by climate change also presents a major health opportunity because building healthy energy, transportation, land-use, and agriculture systems now will deliver immediate and sustained health benefits to all and reduce future health risks from climate change; and **THEREFORE BE IT**
- RESOLVED:** That the Boston City Council affirms that human activity caused the climate crisis and that fossil fuels are the primary cause; and **THEREFORE BE IT FURTHER**
- RESOLVED:** That the Boston City Council, in a meeting assembled, goes on record and declares and affirms that the climate crisis is a health emergency.

Filed in City Council: January 13, 2020



NATURAL RESOURCES COMMISSION MEETING MINUTES

Katie Griffith, Chair
Raina McManus, Vice Chair
Regina LaRocque
Laura Robert
Nancy Braun

Brandon Schmitt, Director
Telephone: 781.431.1019, Ext. 2298
Website: www.wellesleyma.gov/NRC

**Wellesley Natural Resources Commission
Declaration of Climate Emergency**

WHEREAS, it is the consensus of world climate scientists that less than 12 years remain for global warming to be kept to a maximum of 1.5C, beyond which even half a degree of additional warming will significantly worsen the risk of drought, floods, extreme heat and poverty for hundreds of millions of people.

WHEREAS, the United Nations Intergovernmental Panel on Climate Change concluded that we need to cut global greenhouse gas emissions in half by 2030 and entirely by 2040 to avoid the most catastrophic effects of climate change¹.

WHEREAS, carbon dioxide emissions from U.S. fossil fuel combustion rose by 2.7% in 2018, the second largest annual increase since 2000².

WHEREAS, climate change poses risk to species, ecosystems, biodiversity, and the natural resources that humans rely on³.

WHEREAS, climate change, combined with other stressors, is overwhelming the capacity of ecosystems to buffer the impacts from extreme events like fires, floods, and storms⁴.

WHEREAS, timing of critical biological events, such as spring bud burst, emergence from overwintering, and the start of migrations, has shifted, leading to important impacts on species and habitats⁵.

WHEREAS, landscapes and seascapes are changing rapidly, and species, including many iconic species, may disappear from regions where they have been prevalent or become extinct, altering some regions so much that their mix of plant and animal life will become almost unrecognizable⁶.

WHEREAS, 11,000 scientists and hundreds of governments of various sizes around the world, including New York City and the European Union, have stated clearly and unequivocally that planet Earth is facing a climate emergency.

¹ Intergovernmental Panel on Climate Change Special Report: Global Warming of 1.5C <https://www.ipcc.ch/sr15/>

² <https://rhg.com/research/final-us-emissions-estimates-for-2018/>

³ Fourth National Climate Assessment; <https://nca2018.globalchange.gov/chapter/7/>

⁴ Fourth National Climate Assessment; <https://nca2018.globalchange.gov/chapter/7/>

⁵ Fourth National Climate Assessment; <https://nca2018.globalchange.gov/chapter/7/>

⁶ Fourth National Climate Assessment; <https://nca2018.globalchange.gov/chapter/7/>

WHEREAS, the primary cause of global warming is human activity, most significantly the burning of fossil fuels to drive cars, generate electricity, and run our homes and businesses.

WHEREAS, Massachusetts is already experiencing the effects of climate change in rising sea levels, plummeting bird and insect populations, and loss of biodiversity.

WHEREAS, the Town of Wellesley is already experiencing the detrimental effects of climate change from invasive species, increased heavy rainfall events, flooding, prolonged drought in the summer, loss of trees, and the expenditure of resources to prepare for and counter those effects.

WHEREAS, declaring that the climate crisis is an environmental emergency is crucial to generate public awareness and is a compelling way to engage our community and elected officials around the need to shift into climate emergency mode;

RESOLVED, the Wellesley Natural Resources Commission affirms that the climate crisis is an environmental emergency.

RESOLVED, the Wellesley Natural Resources Commission commits to educate the public and Town Government about the environmental impacts of climate change, to include the climate emergency as an agenda item at every Commission meeting, and to explicitly consider the climate emergency in all its decision-making.

Signed on 12-19-2019,

Katie Griffith
Raina McManus
Regina LaRocque
Laura Robert
Nancy Braun



Sustainability, Resilience, and Green Practices

The Town of Wellesley has made commitments to sustainability through the creation of the Sustainable Energy Committee (SEC), goals for reduction of greenhouse gas (GHG) emissions by 2020, use of “green” products in maintenance services, a very effective recycling program, a food waste collection pilot program, and a school food waste recovery initiative, and incorporation of sustainable practices in Town projects.

Town government has been working diligently to reduce greenhouse gas (GHG) emissions from buildings and Town-owned vehicles. The Town’s GHG reduction goals are intended to mirror state goals. The Municipal Light Plant purchases 5% renewable energy for municipal electricity use and customers of the Municipal Light Plan may opt in to renewable energy for their electricity, with about 1,000 customers (11%) choosing to do so in 2017. Babson and Wellesley Colleges have also opted for 5% renewable energy. The Municipal Light Plant elects 100% renewable energy for its own use. It also collaborates in projects such as solar panel installation for the 900 Worcester Street recreation facility. The Facilities Management Department is consistently reducing energy use in Town-owned facilities. Support for solar installation and net metering terms, free energy audits, and rebates for the purchase of energy efficient appliances are also available.

Transportation emissions are the most difficult for the SEC to measure and, in general, the most difficult to change. The state goals for GHG emissions are a 25% reduction from 1990 levels by 2020 and an 80% reduction by 2050. In 2014, the state had reached a 21% decline and was stalling in further reductions. Cars and trucks are now the top single source of GHG emissions in the state. Many observers say that a more aggressive transition to electric vehicles may be the best short-term solution to further significant reduction in GHG.

Because of its stewardship of Wellesley's streams, ponds, and wetlands, the Natural Resources Commission has long been concerned about the impacts of pesticides in nonpoint-source pollution—stormwater runoff. The NRC has an environmentally friendly landscaping program that works with residential property owners and successfully pushed for use of organic integrated pest management on Town property. The Department of Public Works has been preparing for more stringent federal stormwater regulations that became law in July 2017, but were postponed until July 2018.

The Unified Plan surveys and planning process indicate that for most residents, concepts of sustainability are related to preservation of natural open space and, for a somewhat smaller group, to GHG emissions reduction and energy efficiency. The Natural Resources Commission has programs to raise public awareness about nonpoint source pollution and promote ecologically sensitive landscape practices. Public awareness of green practices, such as low-impact development, is less prevalent.

Supporting town government concepts

The Unified Plan's emphasis on making town government more customer-centric, data-driven and strategic, and transparent drives several of this chapter's goals and strategies, including identification of better data on transportation emissions for the SEC; more transparency about SEC data and reports; and raising public awareness about green practices.

A. Sustainability, Resilience and Green Practices in the Vision and Values



VISION

In 2040, Wellesley is a town recognized for... its respect for the environment and support for sustainability, conservation, and protection of physical and historical assets...



VALUES

Conservation and Sustainability: Make resource-efficient choices to conserve energy, water, and materials; improve water and air quality and reduce carbon emissions; develop and implement sustainable practices to adjust to changing environmental conditions

B. Goals and Policies

GOALS	POLICIES FOR DECISION MAKERS
Wellesley reduces greenhouse gas (GHG) emissions consistent with state goals.	<ul style="list-style-type: none"> Publicize Wellesley GHG emissions targets and performance to town residents and other energy users and promote opportunities to cut emissions.
The Town of Wellesley implements practices to conserve energy and use renewable energy.	<ul style="list-style-type: none"> Continue to support energy conservation and use of renewable energy in Town facilities and operations and the Town fleet. Promote energy conservation and renewable energy use to town residents and businesses.
The Town of Wellesley implements and promotes resource conservation, waste reduction, and elimination of toxic products.	<ul style="list-style-type: none"> Support and maintain “green” operations and procurement practices. Continue waste reduction and sustainable materials management practices
Wellesley is preparing for the impacts of extreme weather events and climate change.	<ul style="list-style-type: none"> Support development of a vulnerability assessment and resilience plan. Participate in regional climate change planning efforts.
Wellesley is a Massachusetts “Green Community,” and pursues grants for sustainability projects.	<ul style="list-style-type: none"> Actively pursue opportunities through the Green Communities program to obtain grants to support energy efficiency initiatives.

C. Findings and Challenges

Findings

Overview: Sustainability and Resilience

- Sustainability is a set of policies and practices that result in meeting the needs of present generations without compromising the ability of future generations to meet their own needs. It includes promoting healthy environmental systems and habitats and supporting conditions for continued ecosystem services. Ecosystem services are the benefits to humans provided by a healthy ecosystem—for example, food and water, flood and disease control, and nutrient cycling.
- Resilience is the ability of a community to adapt and thrive in the face of extreme events and stresses. Resilient communities anticipate risks, plan to limit their impacts, and adopt strategies that integrate all community systems—civic, environmental, social and economic—to support recovery and growth.

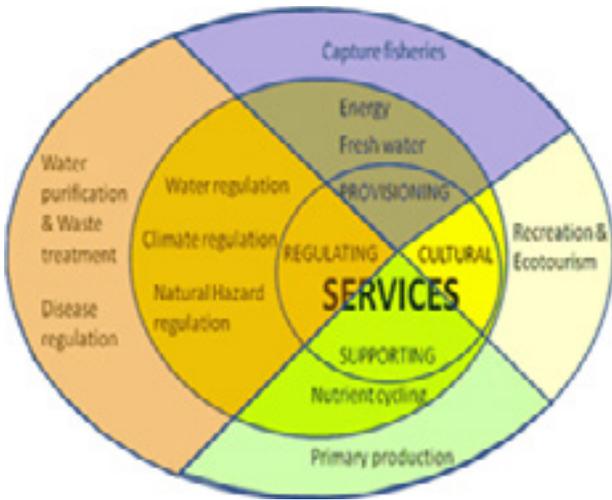
Energy conservation and reduction of greenhouse-gas (GHG) emissions

- There is scientific consensus that the increase in average temperatures since the 19th century is the

result of human activities’ emitting growing amounts of carbon dioxide and other gases that trap heat in the atmosphere and are therefore known as greenhouse gases.¹ The majority of greenhouse gas emissions result from buildings and transportation.

- Wellesley’s Sustainable Energy Committee (SEC) is responsible for the annual tracking of GHG emissions and for promoting sustainable practices, including conservation and efficiency measures, which will reduce GHG emissions.
- 2014 Annual Town Meeting established a goal of reducing GHG emissions 25% below 2007 levels by 2020.
- The Municipal Light Plant (MLP) manages electricity to work toward the Town’s goal. The MLP commissioned an independent study that found that MLP carbon emissions will be reduced by 29% from 2007 to 2018. Another two-part study, projected to be complete by fall 2018, will outline strategies for further emissions reduction during the periods 2018-2030 and 2031-2050.
- SEC presents annual reports to Town Meeting on GHG emission levels (in recent years). Data on building emissions is more readily available than on transportation emissions. The report to 2017 ATM appears in Exhibit 12.1.

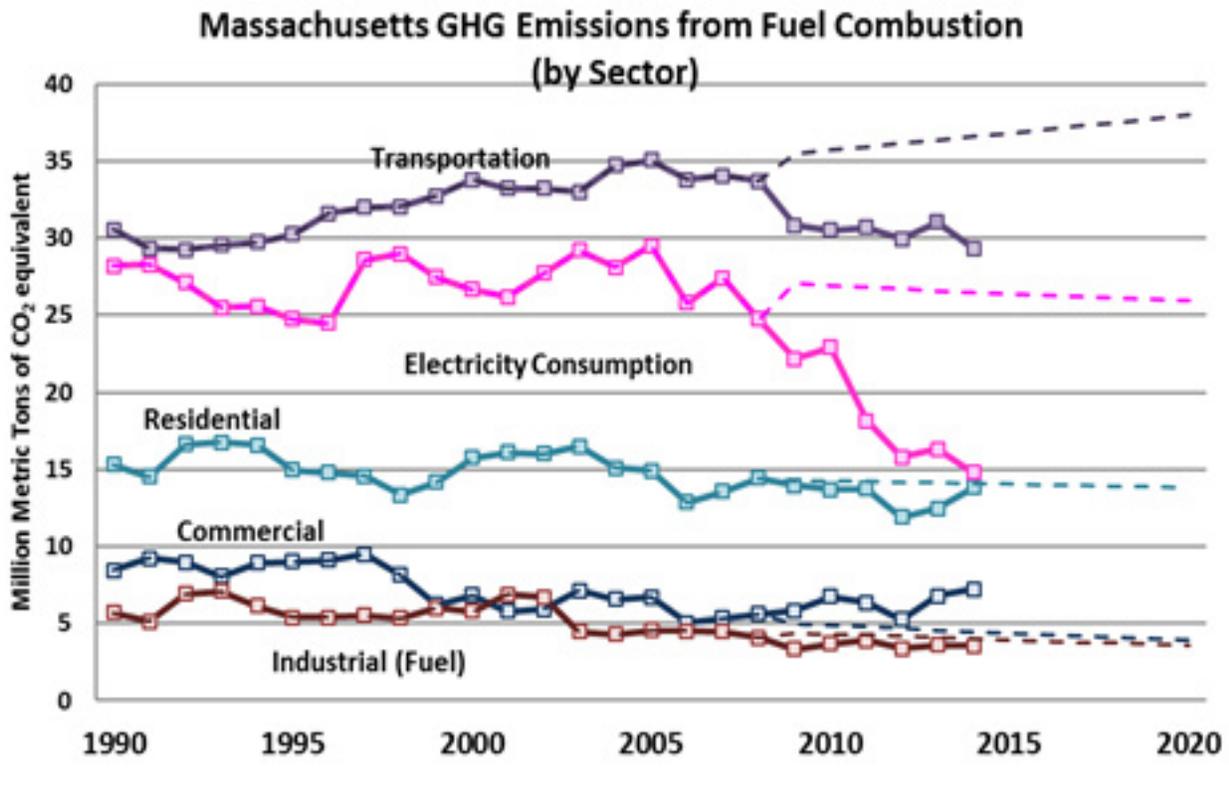
¹ <https://climate.nasa.gov/evidence/>



Healthy ecosystems provide benefits to humans, including water, flood and disease control, and nutrient cycling. [Source–Project Nereida at nereidas-tech.eu/millennium-ecosystem-assessment/]



Source: <http://bnac.ca/consumer-education/triple-bottom-line/>



Dotted lines represent “business as usual” projections.

EOEEA: www.mass.gov/eea/agencies/massdep/climate-energy/climate/ghg/greenhouse-gas-ghg-emissions-in-massachusetts.html#2

Greenhouse Gas Emissions (eCO₂) in metric tons						
	Share of Total 2016 Emissions	2016 Emissions	2015 Emissions	2015-2016 Percent Change	2007 Emissions	2007-2016 Percent Change
Electricity/Natural Gas/Fuel Oil						
Residential	29.7%	105,879	112,341	-5.8%	132,862	-20.3%
Commercial	13.3%	47,406	48,457	-2.2%	57,922	-18.2%
Colleges	10.9%	38,970	39,250	-0.7%	45,886	-15.1%
Municipal	2.0%	6,994	7,816	-10.5%	9,87	-24.7%
Building Subtotal	56.0%	199,248	207,863	-4.1%	245,957	-19%
Waste	0.5%	1,853	1,756	5.5%	2,027	-8.6%
Gas/Diesel	43.5%	155,001	153,502	-0.3%	160,468	-3.4%
Total Emissions	100.0%	356,102	365,121	-2.5%	408,452	-12.8%

Exhibit 12.1 Change in GHG emissions in Wellesley 2007–2016 (Sustainable Energy Committee)

- Solar panels have been installed at 94 residences, 2 municipal facilities (WHS and WMLP), 3 houses of faith (Wellesley Congregational Church, Temple Beth Elohim and Friends Meeting House), 2 businesses (Whole Foods and Drs. Ali, DMD) and at Dana Hall School. The Municipal Light Plant (MLP) is working with the 900 Worcester developer to lease rooftop space for MLP-owned and operated solar panels, which has the potential to double the total solar production in Town
- The MLP replaced all ornamental streetlights with LED lights in 2010-2011 (MLP funded \$397,700) and will replace high-pressure sodium cobra heads (approx. 3,100) by June 2018 (MLP funded \$512,400 with additional funding through a state grant and Town funds). As a result of the purchase of 5% of the town's annual electricity consumption in renewable energy (through both Town government and the voluntary renewable energy program), Wellesley was designated a 2017 EPA Green Power Community.
- The Facilities Management Department has incorporated energy-conservation systems and practices into its management of town-owned facilities, resulting in significant reductions in GHG emissions.
- Through the efforts of the SEC, the Town has just been designated a Green Community, which makes it eligible for grants to advance energy-efficiency policies, measures, services and facilities.
- Electric vehicle (EV) charging stations are located at the colleges and Whole Foods.
- Discussions are underway to develop sustainable building guidelines for Wellesley. At the request of the School Committee, the SEC developed sustainable criteria for use in site evaluation of the HHU alternatives. This work provides the basis for further development of sustainable building guidelines for all municipal building projects.
- Wellesley's Green Collaborative, initiated and facilitated by the SEC, has more than 30 participants including municipal departments, grassroots climate action groups, houses of faith, land conservation activists, garden clubs, and others.
- The Natural Resources Commission has led an initiative to address the approximately 200 gas leaks in the town. Gas leaks are the result of aging infrastructure that is leaking methane, contributing to global warming, killing trees, and affecting human health. In collaboration with the Selectmen and the grassroots group Sustainable Wellesley, the NRC organized a public forum on gas leaks in March 2017. The NRC has since commissioned a private study of gas leaks in Wellesley which revealed many more leaks than had been previously identified, including many in school zones. The NRC is acquiring a combustible gas indicator to test tree planting sites and collect data on the effects of gas leaks on public shade trees.

Sustainable materials management

- In 2016, Town Meeting passed a plastic bag ban.
- The 3R Working Group (Department of Public Works,

Natural Resources Commission, and SEC) created WasteWise Wellesley, a townwide program to identify and capitalize on win-win opportunities for sustainable materials management (SMM). WasteWise’s SMM goals are rooted in a systems-based approach to understanding greenhouse gas (GHG) emissions created by the production, consumption, and disposal of materials. Initiatives include food recycling and food waste diversion pilots at three elementary schools and the middle school and a pilot at the RDF to collect residential food waste that, in its early phase, is already removing more than 1 ton/week from trash and sending it to be used to power the generation of electricity.

- DPW is beginning to use green infrastructure best practices in stormwater management design.

Climate change

- Wellesley, like all Massachusetts communities, is already experiencing some climate change impacts.
- While not expected to be directly affected by more dramatic impacts such as coastal sea level rise, Wellesley will experience impacts such as intense precipitation and more extreme storm events, which could result in flooding, increasing heat and the number of days above 90 and 100 degrees, more extreme storm events, and more frequent droughts.
- Massachusetts has already seen more warming than global averages, a 10% increase in precipitation over the last 50 years, and increased frequency of severe storms and flooding.
- In the coming decades, expected changes include

significant increases in temperature, both in summer and winter; increased annual average precipitation, though with important seasonal differences, such as more frequent and damaging ice storms and floods; earlier peak spring streamflow; more frequent droughts; and a longer growing season.¹

Challenges

- Accelerating the current rate of GHG emissions reduction in order to meet established Town goals. Organizing town-wide systems to support goals for energy- and resource-efficiency and green practices.
- Raising public awareness about town government and private practices that promote energy- and resource-efficiency.
- Increasing resilience by preparing for climate change impacts.

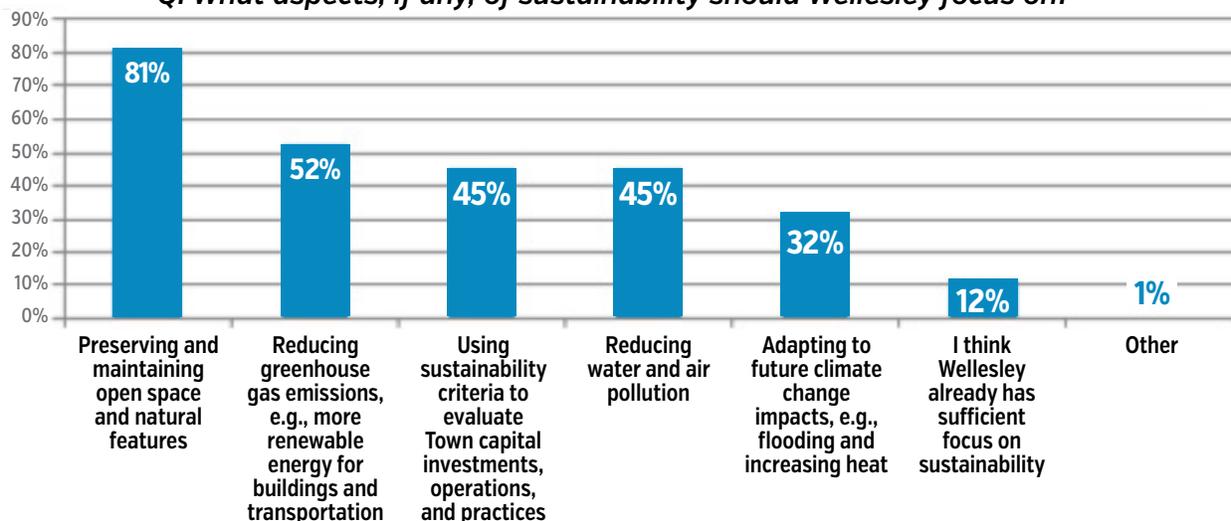
D. What The Community Said

Themes:

- Incorporate sustainability values into town decision making and operations and reduce GHG emissions
- Open space preservation and maintenance are key aspects of sustainability supported by the vast majority of participants in surveys and workshops.

¹ For details see MAPC, Metro Boston Regional Climate Change Adaptation Strategy Report, 2014, (http://www.mapc.org/sites/default/files/RCCAS_full_report_rev_8-28-14.pdf)

Q: What aspects, if any, of sustainability should Wellesley focus on?



Vision and Values Survey (N=1,056)

Survey

Please see the bottom of this page.

Workshop themes:

- Town decision-making, policies and activities should be evaluated through a sustainability “lens,” with participation from all Town departments and attention to resource-efficiency, GHG emissions reduction, waste reduction, and use of non-toxic materials.
- Move towards a goal of 100% renewable energy.
- Raise public awareness about energy efficiency, waste management, alternatives to single occupant vehicles.
- Establish more electric vehicle charging stations.
- Protect aquifers and maintain clean water.
- Protect natural landscapes and habitat for resilience.

E. Strategies and Actions To Achieve The Goals

GOAL 1: WELLESLEY WILL REDUCE GHG EMISSIONS CONSISTENT WITH STATE GOALS.

ACTIONS	WHEN	WHO
<i>i. Obtain better data on Wellesley GHG emissions, as available, especially for transportation.</i> Excise tax data can provide information on the number of vehicles garaged in Wellesley. Regional organizations such as MAPC and CTPS (the regional transportation planning organization) can also assist the SEC in developing better estimates.	2018-2020	Sustainable Energy Committee (SEC)
<i>ii. Develop a yearly campaign coordinated with the SEC, Town agencies, Green Collaborative organizations, and other groups, such as PTOs, to raise public awareness and look for new ways to create options for residents and businesses to live more sustainably.</i> Promote energy efficiency and renewable energy purchase initiatives offered by the MLP, DPW and others. Enhance the SEC presence on the Town website and communication channels, including posting SEC reports to Annual Town Meeting as separate documents and on a future open data platform.	2018-2022 and ongoing	Led by SEC
<i>iii. Coordinate the campaign with initiatives to promote safe and convenient walking and biking to town destinations and the proposed School Transportation Management Association.</i> (See Chapter 10.)	2018-2022	SEC collaboration with proposed Mobility Committee
<i>iv. Implement the recommendations for GHG emissions reduction 2018-2030 in the MLP study to be completed in 2018.</i>	2018 and ongoing	MLP

Policies:

- Publicize Wellesley GHG emissions targets and performance to town residents and other energy users and promote opportunities to cut emissions.

Massachusetts’ 2008 Global Warming Solutions Act requires the state to cut emissions 25 percent statewide from 1990 levels by 2020 and by 80 percent by 2050. Town Meeting set a goal of 25 percent emissions reduction from 2007 by 2020. Both the state and the Town have had more success in reducing emissions from buildings. Cutting transportation emissions continues to be more challenging.

STRATEGIES

A. Promote residential energy efficiency and renewable energy programs and alternatives to town residents.

The MLP offers several programs to residential customers that reduce the use of fossil fuels.

GOAL 2: THE TOWN OF WELLESLEY IMPLEMENTS PRACTICES TO CONSERVE ENERGY AND USE RENEWABLE ENERGY, AND IS A MODEL OF SUSTAINABLE FACILITIES AND PRACTICES.

Policies

- Continue to support energy conservation and use of renewable energy in Town facilities and operations and the Town fleet.
- Support use of a rating system, such as Envision, for sustainable infrastructure to evaluate and compare all proposed infrastructure projects.
- Incorporate “green” building design and practices into all Town facilities, including retrofits as well as new construction, using LEED or other building rating system.

STRATEGIES

A. Incorporate energy conservation and renewable energy sources into all existing and new Town facilities to reduce GHG emissions and work towards the maximum feasible and effective renewable electric energy use for town facilities by 2028.

As of December 2018, 100 cities and towns in the US have committed to making the transition to 100% renewable electricity, typically by 2030 or 2035. Six communities, including Burlington, Vermont, which has a municipal utility, have already achieved 100% renewable electricity. Town facilities in Scituate, on the South Shore, are powered by solar and wind power.

ACTIONS	WHEN	WHO
<i>i. Incorporate sustainability and resilience, as appropriate, into the mission of every Town department and committee. The SEC can develop a set of questions or criteria help each group identify how sustainability is relevant to the mission.</i>	2020 and ongoing	SEC; boards, commissions, and departments
<i>ii. Continue and maintain energy-efficient systems in existing Town facilities through the Facilities Management Department.</i>	2018-2022	FMD
<i>iii. Establish a policy that all town new construction repairs, retrofits, and new construction will aim to incorporate sustainable building criteria into all phases of siting, design and construction. The SEC is prepared to lead the development of Town sustainable building criteria, building on the committee’s work for the HHU RFP. Many communities use the equivalent of LEED Silver standards (without requiring certification), or successor standards, as the minimum goal.</i>	2018-2022	Board of Selectmen; SEC; FMD
<i>iv. Use a sustainability rating system, such as the Envision system for sustainable infrastructure, to evaluate proposed town projects. See Chapter 11 for more information on the Envision system and its benefits.</i>	2018-2022	SEC; FMD; DPW; possibly through bylaw
<i>v. Prepare a report on the path to achieving 100% renewable energy, including costs and benefits of all kinds (not only rates).</i>	2018-2022	MLP
<i>vi. Make a commitment to sustainability, energy efficiency and renewable energy part of the MLP mission statement.</i>	2018-2022	MLP

ACTIONS	WHEN	WHO
<i>vii. Explore developing a program that provides increasing amounts of renewable energy by default to customers of the MLP. Provide an opt-out option for those who do not want to participate. For example, the City of Cambridge in 2017 launched a community electricity aggregation program under MGL c.164, sec.134, the Massachusetts Load Aggregation Statute. The program increases the amount of renewable energy (currently 25%, not including nuclear energy) to customers by default and at competitive rates through bulk purchasing and offers 100% renewable energy sources as an option.¹</i>	2018-2020	MLP
<i>viii. Develop an information program and vote for Annual Town Meeting to extend GHG emissions reduction goals to 2030 and 2050 consistent with state goals.</i>	2021-2022	SEC

¹ www.masspowerchoice.com/cambridge and www.cambridgema.gov/-/media/Files/CDD/Climate/municipalaggregation/cambridgecommunitychoiceelectricityaggregationprogram.pdf?la=en

B. Expand the number of electric-vehicle (EV) charging stations in Wellesley.

ACTIONS	WHEN	WHO
<i>i. Continue to require EV charging stations in large commercial projects and multifamily developments.</i>	Ongoing	Planning Board
<i>ii. Establish EV charging stations in Town-owned parking areas.</i>	2018-2022	Board of Selectmen

C. Promote and create incentives for using “green” and sustainable building practices in the private sector.

ACTIONS	WHEN	WHO
<i>i. Incorporate sustainable practices in a systematic way into the Town’s development standards and requirements for private development. [See Chapter 13]</i>	2018-2022	Planning Board; SEC
<i>ii. Develop an annual award for most sustainable building project, including retrofits. Develop criteria through a collaboration of the Planning Board, Design Advisory Board, Natural Resources Commission, Sustainable Energy Committee</i>	2018-2022	Planning Board; DAB; NRC; SEC
<i>iii. Develop a program to facilitate recycling of construction and demolition waste. The Massachusetts Department of Environmental Protection has implemented disposal bans on many of the waste materials generated during construction and demolition. RecyclingWorks (recyclingworksma.com) provides guidance on this topic that goes beyond state requirements and includes information on reuse and donation of usable materials to nonprofits such as the Greater Boston Habitat for Humanity ReStore. Architectural elements can also be salvaged for sale to specialist businesses.</i>	2018-2022	DPW-RDF

GOAL 3: THE TOWN OF WELLESLEY PROMOTES AND IMPLEMENTS RESOURCE CONSERVATION, WASTE REDUCTION, AND ELIMINATION OF TOXIC PRODUCTS.

Policies

- Support and maintain “green” operations and procurement practices.
- Continue waste reduction and sustainable materials management practices.

STRATEGIES

A. Adopt policies to minimize adverse impacts of toxic products on the environment in Town operations and purchases.

ACTIONS	WHEN	WHO
<i>i. Develop a set of environmental factors to be considered in procurement such as durable, reusable, or recyclable; non-toxic or least toxic; energy-efficient; minimum packaging; and so on. The National Association of State Procurement Officials has developed a green purchasing guide, (www.naspo.org/green/index.html#top) and the State of Massachusetts has an environmentally preferable procurement program (www.mass.gov/anf/budget-taxes-and-procurement/procurement-info-and-res/procurement-prog-and-serv/epp-procurement-prog/)</i>	2018-2022	Board of Selectmen; SEC
<i>ii. Continue organic integrated pest management practices on all town properties.</i>	Ongoing	Board of Selectmen; NRC; School Committee
<i>iii. Continue recycling programs through the RDF and the Waste-Wise Wellesley program.</i>	Ongoing	DPW-RDF; SEC
<i>iv. Provide recycling bins in public places, such as the commercial villages.</i>	2018-2022	DPW

B. Raise public awareness and promote private landscape practices that are pesticide-free, avoid excess fertilizer runoff, avoid the use of invasive ornamental plants, and promote infiltration of stormwater. Stormwater

that infiltrates or drains into the ground reduces pollution of streams and flooding, and restores water (aquifer) supplies as well.

ACTIONS	WHEN	WHO
<i>i. Expand the NRC’s eco-landscaping program.</i>	2018-2022	NRC
<i>ii. Develop resources on environmentally friendly landscaping practices that can be used by residents, developers, maintenance contractors.</i>	2018-2022	NRC
<i>iii. Raise public awareness about the benefits of permeable pavement, rain gardens, rain barrels, lawn buffers at stream and pond shores, and other beneficial stormwater practices. There are many existing resources that could be modified to fit Wellesley.</i>	2018–2028	NRC; DPW
<i>iv. Work with contractors and landscape companies to promote environmentally-sensitive landscape practices for “high performance” landscapes.</i>	2022-2028	NRC

PUBLICIZE LANDSCAPE PRACTICES FOR “HIGH PERFORMANCE” LANDSCAPES

The Town can prepare a simple card with basic landscape practices to be distributed to developers, contractors, and residents. Residents who use landscape maintenance companies can ask them to follow these simple principles for more sustainable landscapes:

- Apply a 3-inch layer of mulch to all soil and amend the soil with 1 inch of compost.
- Divert 50% of landscape construction and demolition debris from the waste stream.
- Choose and locate plants to grow to their natural size.
- Don't plant invasive species.
- Grow climate-adapted plants that require little water for 75% of all non-turf plants.
- Keep the turf area to no more than 25% of total irrigated area.
- Use weather-based irrigation controllers that include a moisture or rain sensor shutoff.
- Don't use sprinkler and spray heads for areas less than 8 feet wide.

- Use permeable pavement, rain gardens, and other ways to keep stormwater on site.
- Use integrated pest management and organic fertilizers.

From the “Bay-Friendly Basics Checklist” at www.stopwaste.org/preventing-waste/bay-friendly-basics

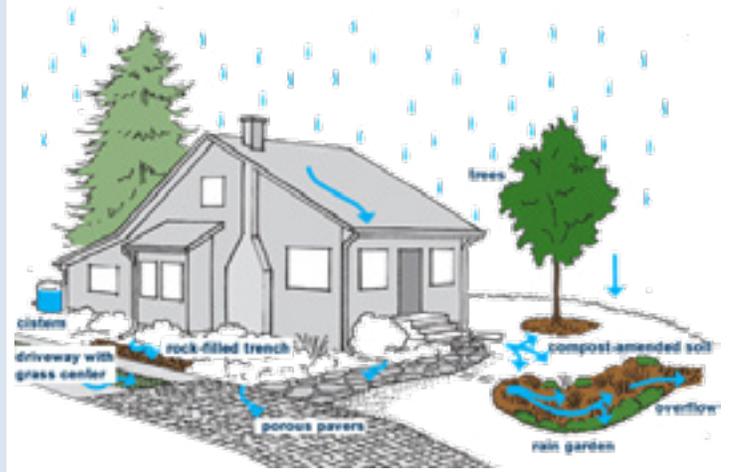


Image Source: www.seattle.gov

GOAL 4: WELLESLEY IS PREPARING FOR THE IMPACTS OF EXTREME WEATHER EVENTS AND CLIMATE CHANGE.

Policy

- Support development of a vulnerability assessment and resilience plan.

- Participate in regional hazard-mitigation and climate change planning efforts.

STRATEGIES

A. Take advantage of state and regional programs to prepare for climate change.

ACTIONS	WHEN	WHO
<i>i. Become a state-certified “Municipal Vulnerability Preparedness Community.” Apply for training to become an MVP community.</i> The state will provide funding to train a group of staff and residents in identifying climate change vulnerability and priority actions, and to complete vulnerability assessments and resiliency implementation plans.	2018-2022	Board of Selectmen
<i>ii. Continue participation in the MetroWest Hazard Mitigation Plan.</i>	Ongoing	Board of Selectmen; Fire Department
<i>iii. Raise public awareness about climate change issues and vulnerable populations.</i> The Board of Health, the Council on Aging, the Emergency Preparedness office (Fire Department), should include information on potential climate change impacts, such as extreme heat and intense storms, in addition to flooding, with special attention to senior citizens, disabled persons, and other vulnerable groups.	Ongoing	NRC; Board of Health; Council on Aging; Fire Department; SEC

GOAL 5: WELLESLEY IS A MASSACHUSETTS “GREEN COMMUNITY” AND PURSUES GRANTS FOR SUSTAINABILITY PROJECTS.

Policy

- Actively pursue opportunities through the Green Communities program to obtain grants

to support energy efficiency initiatives. Support fulfillment of requirements to be a state-designated Green Community

STRATEGIES

- A. Identify priority projects for sustainability.**

ACTIONS	WHEN	WHO
<i>i. Apply for grants to finance energy-efficient improvements such as electric vehicles and charging stations, and additional building energy programs.</i>	2018-2022	Board of Selectmen; SEC

9. Budget Update

Attached for the Board's review is the current budget roll up that indicates at present there is a \$380,843 deficit that we are seeking to close. Sheryl Strother and I continue to evaluate the budgets to reduce the gap. A meeting was held with the Schools this week to review their budget, which is currently out of guidelines, and ways they could reduce their request for FY21. In the packet for review is the following:

- Current Sources and Uses
- Current Reserve Calculation (Free Cash)
- Summarized Status of Budget
- Schools Budget as of 1/7/2020
- Schools Initial Projections (Summer)

NO MOTION

TOWN OF WELLESLEY- SOURCES AND USES OF FUNDS

Exhibit I

	FY2020 Tax Rate	FY2021 Request	% Change
*** SOURCES OF FUNDS ***			
Tax & Other Current Revenues			
Within Levy Limits			
Real Estate & Per. Prop. Tax	134,008,497	139,158,709	3.84%
From the Commonwealth	10,714,574	10,714,574	0.00%
Local Revenue	11,352,725	12,990,000	14.42%
Sub-Total (Tax & Cur. Rev.)	156,075,796	162,863,283	4.35%
Outside Levy Limits			
Real Estate & Pers.Prop.Tax	10,888,408	10,638,135	-2.30%
Available Funds			
Water and Sewer	307,072	314,750	2.50%
Parking Meter Receipts	1,015,728	1,174,100	15.59%
Appropriated/Reserved CPA Surcharge	887,500	-	-100.00%
CPA Funds for North 40	552,044	553,444	0.25%
Free Cash- balance budget	2,515,000	2,500,000	-0.60%
Free Cash- Other items	1,985,670	150,000	100.00%
Unencumbered/Transfers from other funds	154,145	120,801	100.00%
Sub-Total (Available Funds)	18,305,567	15,451,230	-15.59%
TOTAL SOURCES OF FUNDS	174,381,363	178,314,513	2.26%
	FY2020 Request	FY2021 Request	% Change
*** USE OF FUNDS ***			
Personal Services (Non-School)	28,410,802	29,358,634	3.34%
Expenses (Non-School)	10,658,686	10,966,601	2.89%
Subtotal (Non-School)	39,069,488	40,325,235	3.21%
Personal Services (School)	69,116,050	71,645,840	3.66%
Expenses (School)	7,667,880	8,792,765	14.67%
Subtotal (School)	76,783,930	80,438,605	4.76%
Sub-Total (Pers. Svcs.& Exp)	115,853,418	120,763,840	4.24%
Capital & Debt:			
Within Levy Limits			
Capital/Extraord./Special Items	5,893,417	6,291,237	6.75%
Debt Service	4,300,000	4,775,000	11.05%
Sub-Total (Within Levy Limits)	10,193,417	11,066,237	8.56%
Outside Levy Limits			
Debt Service	11,440,452	11,191,579	-2.18%
SUB-TOTAL (CAPITAL & DEBT)	21,633,869	22,257,816	2.88%
Employee Benefits:			
Health Insurance & other	20,113,538	21,225,462	5.53%
Pension Contribution	7,487,909	7,965,781	6.38%
OPEB Liability Fund	3,432,000	3,432,000	0.00%
Sub-Total (Shared Costs)	31,033,447	32,623,243	5.12%
SUB-TOTAL (OPERATIONS)	168,520,734	175,644,899	4.23%
Special Items:			
Traffic & Parking Management	975,018	1,138,015	16.72%
Appropriated/Reserved CPA Surcharge	887,500	-	-100.00%
State & County Assessments	1,262,442	1,262,442	0.00%
Property Tax Abatements	750,000	650,000	-13.33%
Free cash	1,985,670	-	100.00%
Sub-Total (Special Items)	5,860,630	3,050,457	-47.95%
TOTAL USE OF FUNDS	174,381,364	178,695,356	2.47%
TOTAL SOURCE OF FUNDS	174,381,363	178,314,513	2.26%
SURPLUS (DEFICIT)	(1)	(380,843)	

Reserves Projection

	<u>Amount</u>
Reserves as of 6/30/2019	
Free Cash Actual	\$ 16,171,779
General Purpose Stabilization fund	3,371,774
Other Stabilization Funds	2,131,623
	\$ 21,675,176
Sources and (Uses) of Reserves in FY19	
- Snow & ice removal	(300,000)
Hunnewell Design	(2,000,000)
Other Capital projects	(1,000,000)
removed from SPED stabilization in 2020	(500,000)
Add to SPED stabilization 2021	(500,000)
Add to SPED stabilization - Medicaid	(100,000)
Add to IOD stabilization	(49,419)
Add to Baler Stabilization	(50,000)
Additions to various Stabilization (no impact)	695,000
Stabilization interest	100,000
Balance FY21 budget (Article 8)	(2,500,000)
Net operating change - estimated	2,000,000
	\$ 17,470,757
FY21 Revenue	\$ 162,984,084
% of Revenue	10.72%

	Fav/(Unfav)	
September - Guideline Meeting	\$	(457,152)
Departmental Capital/Debt Reductions	\$	616,447 *
Health Insurance Under estimate	\$	157,271 **
Net revenue adjustments	\$	28,394
Town Departments under Guideline	\$	138,614 ***
Revised Town Departments	\$	(132,969)
School over Guideline	\$	(303,034)
School SPED needs	\$	(664,203) ****
North 40 Remediation	\$	(214,000)
SEC Capital	\$	(55,300)
Other Capital	\$	8,300
Debt to policy	\$	287,000
Traffic and Parking	\$	36,085
BOH Capital		
Reduce HR provision (had \$125K plus depts)	\$	103,703
Provide for additional reclasses/contracts	\$	(80,000)
One time transfer from Insurance Fund	\$	150,000
Current	\$	(380,844)

* DPW, FMD, Library, NRC

** Health Insurance Estimate is preliminary

*** Provides for 40/50/60 and Union settlements
and Includes TC, Sustainability, Insurance and Planning out of Guideline

**** Ongoing discussions with School Committee

FY'21 Budget Request

2 fewer SS
 From FTE
 \$1.1M cap

Category	Salary	Health	Expenses	Total	% Change	% Change Cum.
FY'20 Adjusted Budget	\$68,817,105	\$0	\$7,966,825	\$76,783,930		
FY'21 Level Service	\$2,633,910	(\$40,000)	\$787,741	\$3,381,651	4.40%	4.40%
FY'21 Strategic Plan	\$104,663	\$20,000	\$0	\$124,663	0.16%	4.56%
FY'21 Other Critical Need	\$90,162	\$22,500	\$38,199	\$150,861	0.20%	4.76%
Sub-Total	\$71,645,840	\$2,500	\$8,792,765	\$80,441,105	4.76%	
Spec. Ed. Funds	\$0	\$0	(\$664,203)	(\$664,203)	(0.87%)	
Total	\$71,645,840	\$2,500	\$8,128,562	\$79,776,902	3.90%	

Bidg TAs in budget-book

FY'21 Level Service Positions

School	Salary and Other Compensation Changes	FTE	Cost
Elem.	Reassignment of Teaching Assistant to Middle School	(6.00)	\$ (158,868)
Production	Production Center Associate Increased Hours	0.30	\$ 11,392
WHS	English as a Second Language Teacher	(0.10)	\$ (7,476)
WMS	Drama Elective	0.10	\$ 7,476
WMS	Music Elective	0.10	\$ 7,476
WMS	Reassignment of Teaching Assistant from Elementary Schools	6.00	\$ 156,426
WMS	Reduction of One-Time Additional Release of WL Director	(0.20)	\$ (14,952)
WMS	World Language Grade 8 Section	0.20	\$ 14,952
WMS/HS	Transfer of Paraprofessionals from Federal Grant Funds	4.00	\$ 153,208
District	Base Level Personnel Changes (Steps, Leaves, Late Starts)	-	\$ 2,891,298
District	Elementary Section Reduction	(2.00)	\$ (149,518)
District	Extended School Year Rate Restructure (Unit A)	-	\$ 50,000
District	Lane Change / Salary Reserve	-	\$ 322,500
District	Turnover Savings	-	\$ (650,000)
Sub-Total		2.40	\$ 2,633,914

FY'21 Level Service Expenses

School	Program / Expense Description	Cost
District	Offset: Reduction in Revenue for Transportation (Increased Waivers)	\$5,000
District	IT: Public Address System Maintenance, Virtual Servers, Acct. Automation	\$43,527
District	Human Resources: AESOP Substitute Schedule Software Inflation	\$2,071
District	Human Resources: Unit C Tuition Reimbursement Fund	\$5,000
District	Spec. Ed.: Human Resource Services (HRS) Contract	\$1,450
District	Transportation	\$44,138
Elementary	Spanish: Instructional Materials and Dues	(\$6,045)
Elementary	Science: Projected Enrollment Change to Per Pupil	\$15
OOD	Circuit Breaker Fund Balance Use in FY'20	\$536,276
OOD	Circuit Breaker Reimbursement (75% Estimated)	(\$311,727)
OOD	Collaborative Placements	\$108,828
OOD	Contracted Transportation Increase	\$5,773
OOD	In-State Tuition	(\$51,299)
OOD	Out-of-State Tuition	(\$88,696)
OOD	Private Placements	\$293,361
OOD	Residential Placements	\$172,275
Vocational	Vocational: Transportation and Tuition	\$2,648
WHS	Offset: Increased Revenue in Special Education Tuition	(\$2,398)
WMS/HS	Athletics	\$27,544
Sub-Total		\$787,741

FY'21 Strategic Plan Positions

School	Salary and Other Compensation Changes	FTE	Cost	Benefits
WMS	Computer Science	0.20	\$ 14,952	\$ -
WMS	Scholars Program	0.20	\$ 14,952	\$ -
WHS	Computer Science	1.00	\$ 74,759	\$ 20,000
Sub-total		1.40	\$ 104,663	\$ 20,000



FY'21 Other Critical Need Positions

School	Salary and Other Compensation Changes	FTE	Cost	Benefits
Bates	Building Teaching Assistant	1.00	\$ 27,002	\$ 7,500
Hunnell	Building Teaching Assistant	1.00	\$ 27,002	\$ 7,500
WHS	Testing Coordinator	1.00	\$ 26,586	\$ 7,500
WHS	Testing Stipend	-	\$ (7,650)	\$ -
WHS	Assistant Athletic Director	0.20	\$ 16,472	\$ -
District	English as a Second Language Summer Testing	-	\$ 750	\$ -
Sub-Total		3.20	\$ 90,162	\$ 22,500

* 100 days of testing during schyr



FY'21 Other Critical Need Expenses

School	Program / Expense Description	Cost
District	Nurse: Medical Supplies, AED Maintenance, User Access to Database	\$2,725
District	Perf. Arts.: Instructional Materials and Equipment Maintenance	\$3,272
District	Spec. Ed.: Assistive Technology Equipment	\$1,712
Elementary	Art: Professional Development / Conference	\$1,400
Schofield	Principal: Instructional Materials Inflation	\$330
WHS	Principal: Dues	\$400
WHS	Principal: Professional Development	\$1,400
WMS	Art: Eliminate Art Fees	\$20,000
WMS/HS	Fitness and Health: Equipment Maintenance	\$2,000
WMS/HS	World Lang.: Field Trip Transportation, Seal of Biliteracy Proctors	\$4,960
Sub-Total		\$38,199



Wellesley Public Schools
Initial FY'21 Projections (July 19, 2019)

FY'21 Summary of Anticipated Need		Percent of FY'21 Adds
FY'20 Approved Budget	\$ 76,783,930	
Collective Bargaining	\$ 2,672,525	3.48%
General Education Needs	\$ 291,149	0.38%
Special Education Base Needs	\$ 342,370	0.45%
FY'21	\$ 80,089,974	4.31%
FY'21 Summary of Anticipated Need (Sc 1)		Percent of FY'21 Adds
FY'20 Approved Budget	\$ 76,783,930	
Collective Bargaining	\$ 2,672,525	3.48%
General Education Needs	\$ 291,149	0.38%
Special Education Base Needs	\$ 842,370	1.10%
FY'21	\$ 80,589,974	4.96%
FY'21 Summary of Anticipated Need (Sc 2)		Percent of FY'21 Adds
FY'20 Approved Budget	\$ 76,783,930	
Collective Bargaining	\$ 2,672,525	3.48%
General Education Needs	\$ 291,149	0.38%
Special Education Base Needs	\$ 1,342,370	1.75%
FY'21	\$ 81,089,974	5.61%

80,089,974 July #
- 79,776,902 1/7/20

\$ 313,072 diff

79,776,902 1/7/20
- 76,783,930 ATM 19

\$ 2,992,972
= 3.9% ↑

10. Executive Director's Report

Discuss and Appoint Special Counsel for Verizon License Negotiations

The Town licenses cable companies. At present the Town has a 10-year license with Comcast that was last negotiated in 2016. The Town also has a license with Verizon that will be expiring in November 2022. For the past 30 years the Town has worked with Peter Epstein of Epstein & August to negotiate these licenses. Peter is semi-retired, but we reached out to him and he has agreed to work with Wellesley to negotiate the Verizon renewal license given our long history. I have included for the Board's review the fee agreement negotiated with Peter, which is \$225/hr. The team working to negotiate the Verizon license renewal includes myself, Lise, Brian DuPont, James Joyce of Wellesley Media, and Peter Marks of the Cable Board. We had an initial meeting with Peter Epstein last Friday and reviewed the process. You will see on the BOS Calendar that I have added an Ascertainment Public Hearing in May, and will also add one in September to get feedback from the public. As part of formalizing Peter's ability to work with the Town, the Board must appoint him as Special Counsel.

MOTION

MOVE to appoint Peter Epstein of Epstein and August as Special Counsel to the Board of Selectmen.

Discuss and Vote 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. I have updated the chart and highlighted Wellesley's comparable communities and their hours. Most of our comparable towns actually do abbreviated Friday hours throughout the year. Needham is one of the few that does summer hours similar to Wellesley from Memorial Day to Labor Day. I would be interested to hear the Board's view on beginning Memorial Day. At this time, I would need to return to the staff on this matter, but should the board (and staff) be amenable, I would recommend an earlier start of the summer hours. At present, the current motion is to begin July 1st as the Town's payroll runs on a Wednesday to Tuesday schedule.

MOTION

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

Appoint Planning Director as Fair Housing Officer

Under the Town Bylaws, the Planning Director is the Fair Housing Officer. As a housekeeping item, the Board should appoint Don McCauley as the Fair Housing Officer for the Town.

MOTION

MOVE to appoint Planning Director Don McCauley as the Town's Fair Housing Officer.

WELLESLEY CLIENT FEE AGREEMENT

The undersigned, the Town of Wellesley, Massachusetts (the "Client"), by this Agreement and intending to be bound hereby, retains Peter J. Epstein, Attorney At Law, and Epstein & August, LLP, 875 Massachusetts Avenue, Suite 31, Cambridge, Massachusetts 02139 ("Attorney") to perform certain legal services upon the following terms and conditions:

(1) Scope of Legal Services

The Client and Attorney have, following discussion of those matters underlying the Client's retention of Attorney, determined that the services to be performed by Attorney are generally as follows:

(a) Attorney shall review and analyze the various materials and proposals concerning the cable television renewal process in Wellesley;

(b) Attorney shall offer advice to the Client on the various aspects of the cable television renewal process, including, but not limited to, legal, regulatory and financial advice;

(c) Attorney shall help ensure that the Client complies with all applicable state and federal statutes and regulations concerning the cable television renewal process;

(d) Attorney shall draft such letters as necessary to the cable television license applicant;

(e) At the appropriate time, Attorney shall draft the cable television renewal license for the Client, at the request of the Client;

(f) Attorney shall meet with Wellesley officials when necessary;

(g) Attorney shall attend and participate in any meetings and/or public hearings that the Client holds in connection with the cable television renewal process, at the request of the Client; and

(h) Attorney shall perform such other tasks related to the cable television renewal process as is necessary, at the request of the Client.

(2) Compensation

The Client shall pay Attorney for services actually rendered on the Client's behalf at the rate of Two Hundred Twenty Five Dollars (\$225.00) per hour. It is understood that hourly time charges shall include conferences, telephone conferences, legal research, review of file materials and other documents sent or received, preparation and drafting of contracts, agreements, memoranda, opinions and correspondences. Attorney will bill the Client on a monthly basis for services rendered and expenses incurred.

Wellesley Client Fee Agreement

(3) Expenses

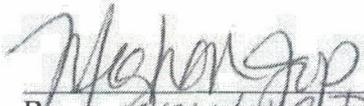
Attorney is hereby authorized by the Client to incur such reasonable costs and expenses and make out-of-pocket disbursements in connection with his performance of services hereunder. As a matter of convenience to the Client, said costs and expenses shall in the first instance be paid by Attorney promptly upon their incurrence or his receipt of applicable invoices or bills. Thereafter, such costs and expenses shall be billed to the Client.

(4) Termination

The Client and Attorney recognize that this Agreement is for the performance of personal services. The Client and Attorney agree that either may terminate this Agreement at any time by written notice to the other, so long as such termination is not prohibited by law or regulation governing the conduct of attorneys. If this Agreement is terminated by the Client prior to the completion of services, Attorney shall be entitled to all fees, costs and expenses to that date as herein provided. If this Agreement is terminated by Attorney prior to the completion of services, Attorney shall be entitled to all fees for services rendered up to the date of termination and all costs and expenses incurred in connection therewith.

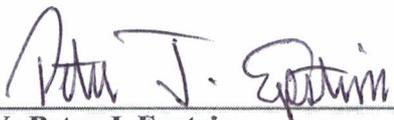
Wellesley Client Fee Agreement

TOWN OF WELLESLEY


By: Executive Director
Title:

DATE: Nov 27, 2019

EPSTEIN & AUGUST, LLP


BY: **Peter J. Epstein**

DATE: December 23 2019

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
Belmont	Yearly	8-7	8-4	8-4	8-4	8-12
Boxford	Yearly	8-4:30	8-4:30	8-4:30	8-4:30	Closed to public - BOS office open on Fridays
Brookline	yearly	8-5	8-5	8-5	8-8	8-12:30
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	June- August	8:30 - 5	8:30 - 5	8:50 - 5	8:30 - 5	8:30-12
Dedham	Summer	8:30 - 4:30	8:30 - 4:30	8:30 - 7	8:30-4:30	8:30 - 12:30
Dighton	Yearly	7:30-4:30	7:30-4:30	7:70-8 closed:5:30-6:3	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

began as pilot prog.
City Council meets
Monday evenings

Memorial - Labor Day

Was pilot program got
feedback from
employees &
residents and became
permanent as of Feb
2019

some offices part-time
have different hours

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							
Sudbury	Yearly	8:30 - 5	8:30 - 7	8:30 - 5	8:30 - 5	8:30 - 12:30							
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							
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							
Wayland	Yearly	8-7	8-4	8-4	8-4	8-12:30							
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							
Westwood	Yearly	8:30 - 4:30	8:30 - 7	8:30 - 4:40	8:30 - 4:30	8:30 - 1							
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							
Winchester	Yearly	8-7	8-4	8-4	8-4	8-12							
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							

pilot, recvd positive feedback from residents - making permanent

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

Lakeville	Yearly	8-4:30	8-4:30	8-4:30	8-4:30	8-4:30	8-12
Franklin	Yearly	8-4	8-4	8-6	8-4	8-4	8-1

11. Liaison Updates

Based upon the BOS Calendar Lise will be giving an update on her liaison assignments. Additionally, I have asked Beth to give a brief update as I had her listed for a meeting she was unable to attend. Tom will also brief the Board on the activities of the SBC. As noted at the retreat, moving forward I will include in the FNM materials from the SBC meetings. Please find those documents, including the current draft enrollment study in the Other Correspondence. I have not included administrative items such as bills paid at the SBC in the BOS documents.

12. New Business and Correspondence

- ❖ SBC Materials from the meeting held on January 16, 2020.
 - SBC:Agenda: 1/16/20
 - SB: Powerpoint Presentation 1/16/20
 - SBC: Draft Enrollment Study
 - SBC: MSBA Cover Letter on PDP (Preliminary Design Program)
 - SBC: MSBA Email on PDP
 - SBC: MSBA STEM Room Comments
 - SBC: MSBA PDP Comments

- ❖ Fire – Promotional Process Update Email
- ❖ Letter to Moderator and Town Counsel from Donna Tecci
- ❖ MA DOT Ch. 90 Letter
- ❖ Monthly Parking Receipts
- ❖ OML Response to J. Crawford
- ❖ Recreation Gifts
- ❖ Stipulation of Dismissal US Paving Services Inc. v. Town of Wellesley
- ❖ Police Commendation – Janet Popovski



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 16, 2020
Great Hall, Wellesley Town Hall
525 Washington Street
5:30 p.m.

5:30 p.m. Public Comment

SBC Business:

5:40 p.m. **Discussion/Vote:** Minutes of the November 14 and November 21, 2019 SBC Meetings

5:45 p.m. Member Reports

5:50 p.m. Discussion with School Committee: FutureThink Enrollment Study Report

Hunnewell project:

6:50 p.m. **Discussion/Vote:** Review & Approve Invoice for Compass PM (\$28,047.00)

6:55 p.m. Update on Hunnewell White Oak Removal

Hardy/Upham project:

7 p.m. **Discussion/Vote:** Review & Approve invoices for Compass PM (\$24,998.00) and SMMA (\$49,320.00)

7:05 p.m. Review Updated Site Option Alternatives

7:55 p.m. Recap Community Forum

8:10 p.m. Review and Discuss MSBA Review Comments on Preliminary Design Program Report

8:20 p.m. Swing Space Discussion

8:30 p.m. Adjournment

Signed: Sharon Gray, Chair
School Building Committee

Upcoming SBC Meeting:

SBC Meeting (Proposed joint mtg with SC & BOS) February 6, 2020, 5:30 p.m. Great 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.

Hardy/Upham Elementary Feasibility Study

| SMMA

COMPASS
PROJECT MANAGEMENT



SBC Meeting

January 16, 2020

Agenda for Tonight's Feasibility Study Forum

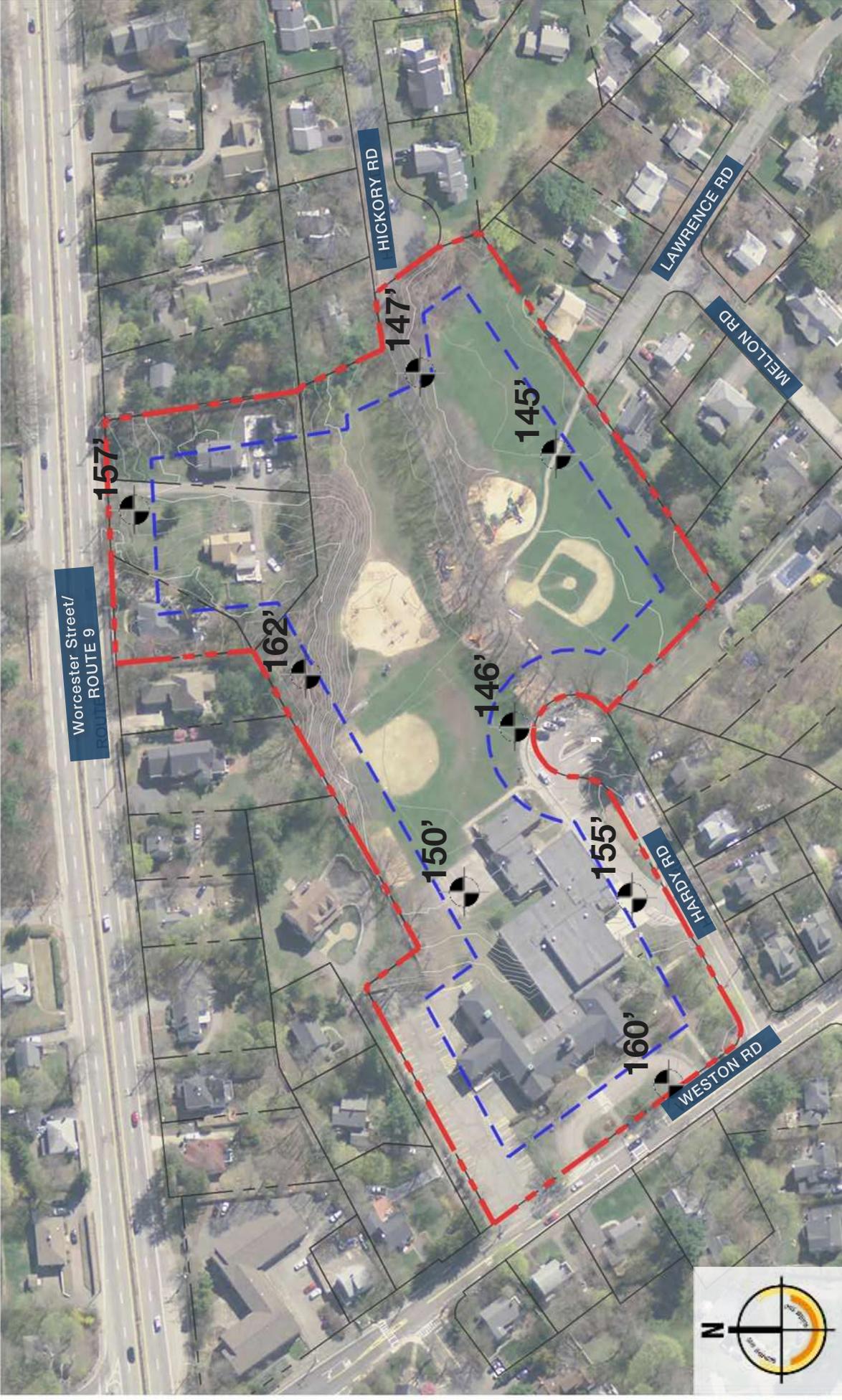
PSR Options – Site Analysis, Plan Concept Updates & New Options

- Hardy Site
- Upham Site
- Decisions to Date - Preliminary Design Program (**PDP**), 365 Student (18 Classroom) Options
- Discussion on Site Selection Criteria
- Upcoming Schedule

Site Context & Constraints: *Hardy*



Hardy Site: Topography



Design Considerations:

- Significant topography
- Access for construction
- Site Program (Fields)

KEY



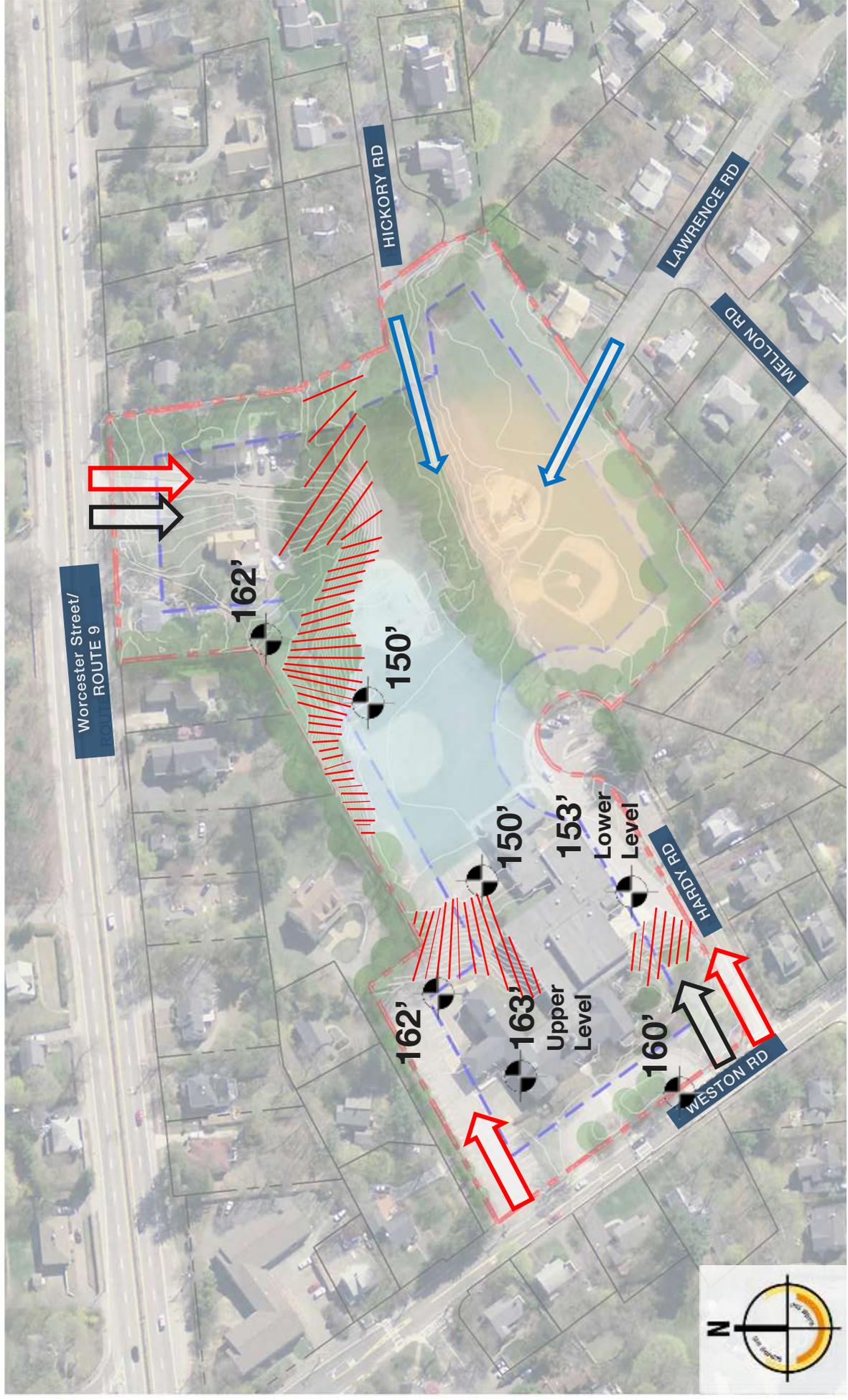
Spot Grade



Topo

Hardy Site: Site Considerations

- 10' grade change from Upper Level to Lower Level of existing school
- 12' grade change from Route 9 to existing fields
- Zoning Setbacks (50')
- Utilize to protect existing trees as buffer and screening between residences and the school



KEY



Spot Grade



Topo



School Access:
Vehicle Pedestrian & Bike



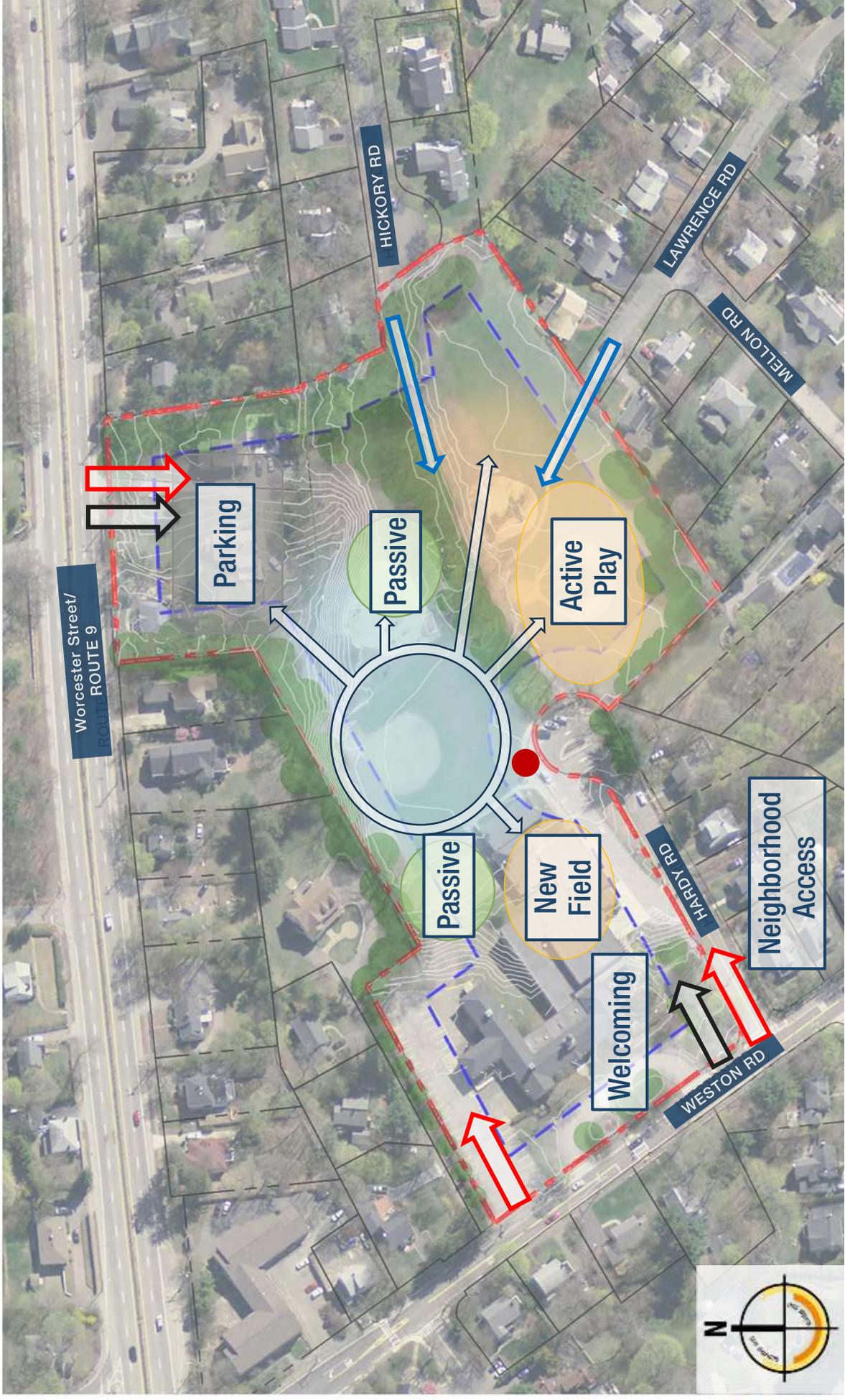
Construction Access



Pedestrian & Bike Access



Hardy Site: Site Considerations

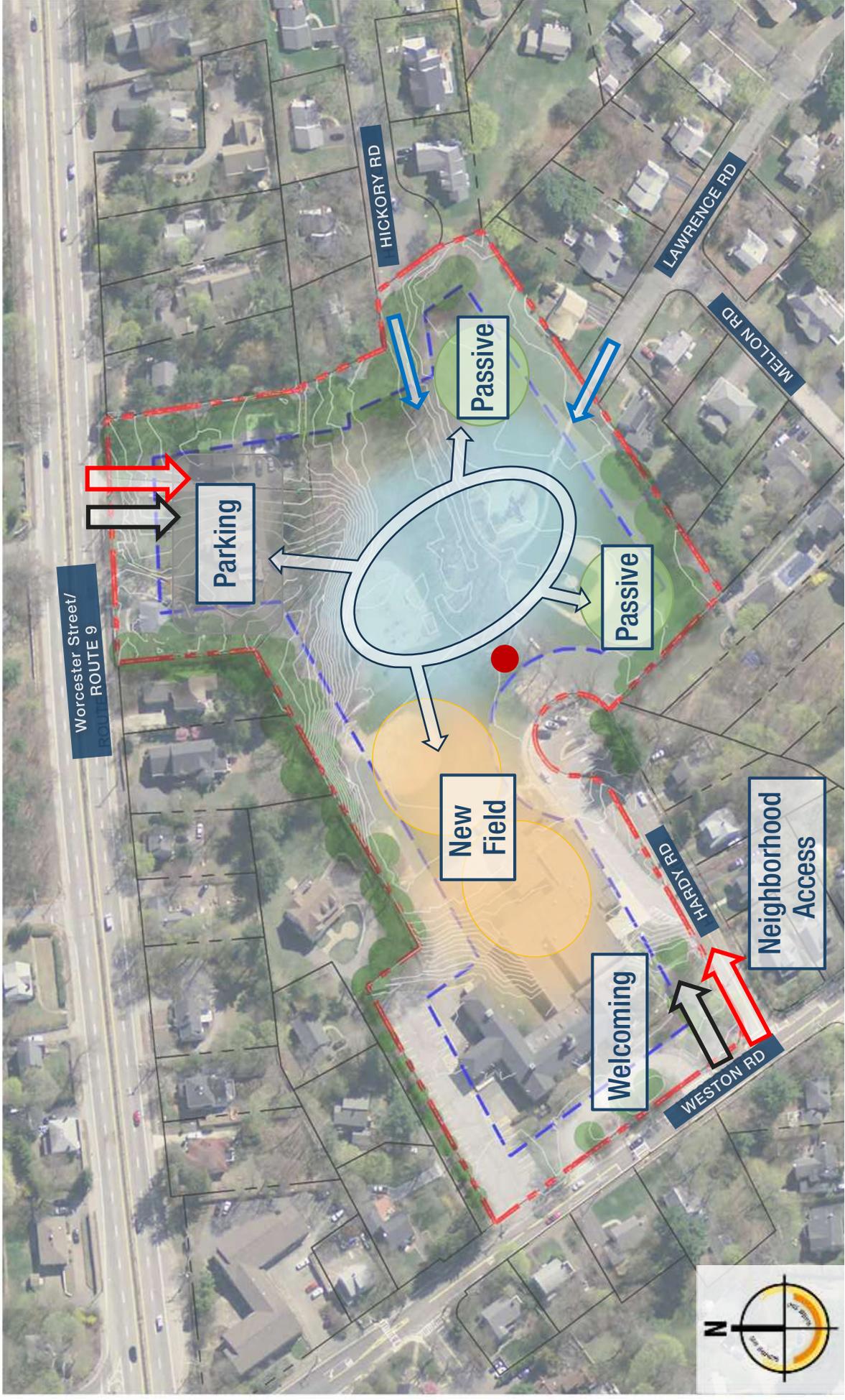


- Building site is primarily determined by 50' Zoning setback limitations
- Reduction of existing trees
- Zoning Setbacks (50')

KEY

- Entry
- ➡ School Access: Vehicle Pedestrian & Bike
- ➡ Construction Access
- ➡ Pedestrian & Bike Access

Hardy Site: Site Considerations



- Building site is primarily determined by 50' Zoning setback limitations
- Reduction of existing trees, field, and passive play space
- Zoning Setbacks (50')

KEY

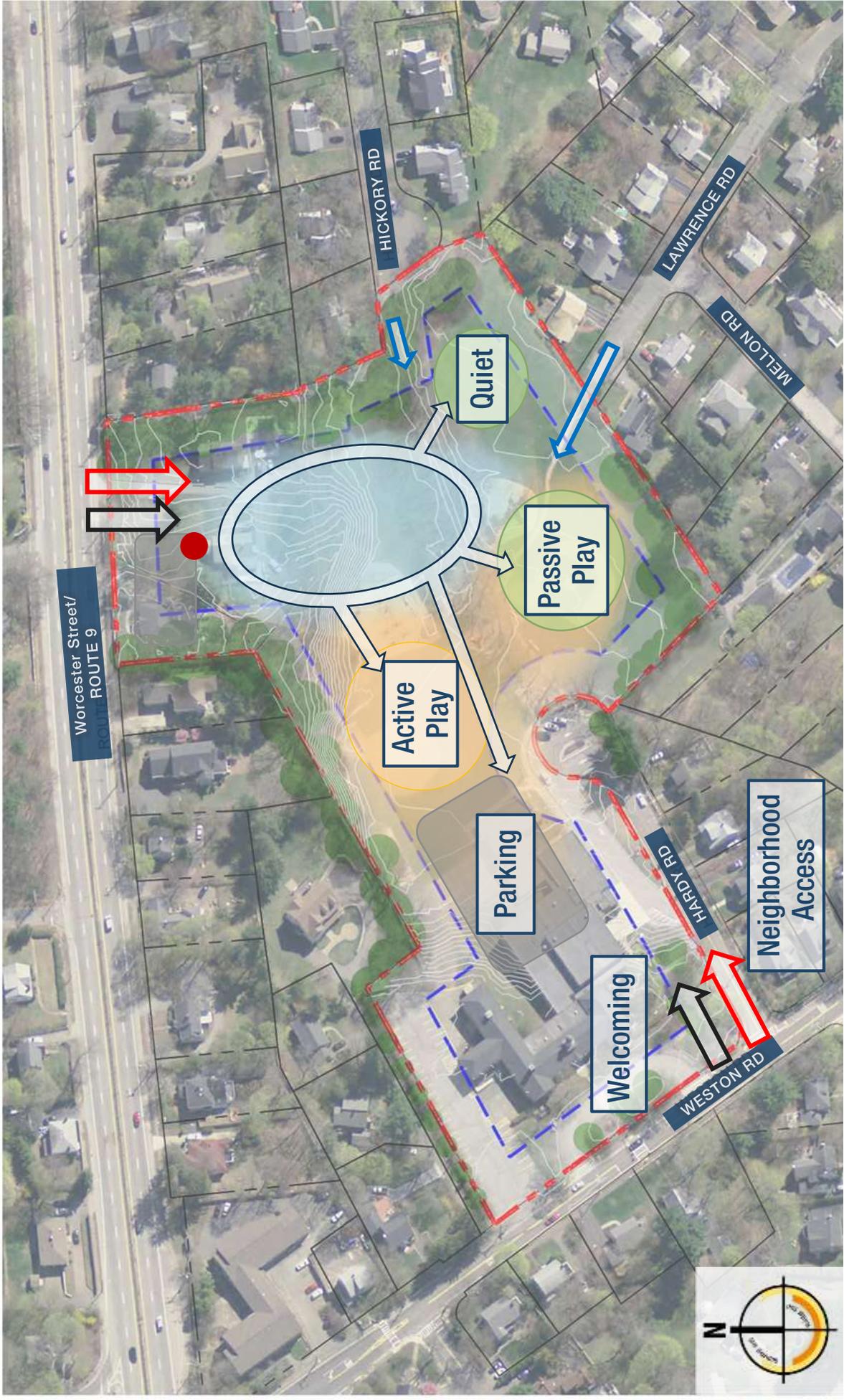


**School Access:
Vehicle Pedestrian & Bike**

Construction Access

Pedestrian & Bike Access

Hardy Site: Site Considerations



- Building site is primarily determined by 50' Zoning setback limitations
- Building steps with existing 12' elevation change
- Reduction of green buffer between elevation change
- Reduction of existing trees, field, pedestrian access, and passive play space
- Zoning Setbacks (50')

Hardy Site: Site Considerations

- Building site is primarily determined by 50' Zoning setback limitations
- Keep existing pedestrian walkways, fields, and passive play areas
- Swing space required
- Zoning Setbacks (50')
- Utilize to protect existing trees as buffer and screening



KEY

- Entry
- ➡ School Access: Vehicle Pedestrian & Bike
- ➡ Construction Access
- ➡ Pedestrian & Bike Access

Hardy Site: PDP Add Reno 365 Students



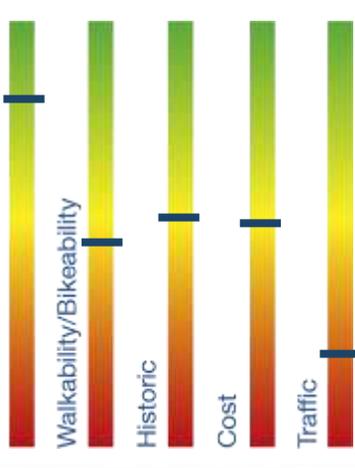
- Requires Swing Space for Students
- Loss of play space/field
- Considers 3 stories at back to keep compact footprint
- Requires expanded parking at back of site
- Repurposing small gym or expanding

Hardy Site: PDP Add Reno 365 Students



- Requires Swing Space for Students
- Loss of play space/field
- Considers 3 stories at back to keep compact footprint
- Requires expanded parking at back of site
- Repurposing small gym or expanding

Site Amenities



Hardy Site: PDP New Option 1: 365 Students



- No Swing Space for Students required
- Loss of play space/field
- With or without 1923/24 Fells School structure
- 2 stories at to keep compact footprint
- Parking and access relative to the building siting
- Loss of grove of trees
- Separation of front and back of neighborhood site
- Retaining Walls

Hardy Site: PDP New Option 1: 365 Students



- No Swing Space for Students required
- Loss of play space/field
- With or without 1923/24 Fells School structure
- 2 stories at to keep compact footprint
- Parking and access relative to the building siting
- Loss of grove of trees
- Separation of front and back of neighborhood site
- Retaining Walls

Hardy Site: PDP New Option 2: 365 Students

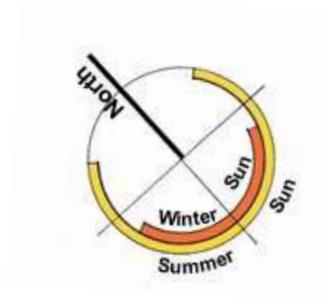
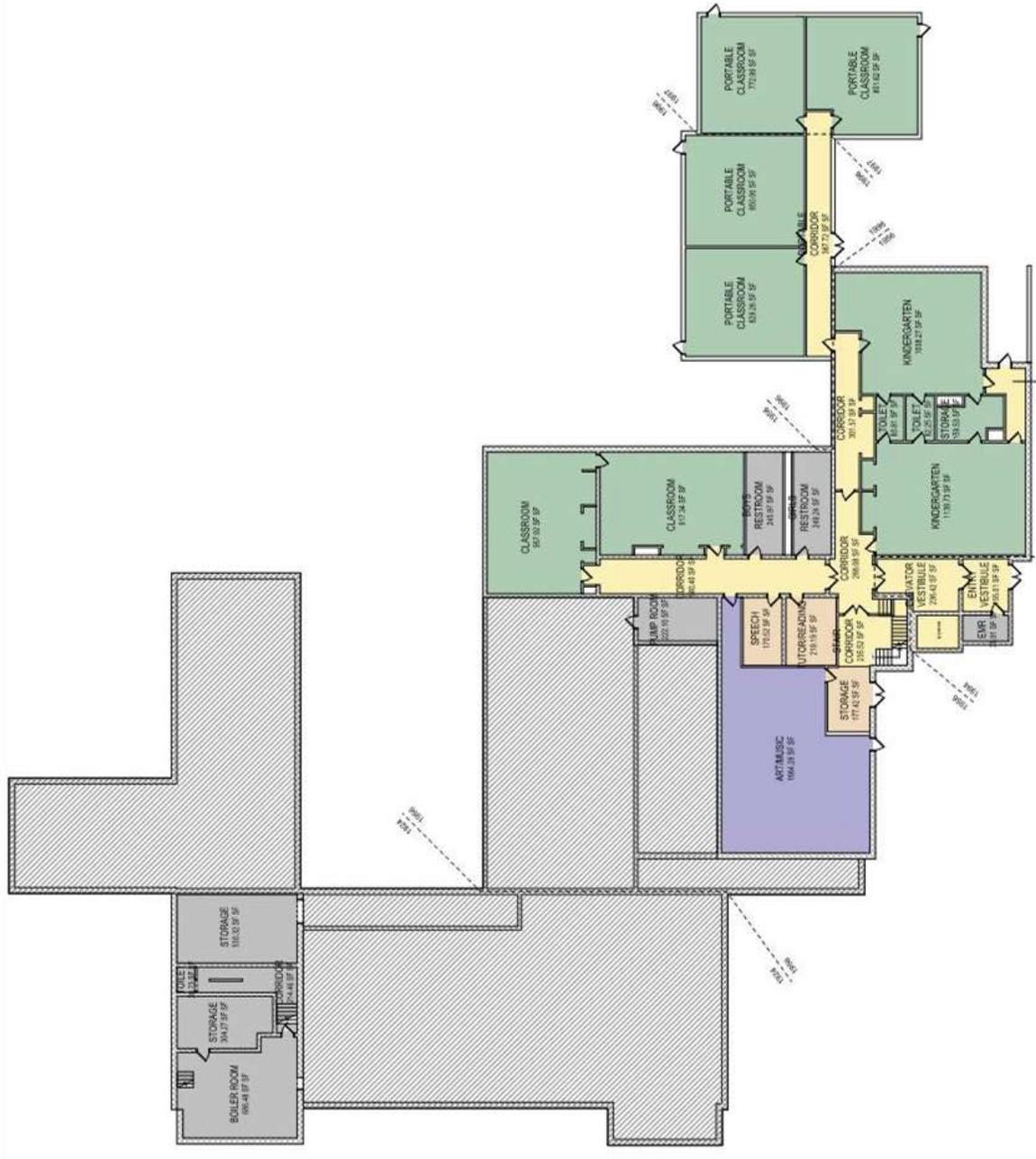


- No Swing Space for Students required
- Loss of play space/field
- **With or without 1923/24 Fells School structure**
- 2 stories at to keep compact footprint
- Parking and access relative to the building siting
- Loss of grove of trees
- Separation of front and back of neighborhood site
- Retaining Walls

Existing Hardy School Lower Floor Plan

Existing Building: 45,909 GSF
 including 4 modular classrooms

Current Enrollment
 156 Students



Existing Building & Site Conditions Site Context

HARDY

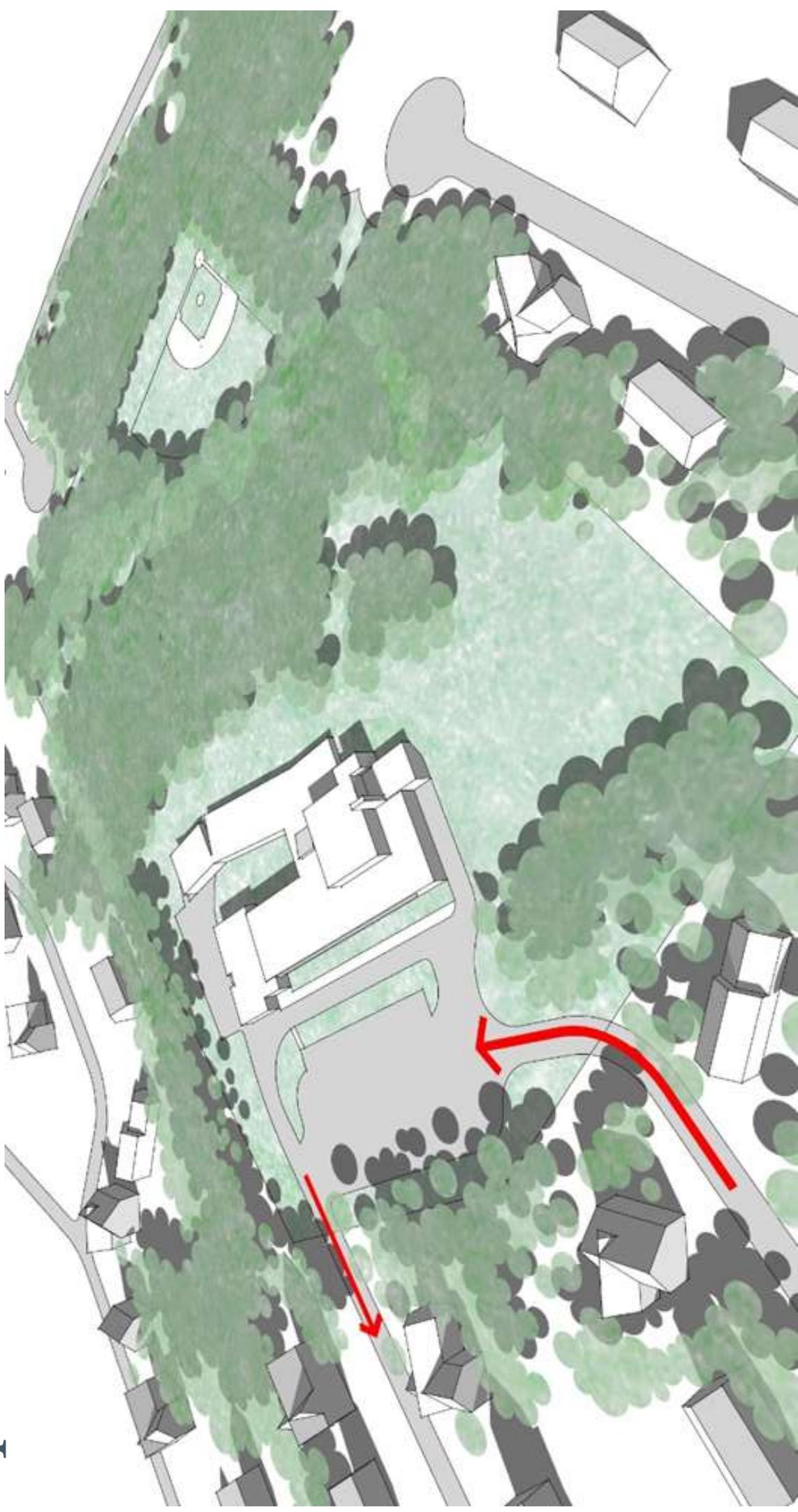


UPHAM

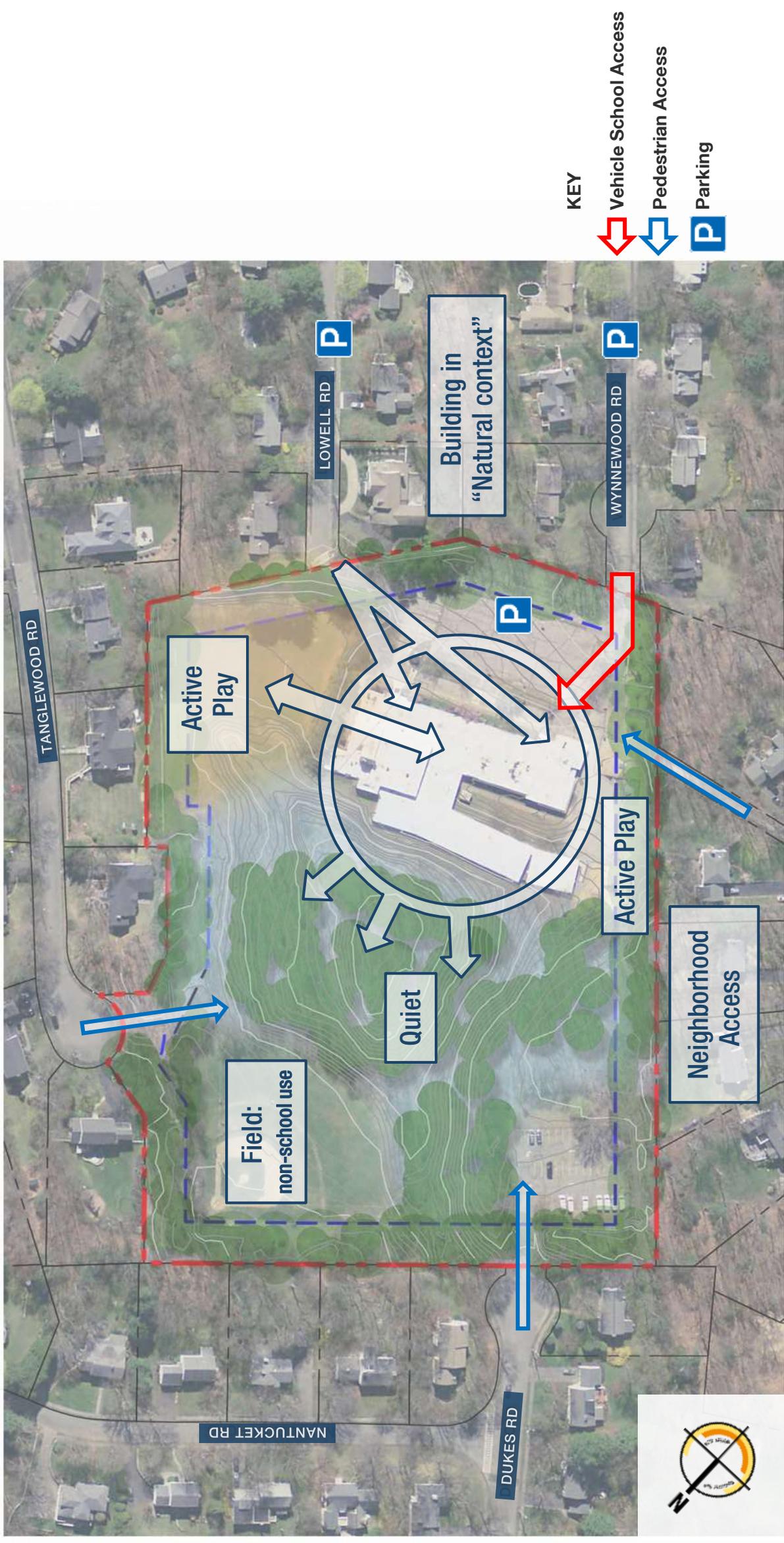


Site Context & Constraints:

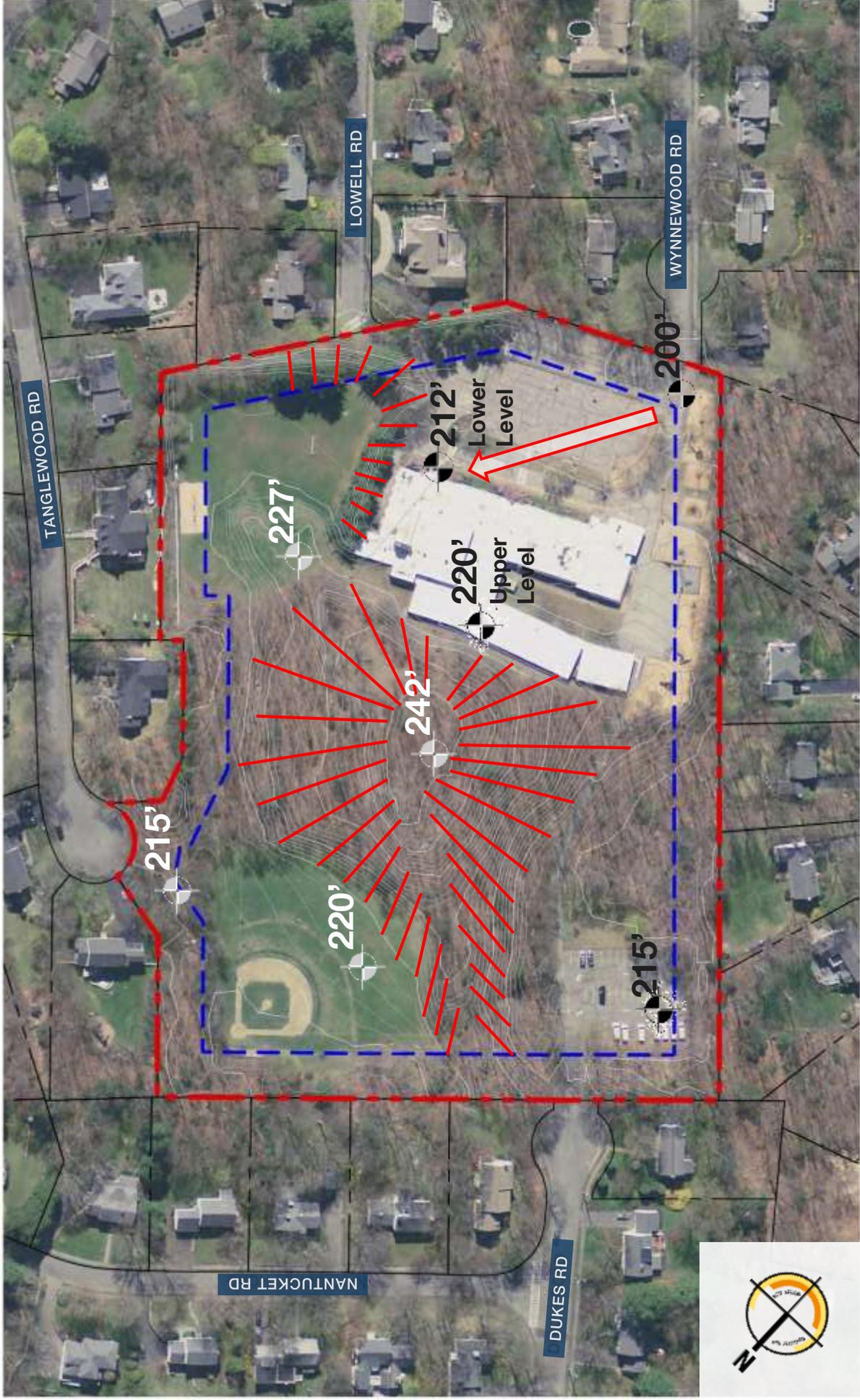
Upnam



Upham Site: Site Considerations



Upham Site: Topography



Design Considerations:

- Significant topography
- Access for construction
 - Early package for blasting (summer activity)
- Site Program (Fields)

KEY

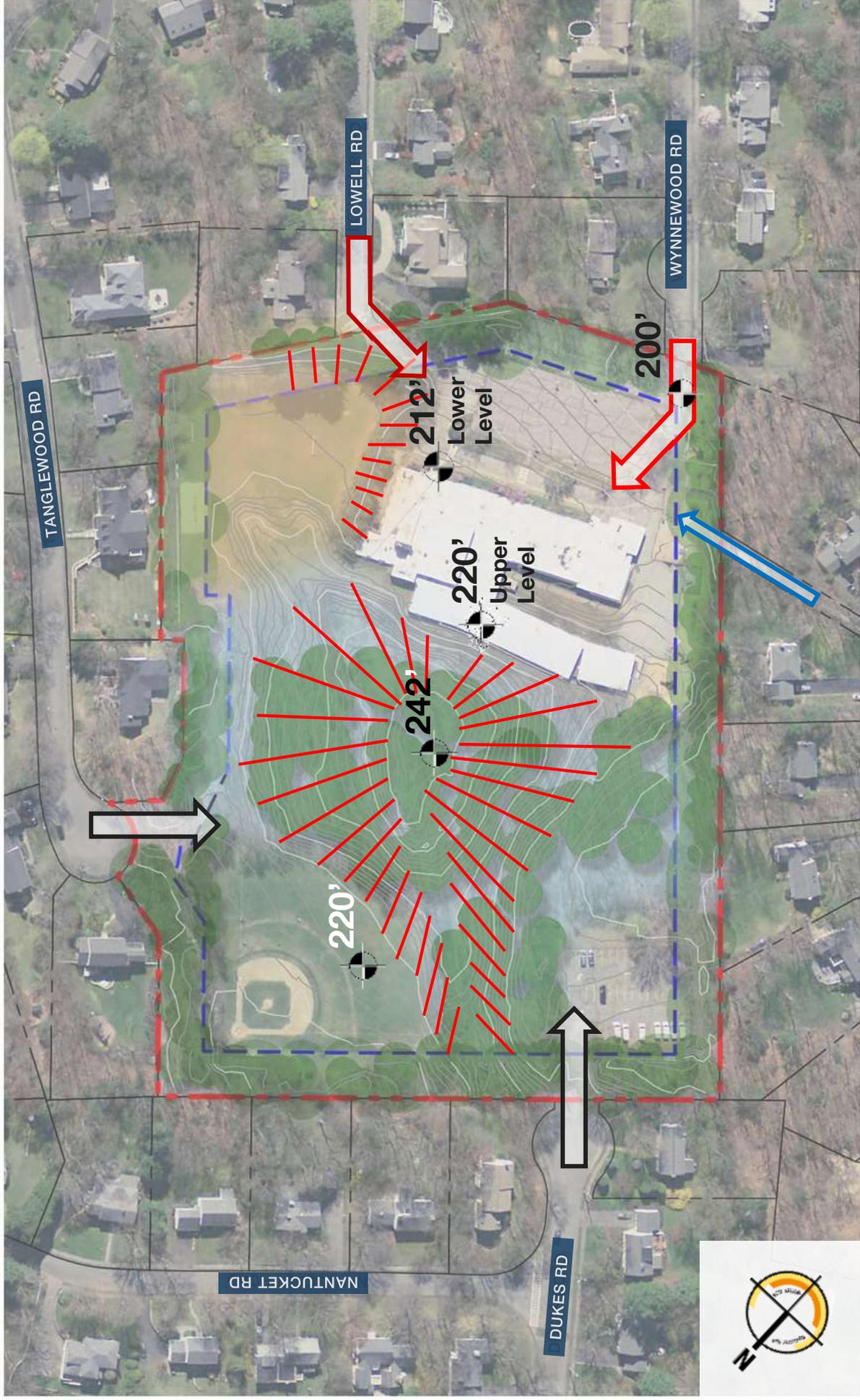


Spot Grade



Topo

Upham Site: Site Considerations

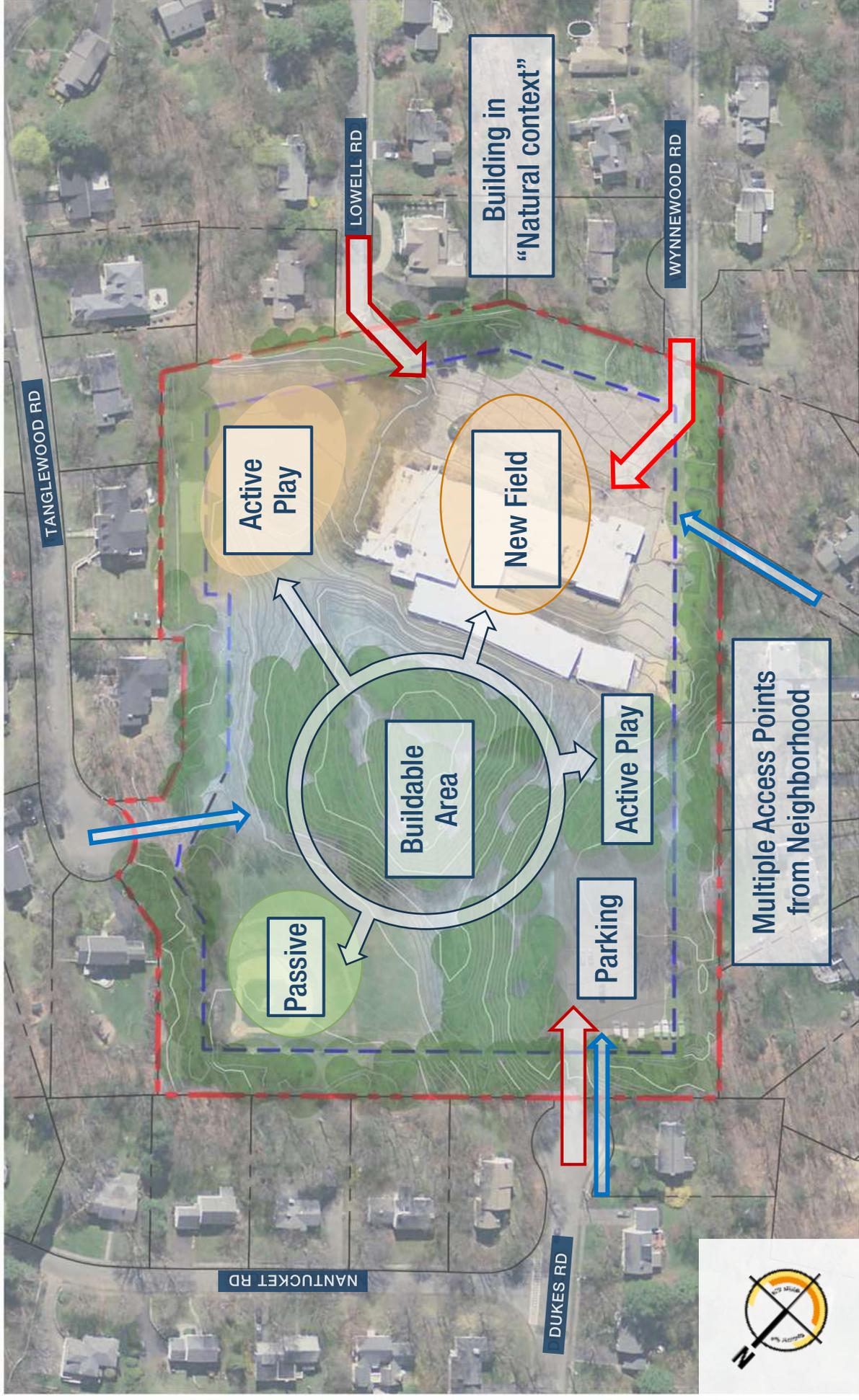


- 12' grade change from Wynnewood road to existing entry
- Zoning Setbacks (50')
- Utilize to protect existing trees as buffer and screening between residences and the school

KEY

- Spot Grade
- Topo
- School Access: Vehicle Pedestrian & Bike
- Construction Access
- Pedestrian & Bike Access

Upham Site: Site Considerations



- Building site is primarily determined by maintaining existing school operations, but topo is also a factor.

KEY

 School Access:
Vehicles Pedestrians and bikes

 Pedestrian & Bike Access

Upham Site – PDP New Option 1: 3665 Students



- Excellent Solar Orientation
- Play space/fields TBD
- Ledge Removal to create building pad
- 2 stories - compact footprint
- Requires expanded parking at back of site
- Removes much of wooded area – keep as much at edges/buffer as possible
- Assumes Retaining Walls

Upham Site – PDP New Option 2: 3665 Students



- Potential reduction in Ledge removal to create access
- Visibility to building
- Play areas at front of school
- Excellent Solar Orientation
- Play space/fields TBD
- 2 stories - compact footprint
- Requires expanded parking at back of site
- Removes much of wooded area – keep as much at edges/buffer as possible
- Assumes Retaining Walls

PSR: Options For Study

Upham Site

Hardy Site

- **Base Repair** (7 Schools; TBD St) • **Add Reno** (6 Schools; 365 St)
- ~~Add Reno~~ (7 Schools; 240 St) • **New Construction** (6 Schools; 365 St)
- ~~New Construction~~ (7 Schools; 240 St)
- ~~Add Reno~~ (6 Schools; 365 St)
- **New Construction** (6 Schools; 365 St)

Upham Feasibility Study MSBA Master Agreement:

The MSBA Requires that the above options be incorporated into the Upham School Study – *“If Options other than the Upham School site are selected the District must ensure that the existing Upham School Building will no longer be used as a K-5 facility”*.

Selection Criteria

Develop list of potential differentiators

01	Attendance Zones	14	On-Site Parking
02	Building Size (GSF)	15	Permitting
03	Community Fields	16	Student Proximity (Biking)
04	Construction Phase Impacts (Neighbors)	17	Student Proximity (Bussing)
05	Construction Phase Impacts (Students)	18	Student Proximity (Walking)
06	Cost for Building Construction	19	Sustainability (EUI)
07	Cost for Site Work	20	Sustainability (Solar PV Capacity Roof)
08	Demolition	21	Sustainability (Solar PV Capacity Site)
09	Education Plan (Strengths)	22	Traffic (at School Site)
10	Education Plan (Weaknesses)	23	Traffic (in Neighborhood/Town)
11	Existing Building Considerations	24	Walkability
12	Impact to Abutters (after built)		
13	Impact to Natural Habitats (flora and fauna)		

Selection Criteria

Consolidate into major categories

Neighborhood School
Project Cost
Education Plan
Energy Performance
Traffic
Other

01	Attendance Zones	14	On-Site Parking
02	Building Size (GSF)	15	Permitting
03	Community Fields	16	Student Proximity (Biking)
04	Construction Phase Impacts (Neighbors)	17	Student Proximity (Bussing)
05	Construction Phase Impacts (Students)	18	Student Proximity (Walking)
06	Cost for Building Construction	19	Sustainability (EUI)
07	Cost for Site Work	20	Sustainability (Solar PV Capacity Roof)
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11	Existing Building Considerations	24	Walkability
12	Impact to Abutters (after built)		
13	Impact to Natural Habitats (flora and fauna)		

Selection Criteria

Record consolidated list of potential differentiators

- 01** Neighborhood School
- 02** Building Size (GSF)
- 03** Community Fields
- 04** Construction Phase Impacts (Neighbors)
- 05** Construction Phase Impacts (Students)
- 06** Project Cost
- 07** Demolition
- 08** Education Plan
- 09** Existing Building Considerations
- 10** Impact to Abutters (after built)
- 11** Impact to Natural Habitats (flora and fauna)
- 12** On-Site Parking
- 13** Permitting
- 14** Energy Performance
- 15** Traffic

Selection Process

HARDY SITE

UPHAM SITE

Preliminary
Site, Building
and Program

Final Site and
Building Type

Building
Design

PDP

PSR

SD

ADD RENO (1)
240/365

ADD RENO (1)
365

NEW (2)
365

NEW (2)
240/365

ADD RENO (1)
365

NEW (4)
365

NEW (2)
365

Hardy: New or AR
OR
Upham: New

Selection Process – Schedule for Decisions

HARDY SITE

UPHAM SITE

Preliminary Site,
Building and
Program

Building Type

Final Site

Building
Design

PDP

ADD RENO (1)
240/365

NEW (2)
240/365

ADD RENO (1)
365

NEW (2)
365

1 Mar 5

NEW (2)

ADD RENO (1)

NEW (4)

PSR

2 Apr 2

NEW (1)

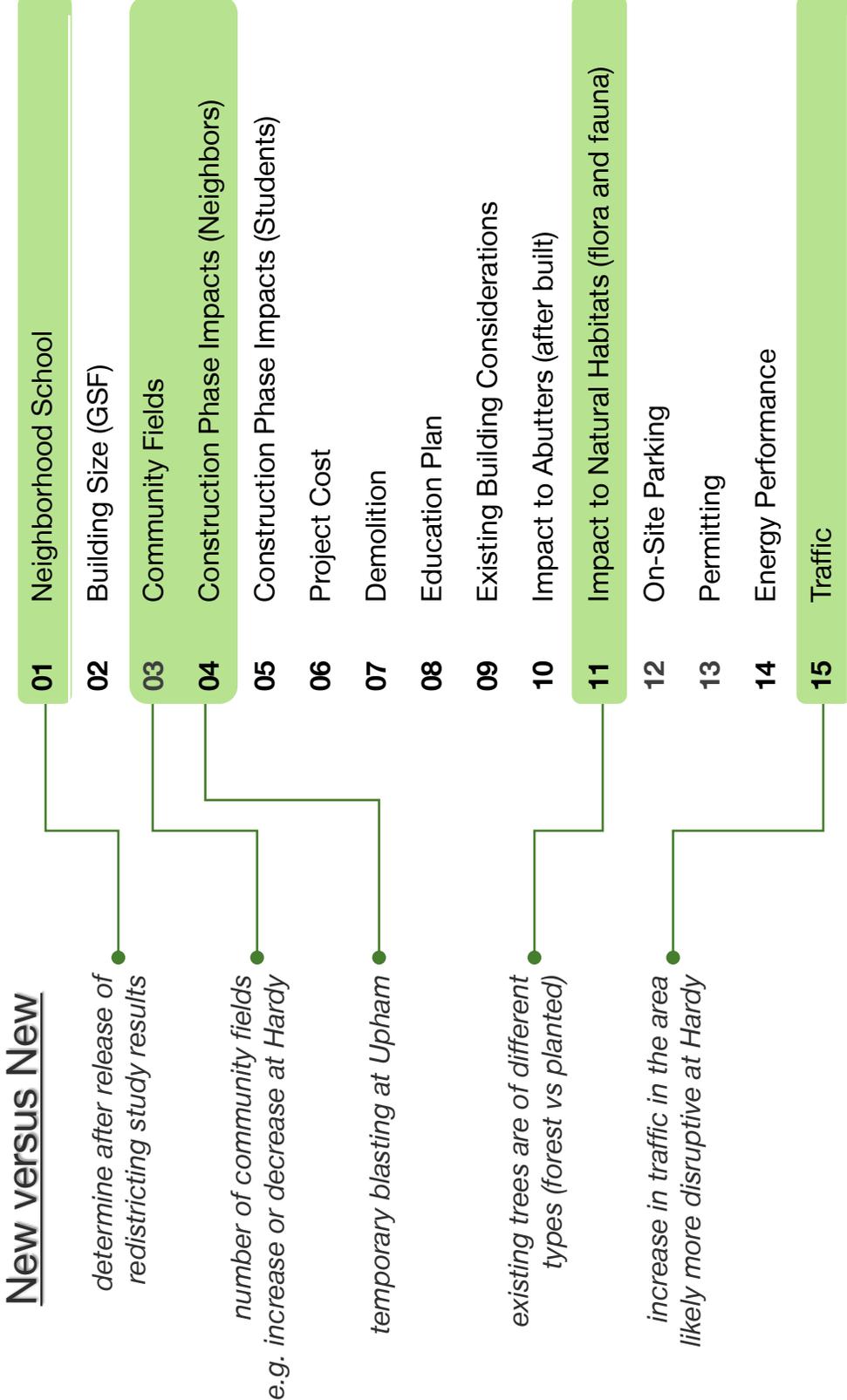
Hardy: New or AR

Preferred
Alternative

SD

Selection Criteria

Determine if any are neutral and can be eliminated



Selection Criteria

Determine if any are neutral and can be eliminated

New versus New

determine after release of redistricting study results

number of community fields likely fewer at Hardy

temporary blasting at Upham

existing trees are of different types (forest vs planted)

increase in traffic in the area likely more disruptive at Hardy

New versus Add/Reno

renovation of existing buildings typically reduces efficiency of design

addition/renovation option will require swing space

addition/renovation option will add cost of swing space

addition/renovation option will impact program adjacencies

addition/renovation option will not perform as well (EUI)

01

Neighborhood School

02

Building Size (GSF)

03

Community Fields

04

Construction Phase Impacts (Neighbors)

05

Construction Phase Impacts (Students)

06

Project Cost

07

Demolition

08

Education Plan

09

Existing Building Considerations

10

Impact to Abutters (after built)

11

Impact to Natural Habitats (flora and fauna)

12

On-Site Parking

13

Permitting

14

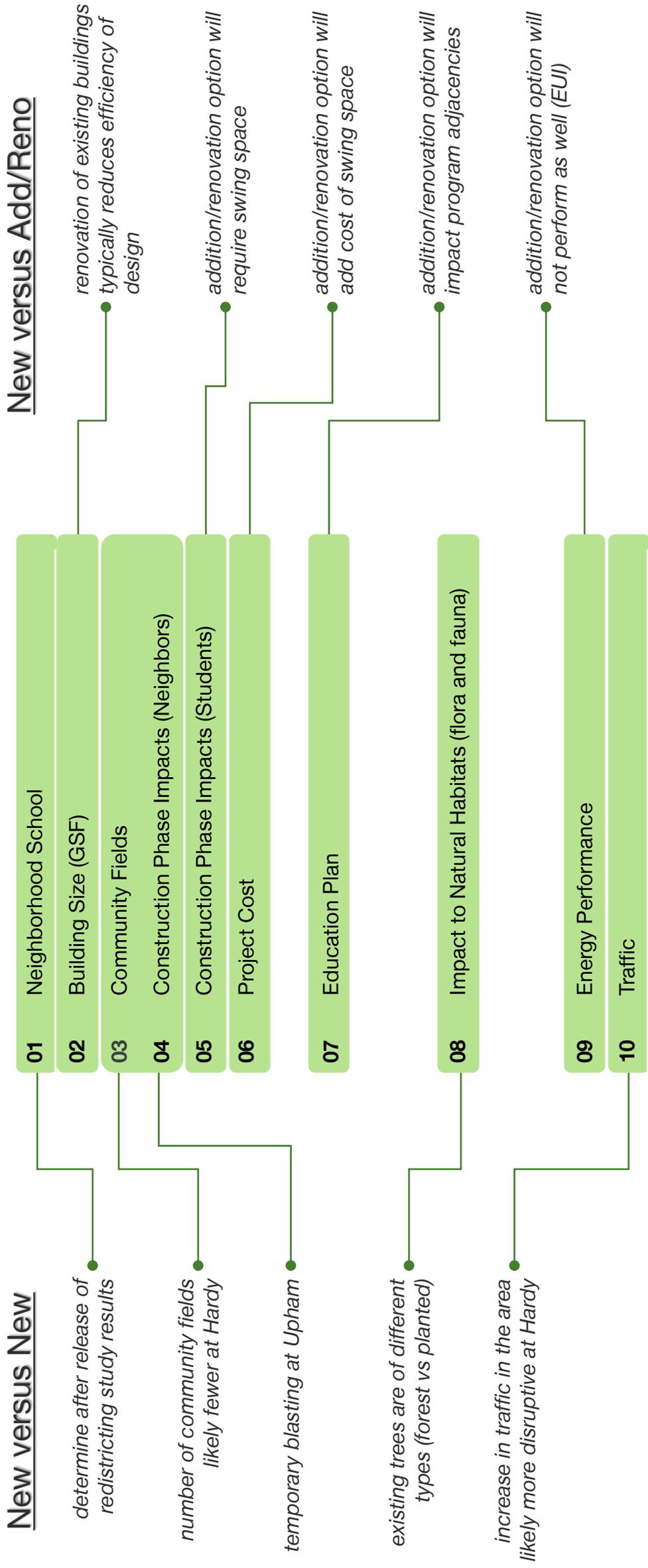
Energy Performance

15

Traffic

Selection Criteria

Recommended final evaluation criteria



Hardy/Upham Elementary Feasibility Study

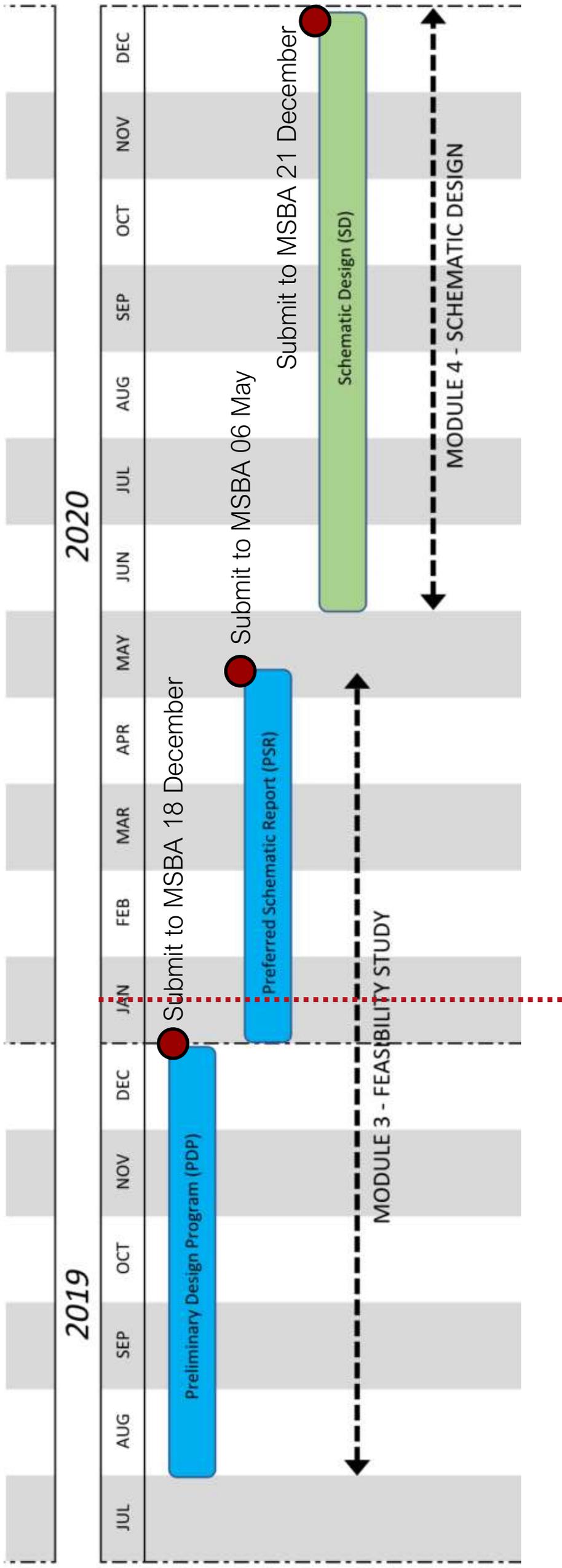
SMMA

COMPASS
PROJECT MANAGEMENT



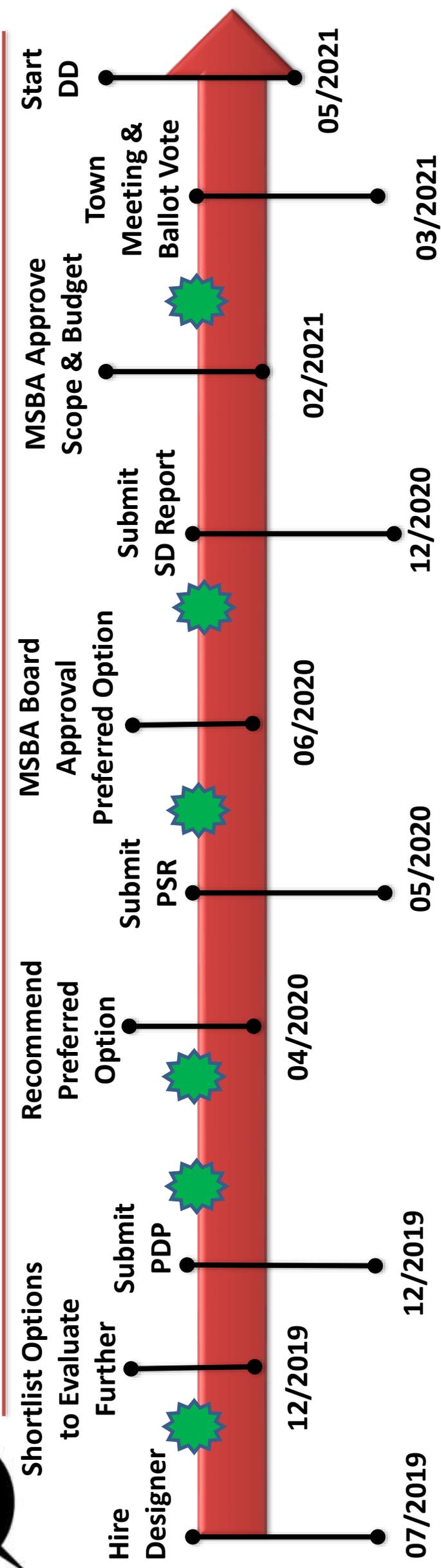
Discussion

Schedule Overview – MSBA Modules 3 and 4





APPROACH TIMELINE



PDP: Preliminary Design Plan | PSR: Preferred Schematic Report | SD: Schematic Design Report

Important Dates

- Community Outreach Meeting #1
Project Kick-Off
October 15, 2019
- Community Outreach Meeting #2
Project Update and Next Steps
January 15, 2020
- Community Outreach Meeting #3
Shortlist Options and Recommendation
early March 2020
- Annual Town Meeting Update
March/April 2020
- Final Schematic Design
December 2020
- Town Meeting Vote
March 2021

Stay Connected!

Follow the HHU project or subscribe to updates:
wellesleyhhu.org

Contact us: SBC@wellesleyma.gov

Meetings available online:
wellesleymedia.org/SBC

Typology Evolution: Eras tend to follow demographic bubbles



School house



Late 19th Century

- First Hunnewell



Turn of the Century

- Original Hunnewell
- 1938 High School



Post-WWII

- Industrial School era
- Hunnewell 1954 addition / Bates / Upham



60's & 70's Brutalist

- Lack of daylight
- Open Plan
- "California" plan - open campus



Late 20th - Early 21st Century

- WHS (various ES additions)
- Technology
- Modern Systems

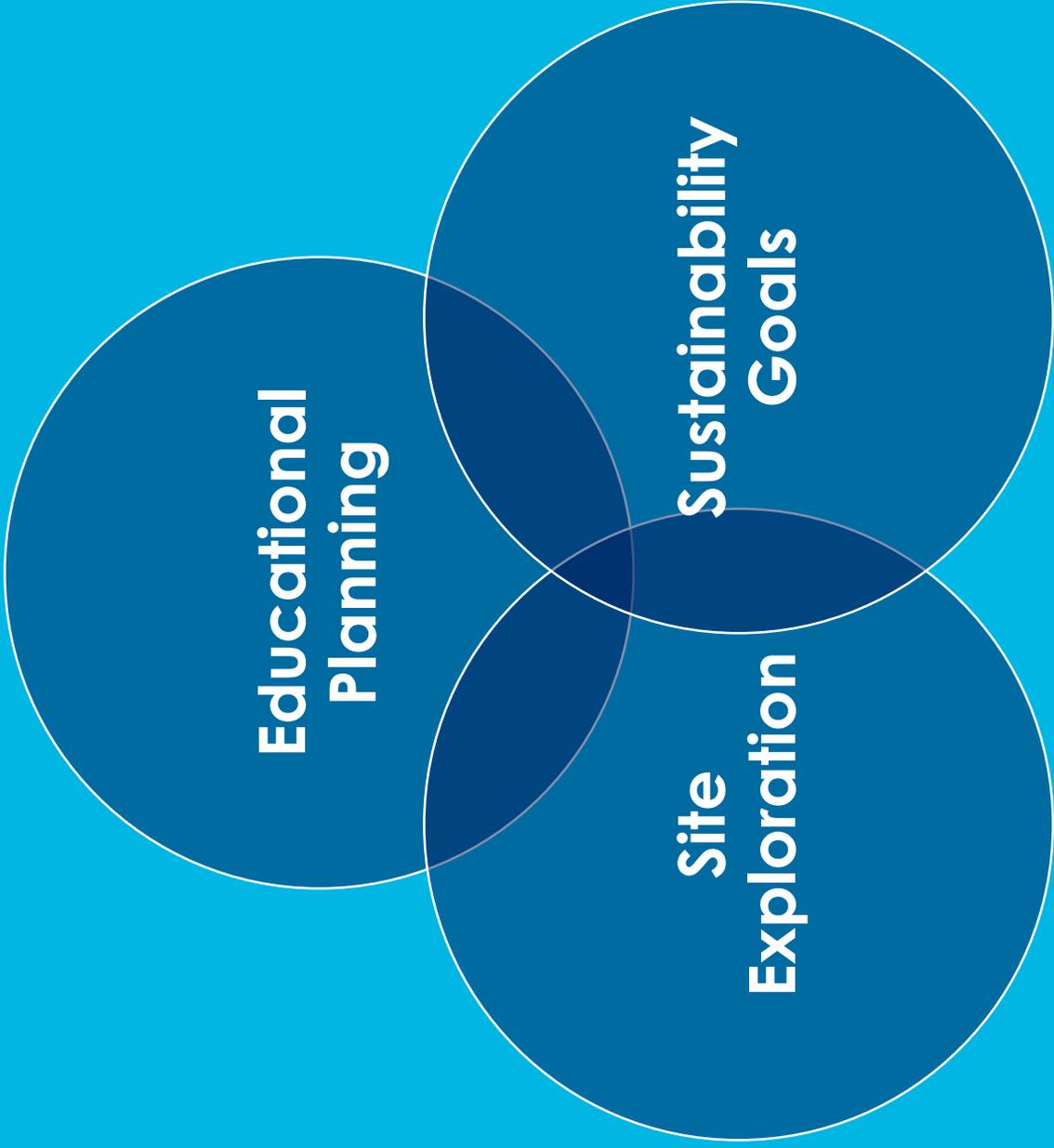


Current Planning

- Inclusion
- Energy Efficiency
- Flexibility
- Multidisciplinary
- Project Based (hands on)
- Student directed

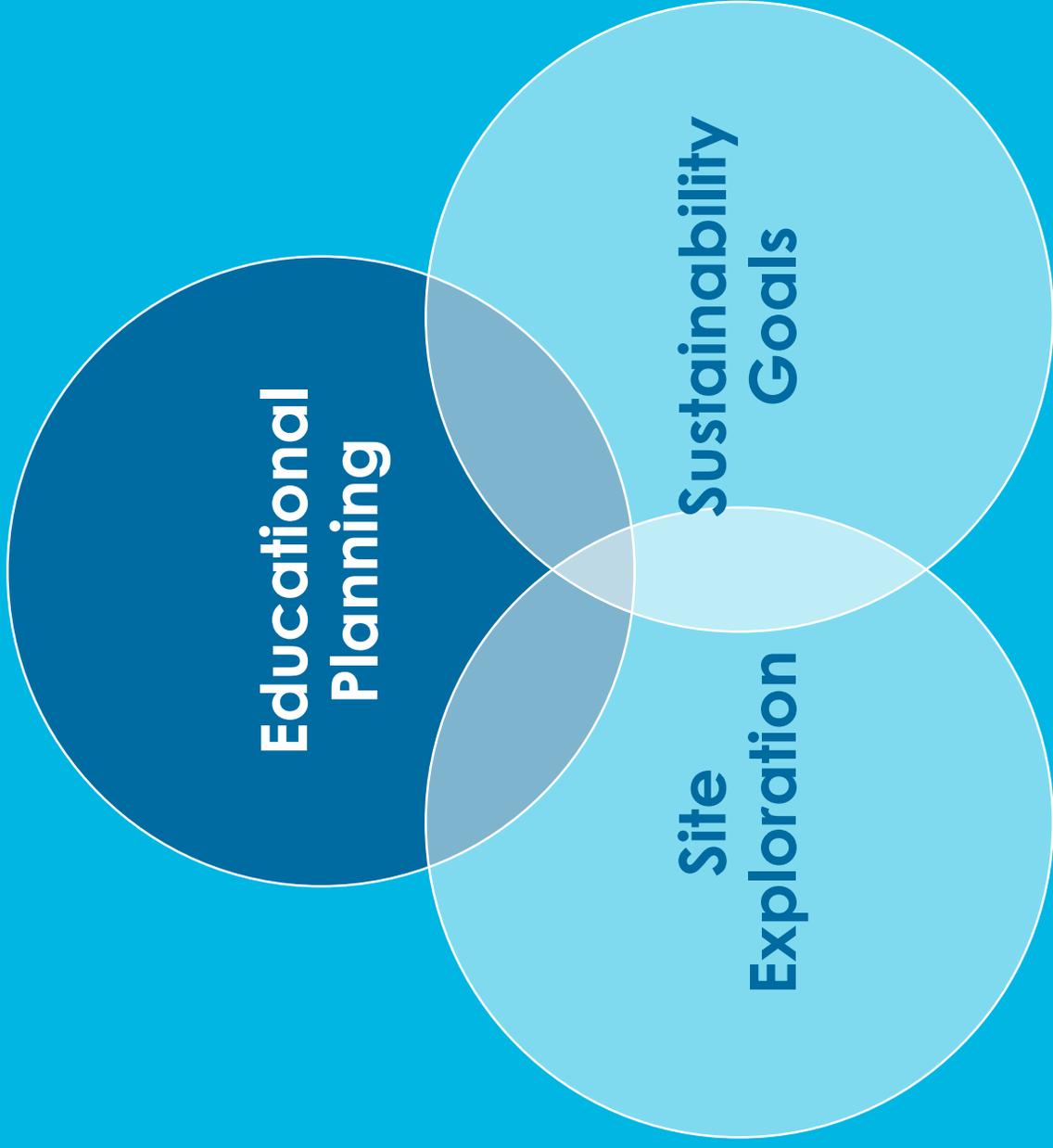
HU School Feasibility Study Goals

- Meet 21st Century & District needs
- Site Investigations to Determine Where to Build in Partnership with MSBA
- Support Town's Evolving Sustainability Goals



Educational Planning

- Small School Environment + Expanded Opportunities
- 3 Sections/Grade (19 CR's)
- Design Patterns
- The Learning Commons
- Existing Building Limitations





FutureThink

Formerly DeJONG-HEALY

DRAFT REPORT



Wellesley Public Schools
Enrollment Projection Update
January 15, 2020

INTRODUCTION

FutureThink was contracted to develop an update to the enrollment projections for the Wellesley Public Schools.

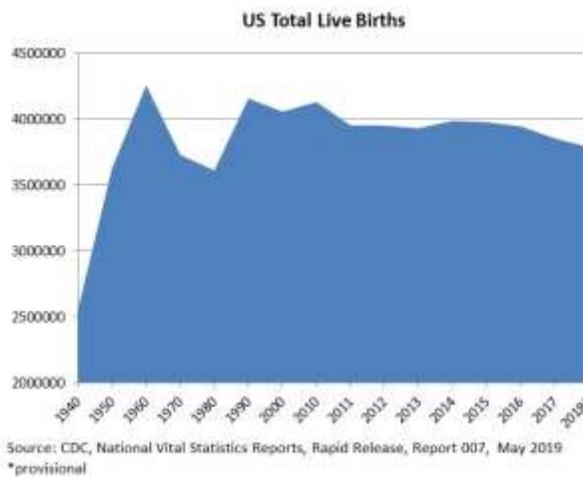
This report contains the most likely ten-year enrollment projections, which were developed for the Wellesley Public Schools by analyzing the following data:

- ▶ Historical enrollment
- ▶ Non-public school enrollment
- ▶ Birth counts
- ▶ Community demographics
- ▶ Housing information

The projections presented in this report are meant to serve as a planning tool for the future and represent the most likely direction of the District.

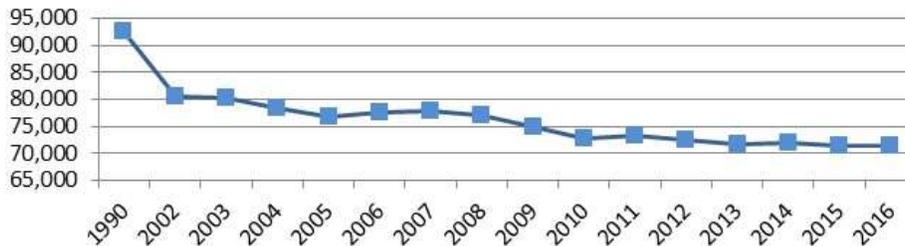
NATIONAL & MASSACHUSETTS TRENDS IN ENROLLMENT

Tracing the landscape of the country’s public school enrollment back over the past 70+ years reveals demographic, economic, and social changes. The United States as a whole continues to undergo major shifts in public student enrollment. The baby boom of the late 1940s and 50s was followed by the baby bust of the 1960s and 70s. An “echo” baby boom occurred in the 1980s, which then was followed by the echo baby bust from 1990 to 2000. There was a slight uptick from 2000 to 2010. Since 2011, the total number of births has been relatively flat with decline in 2017 and 2018.



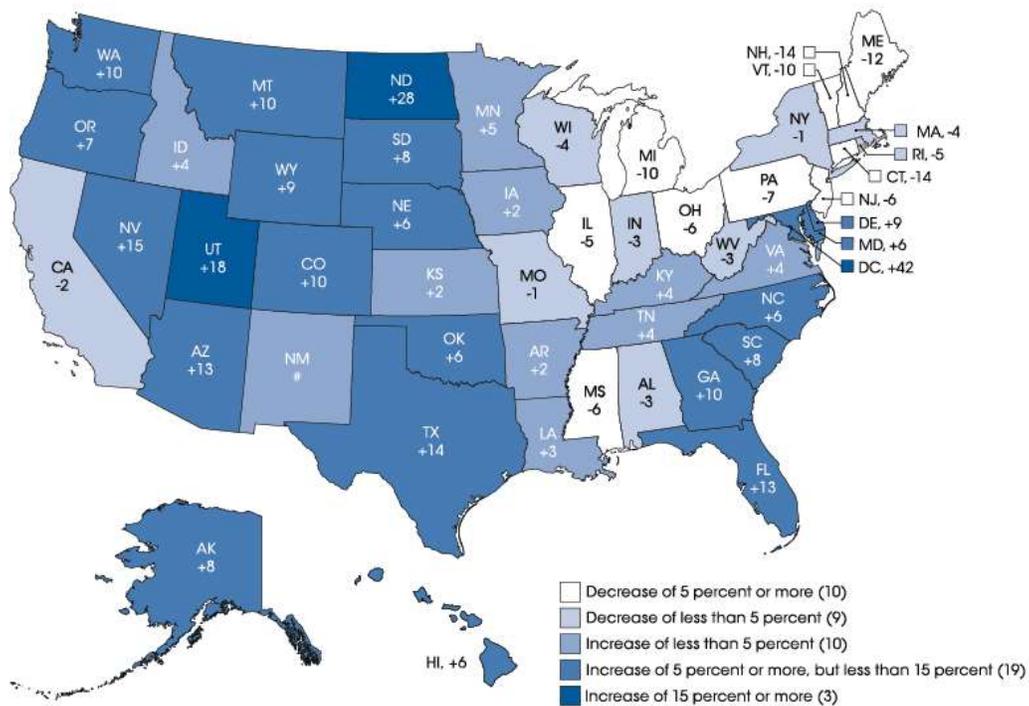
Massachusetts has experienced a similar trend in birth counts as seen around the country. Births increased slightly in 2006 and 2007 but then declined to an all-time low of 71,319 in 2016.

Massachusetts Birth Counts



In 2014-15, approximately 56 million students were enrolled in grades Pre-K-12 in the United States, an increase of 3% since the 2011-12 school year. Overall, enrollment is projected to increase by approximately 3% by the 2026-27 school year.

The figure below illustrates the projected change in Pre-K-12 public school enrollment from the 2014-15 to the 2026-27 school year. Growth is expected to continue primarily in the southeast and west. Washington, D.C.; North Dakota; and Utah are projected to experience the most growth. Massachusetts is projected to experience a decrease of 4 percent.



SOURCE: U.S. Department of Education, National Center for Education Statistics, Common Core of Data (CCD), "State Nonfiscal Survey of Public Elementary/Secondary Education," 2014-15; and Public State Elementary and Secondary Enrollment Model: 1980–2026. See *Digest of Education Statistics 2016*, [table 203.20](#).

ACTUAL VS. PROJECTED ENROLLMENT COMPARISON

Two enrollment reports by FutureThink were released in 2016. The first was dated August 31, 2016 and included four sets of projections (most likely, moderate, low, and high). The second report was dated October 25, 2016 and included the October 1, 2016 actual enrollment and only the most likely projection.

For the August report, the 2019-20 school year was four years into the future. For the October report, the 2019-20 school year was three years into the future.

The actual enrollment for the 2019-20 school year is between the moderate and most likely projections identified in the August 31, 2016 Report. The difference between the most likely and the actual enrollment was 77 students or 1.6 percent. The grades with the greatest differences were 4 and 5.

The difference between the actual enrollment and moderate projection was 9 students or 0.19 percent. The grades with the greatest differences were 3 and 4. The following tables illustrate the difference by grade for both the most likely and the moderate projections.

Wellesley Public Schools
Actual vs. Projected Enrollment - Most Likely

Grade	2019-20 Actual	2019-20 EP	Difference	Percentage
K	327	318	9	2.75%
1	331	328	3	0.91%
2	366	358	8	2.19%
3	359	339	20	5.57%
4	345	381	-36	-10.43%
5	366	397	-31	-8.47%
6	408	414	-6	-1.47%
7	382	392	-10	-2.62%
8	375	369	6	1.60%
9	376	394	-18	-4.79%
10	350	359	-9	-2.57%
11	393	413	-20	-5.09%
12	380	373	7	1.84%
K - 12 Total	4,758	4,835	-77	-1.62%

Source: Wellesley Public Schools, FutureThink

Wellesley Public Schools
Actual vs. Projected Enrollment - Moderate

Grade	2019-20 Actual	2019-20 EP	Difference	Percentage
K	327	315	12	3.67%
1	331	322	9	2.72%
2	366	352	14	3.83%
3	359	331	28	7.80%
4	345	375	-30	-8.70%
5	366	389	-23	-6.28%
6	408	406	2	0.49%
7	382	385	-3	-0.79%
8	375	365	10	2.67%
9	376	387	-11	-2.93%
10	350	351	-1	-0.29%
11	393	405	-12	-3.05%
12	380	366	14	3.68%
K - 12 Total	4,758	4,749	9	0.19%

Source: Wellesley Public Schools, FutureThink

The actual enrollment for the 2019-20 school year is 75 students less than the most likely projections identified in the October 25, 2016 Report. The grades with the greatest differences were 3 and 4.

**Wellesley Public Schools
Actual vs. Projected Enrollment - Most Likely October**

Grade	2019-20 Actual	2019-20 October EP	Difference	Percentage
K	327	336	-9	-2.75%
1	331	344	-13	-3.93%
2	366	376	-10	-2.73%
3	359	392	-33	-9.19%
4	345	364	-19	-5.51%
5	366	379	-13	-3.55%
6	408	399	9	2.21%
7	382	371	11	2.88%
8	375	360	15	4.00%
9	376	386	-10	-2.66%
10	350	350	0	0.00%
11	393	407	-14	-3.56%
12	380	369	11	2.89%
K - 12 Total	4,758	4,833	-75	-1.58%

Source: Wellesley Public Schools, FutureThink

HISTORICAL ENROLLMENT

Over the past ten years, student enrollment in the Wellesley Public Schools increased for the first 6 years, reaching its peak in the 2015-16 school year at 4,975 students. Since, enrollment has decreased by 217 students or approximately 4 percent. Ninety-eight percent of the loss was at the elementary school level.

Total enrollment for the 2019-20 school year is 4,758 students. The following tables illustrate the District’s enrollment history from 2010-11 through 2019-20.

**Wellesley Public Schools
Historical Enrollment**

Grade	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20
K	354	353	352	363	334	324	345	338	324	327
1	359	381	365	386	395	365	343	353	358	331
2	419	362	389	384	398	410	375	353	358	366
3	411	438	365	399	393	406	414	374	353	359
4	406	413	433	376	409	394	393	409	373	345
5	427	408	405	433	374	408	386	382	409	366
6	397	410	381	390	423	363	393	379	394	408
7	380	382	411	371	383	416	351	395	379	382
8	361	384	373	403	372	374	403	356	386	375
9	369	346	383	360	409	384	375	397	355	376
10	295	374	342	381	357	398	384	385	405	350
11	342	297	360	336	381	354	400	385	379	393
12	289	338	298	358	330	379	355	402	390	380
K - 12 Total	4,809	4,886	4,857	4,940	4,958	4,975	4,917	4,908	4,863	4,758

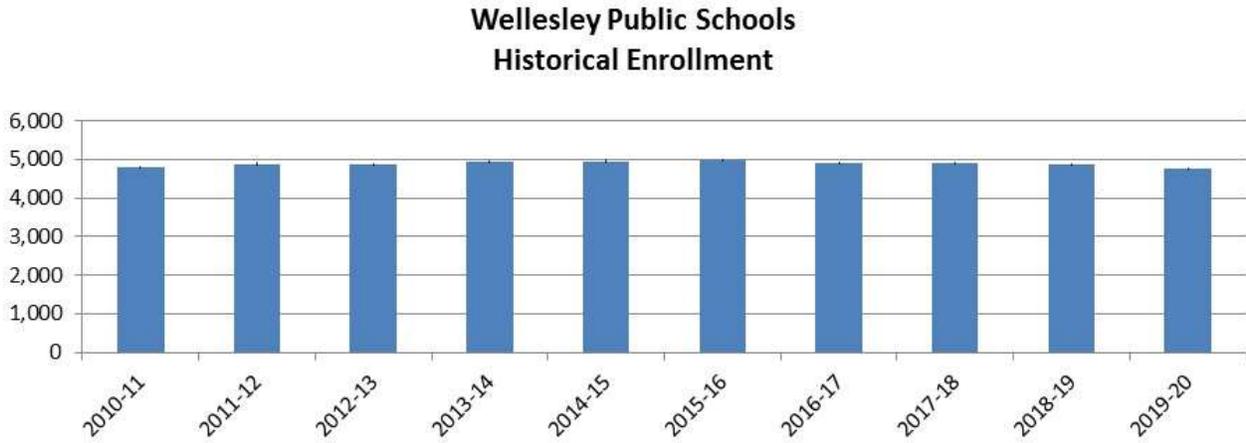
Source: Wellesley Public Schools; 2019-20 data as of 10/1/19

**Wellesley Public Schools
Historical Enrollment by Grade Group**

Grade	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20
K - 5	2,376	2,355	2,309	2,341	2,303	2,307	2,256	2,209	2,175	2,094
6 - 8	1,138	1,176	1,165	1,164	1,178	1,153	1,147	1,130	1,159	1,165
9 - 12	1,295	1,355	1,383	1,435	1,477	1,515	1,514	1,569	1,529	1,499
K - 12 Total	4,809	4,886	4,857	4,940	4,958	4,975	4,917	4,908	4,863	4,758

Source: Wellesley Public Schools; 2019-20 data as of 10/1/19

The following graph illustrates the District’s K – 12 enrollment history from 2010-11 through 2019-20.



PRIVATE/PAROCHIAL ENROLLMENT

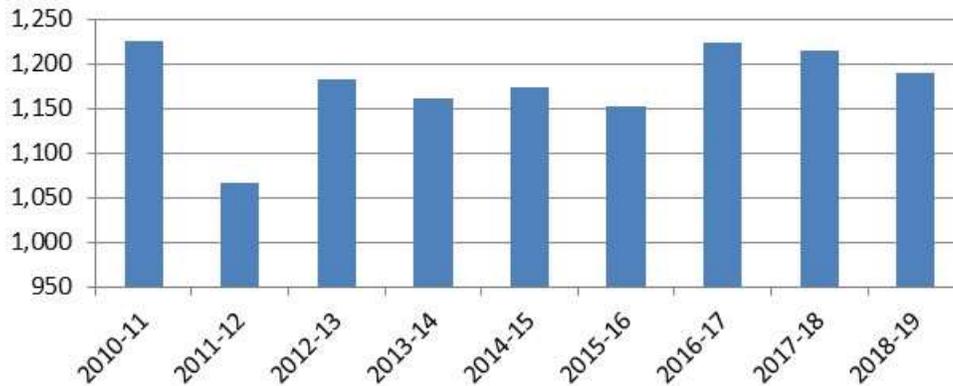
Since 2010-11, the number of Wellesley Public Schools students attending private or parochial schools has decreased from 1,226 to 1,190 students. Private/parochial school enrollment is approximately 20 percent of total enrollment. This enrollment should be monitored as it may have an impact on District enrollment in the future.

**Wellesley Public Schools
Private/Parochial School Enrollment**

Grade	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19
In State	1,219	1,065	1,183	1,158	1,170	1,148	1,222	1,210	1,182
Out of State	7	2	0	4	4	4	2	5	8
Grand Total	1,226	1,067	1,183	1,162	1,174	1,152	1,224	1,215	1,190

Source: DESE, Massachusetts Department of Education

**Wellesley Public Schools
Students Attending Private/Parochial Schools**



**Wellesley Public Schools
Private/Parochial School Enrollment as Percentage of Total School Enrollment**

Grade	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19
Private/Parochial School	1,226	1,067	1,183	1,162	1,174	1,152	1,224	1,215	1,190
Wellesley Public Schools	4,809	4,886	4,857	4,940	4,958	4,975	4,917	4,908	4,863
Total	6,035	5,953	6,040	6,102	6,132	6,127	6,141	6,123	6,053
Percentage	20%	18%	20%	19%	19%	19%	20%	20%	20%

Source: DESE, Massachusetts Department of Education, Wellesley Public Schools

LIVE BIRTH DATA

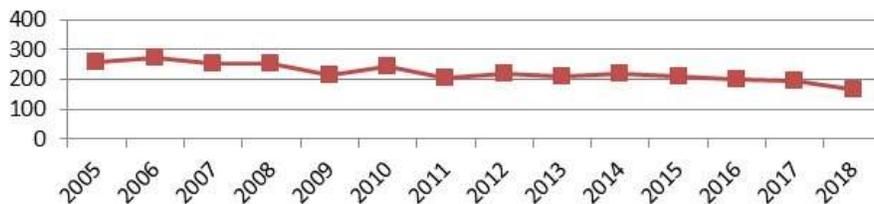
The following table and graph include the live birth counts for Wellesley residents from 2005 through 2018. The counts range from a low of 165 in 2018 to a high of 273 in 2006. Lower birth counts may result in lower Kindergarten classes in the future. The children born in 2015-2018 represent future Kindergarteners in the 2020-21 through 2023-24 school years.

**Wellesley Public Schools
Birth Counts for Wellesley Residents
2005-2018**

Year	Total
2005	260
2006	273
2007	252
2008	252
2009	215
2010	241
2011	204
2012	220
2013	209
2014	220
2015	208
2016	198
2017	196
2018	165

Source: MA Dept. of Public Health; Birth Characteristics: Resident Births, Town of Wellesley

**Wellesley Public Schools
Birth Counts for Wellesley Residents**



DEMOGRAPHICS

The Wellesley Public Schools is comprised of Wellesley in Norfolk County. Wellesley has a significantly higher per capita income and much lower percentage of persons below poverty than those of the county and state. Norfolk County and Wellesley have both seen growth from 2000 through 2017, approximately 7% and 9%, respectively. The economic indicators that those who live in Wellesley will continue to do so. It is expected to be a very stable population, which means many residents will age in place and while the overall population will increase, so will the age of the population.

General Demographic Information

	Wellesley	Norfolk County	Massachusetts
Per Capita Income	\$79,915	\$49,816	\$39,913
Median Household Income	\$176,852	\$95,668	\$74,617
Persons Below Poverty	4.4%	6.5%	11.1%

Source: US Census, American Community Survey, 2017 5-Year Estimates

Total Population

	2000 Census	2010 Census	2017 Estimate
Norfolk County	650,308	670,850	694,389
Wellesley	26,613	27,982	29,004

Source: US Census, American Community Survey, 2000 and 2010 Summary File 1; 2017 5-Year Estimates

Also included are block group estimates and projections provided by ESRI. ESRI uses a time series of estimates from the U.S. Census Bureau that includes the latest estimates and inter-censal estimates adjusted for error of closure. The Census Bureau’s time series is consistent, but testing has revealed improved accuracy by using a variety of sources to track county population trends.

ESRI also employs a time series of building permits and housing starts plus residential deliveries. Data sources are integrated and then analyzed by Census Block Groups.

Sources of data include:

- ▶ Supplementary Surveys of the Census Bureau
- ▶ Bureau of Labor Statistics’ (BLS) Local Area Unemployment Statistics
- ▶ BLS Occupational Employment Statistics
- ▶ InfoUSA
- ▶ U.S. Bureau of the Census’ Current Population Survey
- ▶ National Planning Association Data Service

Below is a list of definitions as they appear on the U.S. Census Bureau website, to aid in interpretation of the following tables and maps.

Household:

A household includes all the people who occupy a housing unit as their usual place of residence.

Average family size:

A measure obtained by dividing the number of members of families by the total number of families (or family householders).

Family household (Family):

A family includes a householder and one or more people living in the same household who are related to the householder by birth, marriage, or adoption. All people who are related to the householder are regarded as members of his or her family. A family household may contain people not related to the householder, but those people are not included as part of the householder's family in census tabulations. Thus, the number of family households is equal to the number of families, but family households may include more members than do families. A household can contain only one family for purposes of census tabulations. Not all households contain families since a household may comprise a group of unrelated people or one person living alone.

Householder:

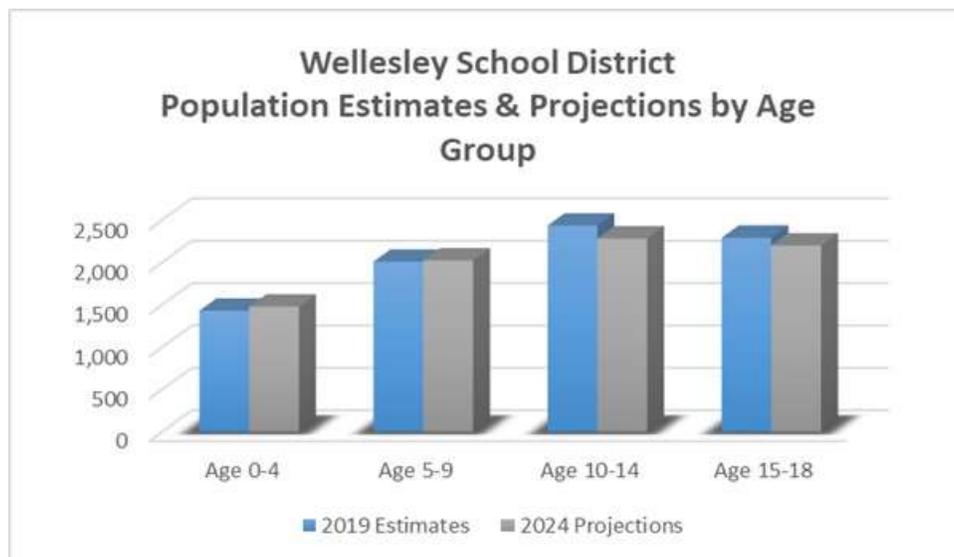
The person, or one of the people, in whose name the home is owned, being bought, or rented. If there is no such person present, any household member 15 years old and over can serve as the householder for the purposes of the census. Two types of householders are distinguished: a family householder and a nonfamily householder. A family householder is a householder living with one or more people related to him or her by birth, marriage, or adoption. The householder and all people in the household related to him are family members. A nonfamily householder is a householder living alone or with nonrelatives only.

The following tables illustrate the current estimates and 5-year population projections based on block groups that comprise school district, indicating areas of current and projected growth. The tables have been developed to determine selected age group projections and projections for household income, family size, and total households.

The total population in the District is 29,095. This population is projected to increase by 540 people, or approximately 2% over a 5-year period. The 0-18 year-old population in the District currently totals 8,167. This population is projected to decrease by 179 people, or approximately 2 percent. The median age is projected to increase by approximately 2%, from 38.6 to 39.3 years of age.

Wellesley Public Schools	2019 Estimates	2024 Projections	Change 2019-24	Change 2019-24 (%)
Total Population	29,095	29,635	540	1.9%
Age 0-4	1,430	1,479	49	3.4%
Age 5-9	2,009	2,025	16	0.8%
Age 10-14	2,436	2,283	-153	-6.3%
Age 15-18	2,292	2,201	-91	-4.0%
Total Age 0-18	8,167	7,988	-179	-2.2%
Median Age	38.6	39.3	0.7	1.8%

Source: ESRI



Median and average household incomes in the District are projected to increase by approximately 0% and 7%, respectively over a 5-year period. The average family size is projected to increase by less than 1%, and the number of family households is projected to increase by approximately 2 percent.

Wellesley Public Schools	2019 Estimates	2024 Projections	Change 2019-24	Change 2019-24 (%)
Median Household Income	\$200,001	\$200,001	\$0	0.0%
Average Household Income	\$261,494	\$278,797	\$17,303	6.6%
Average Family Size	3.29	3.31	0.02	0.6%
Total Family Households	6,876	6,986	110	1.6%

Source: ESRI

All data points suggest a decline in District enrollment due to lower birth counts, projected decline in school age population, projected increase in non-school age population, and stable average family size.

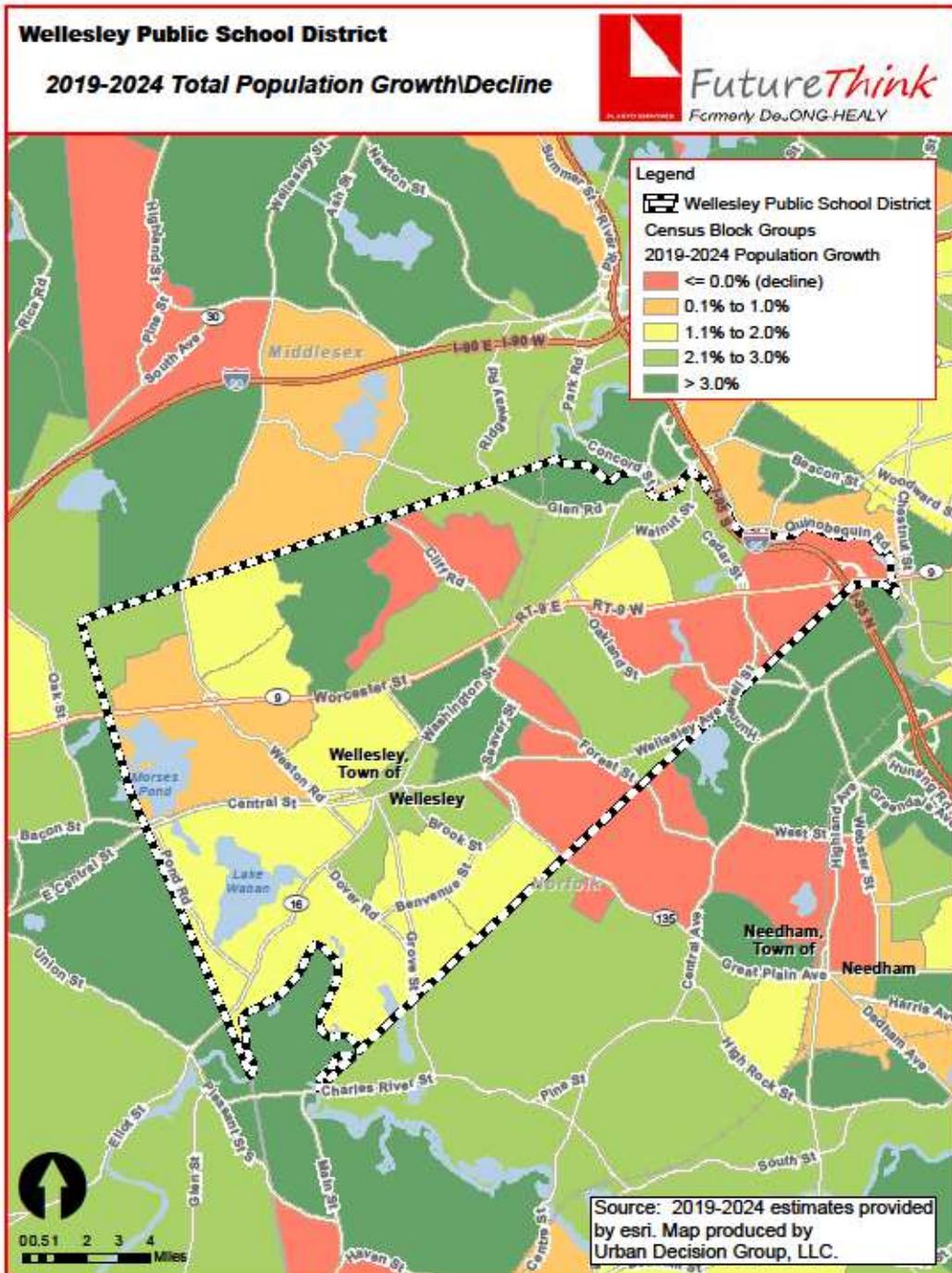
The maps on the following pages illustrate the data identified in the tables. The color coding identifies areas within the District that may be increasing or decreasing at different rates than others.

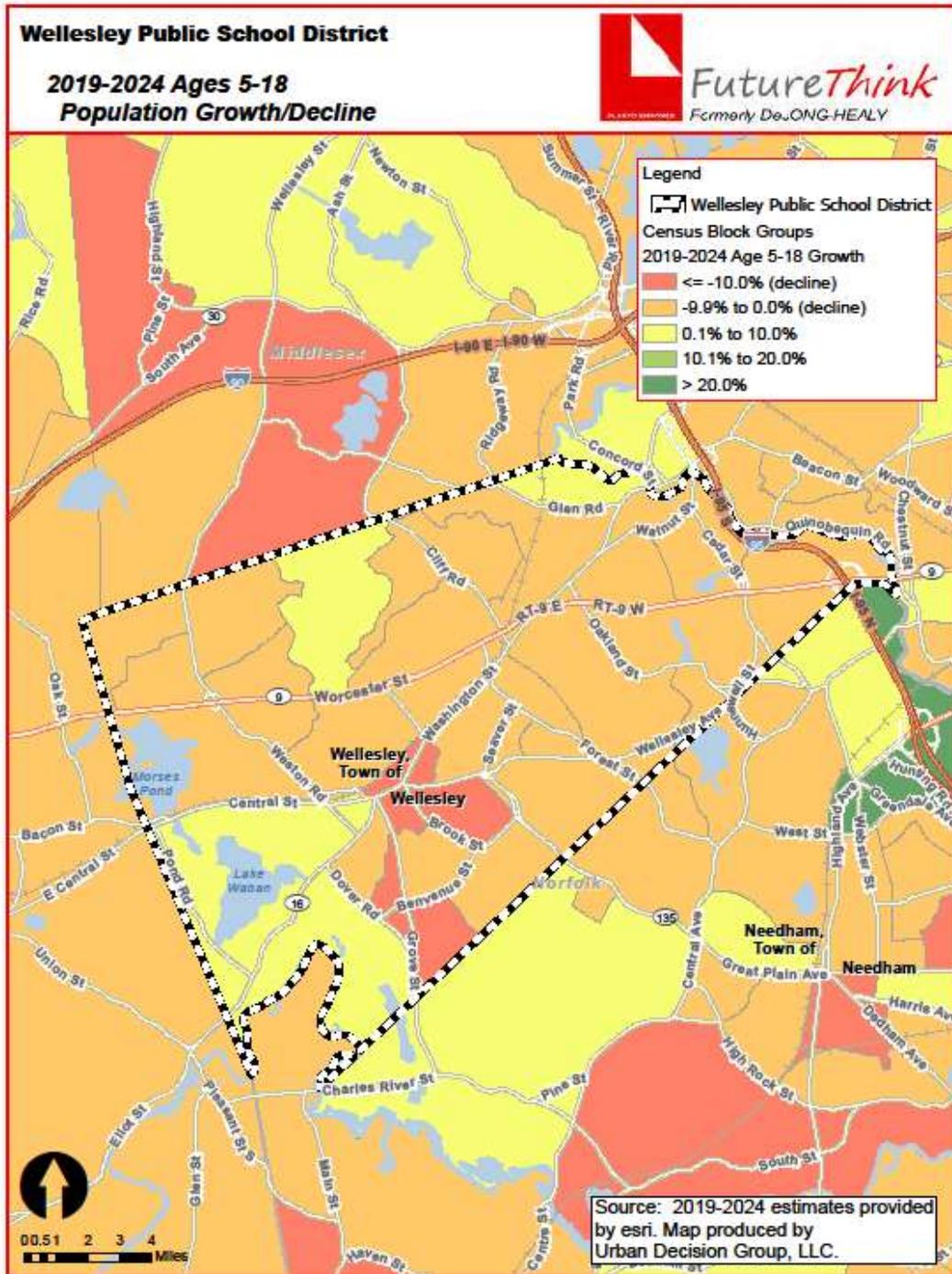
The first map shows the projected change in the total population from 2019 to 2024. There are a few areas of decline identified in red. The rest of the District is projected to gain population—the vast majority between 0.1% and 3 percent. There are three areas projected to gain more than 3% in the overall population identified in dark green.

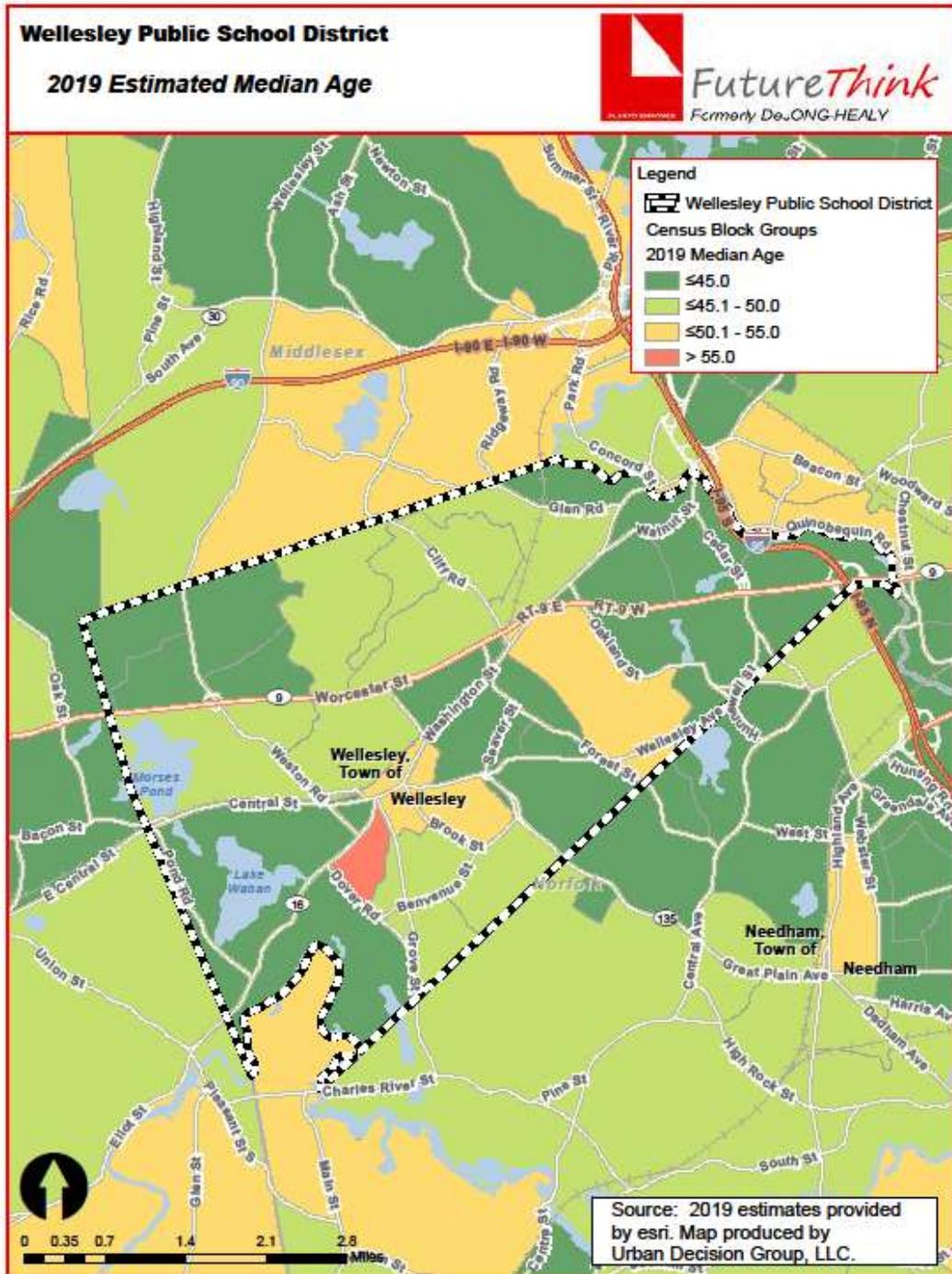
However, the school age population illustrated in the second map shows mostly decline and little growth. The red areas indicate areas of decline of greater than 10 percent from 2019 to 2024. The orange areas indicate population loss of between 0 and 9.9 percent. The yellow areas show growth of 0.1 to 10 percent.

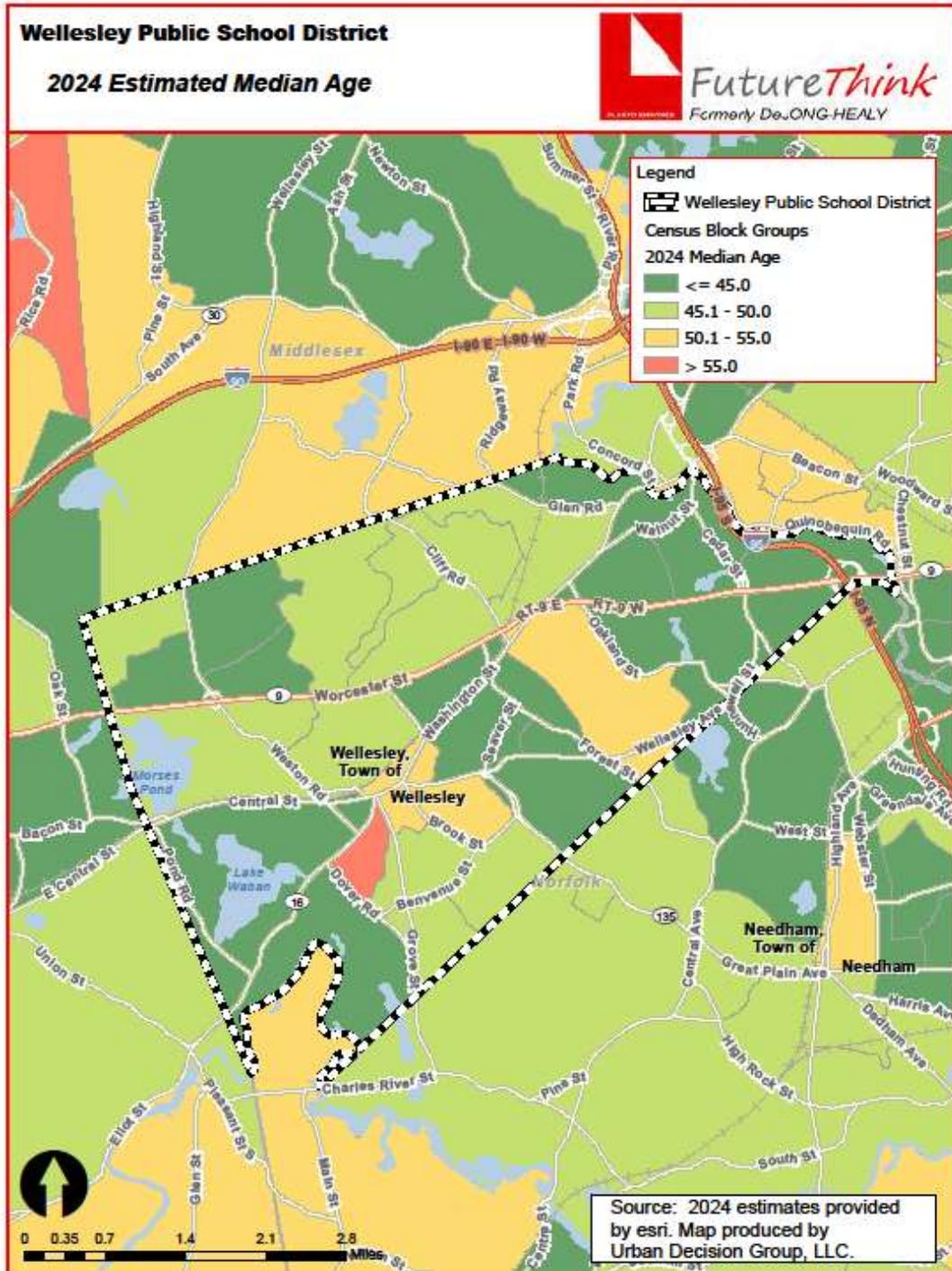
The third and fourth maps (on pages 16 and 17) illustrate the median age. In 2019, the median age is predominantly under 50. The low median age is due to the college. In 2024, there is little change.

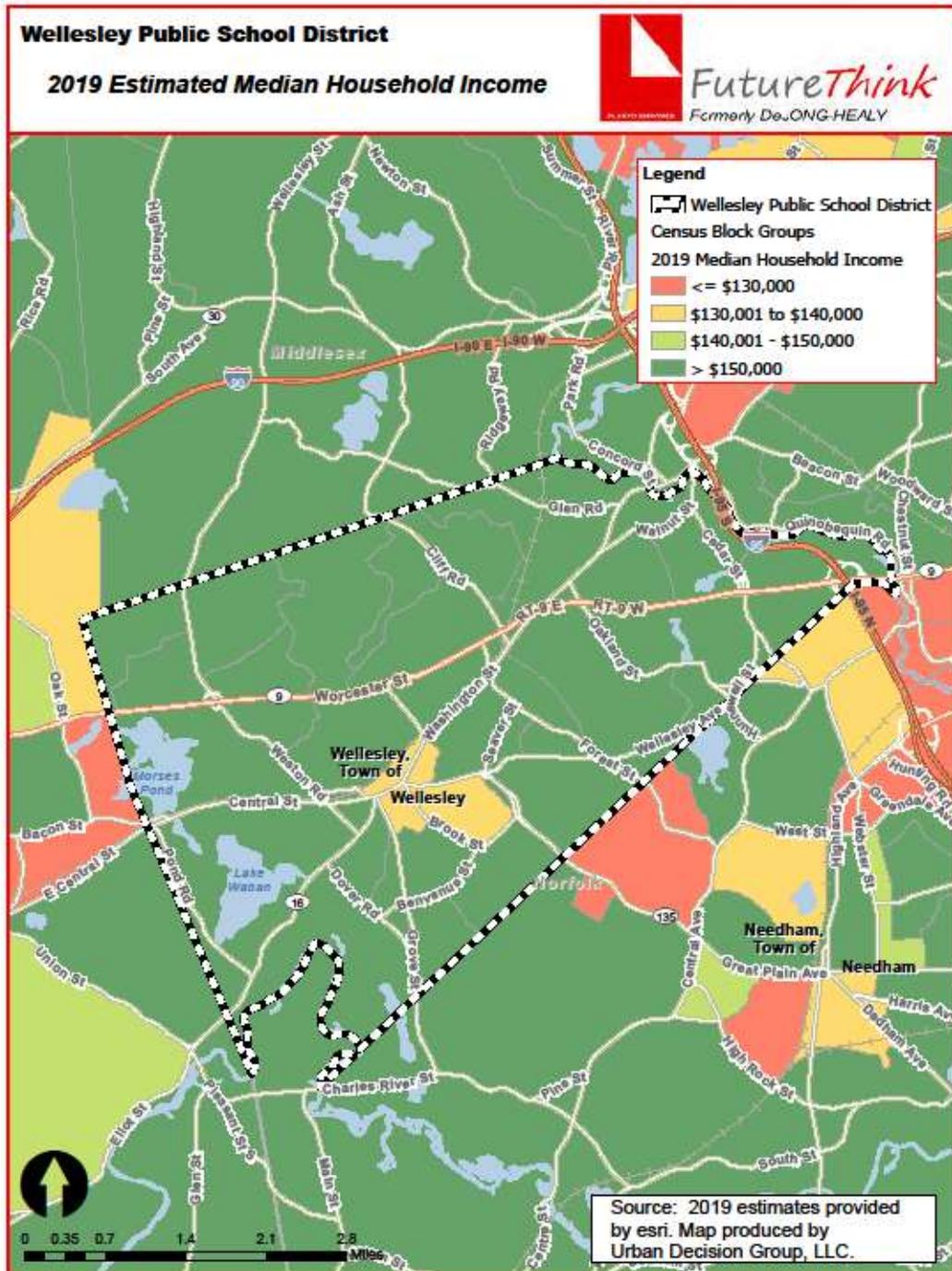
The fifth and sixth maps (on pages 18 and 19) illustrate median household income. In 2019, there is a small pocket roughly in the center of the District with a median household income between \$130,000 and \$140,000. In 2024, the entire District has a median household income of over \$150,000.

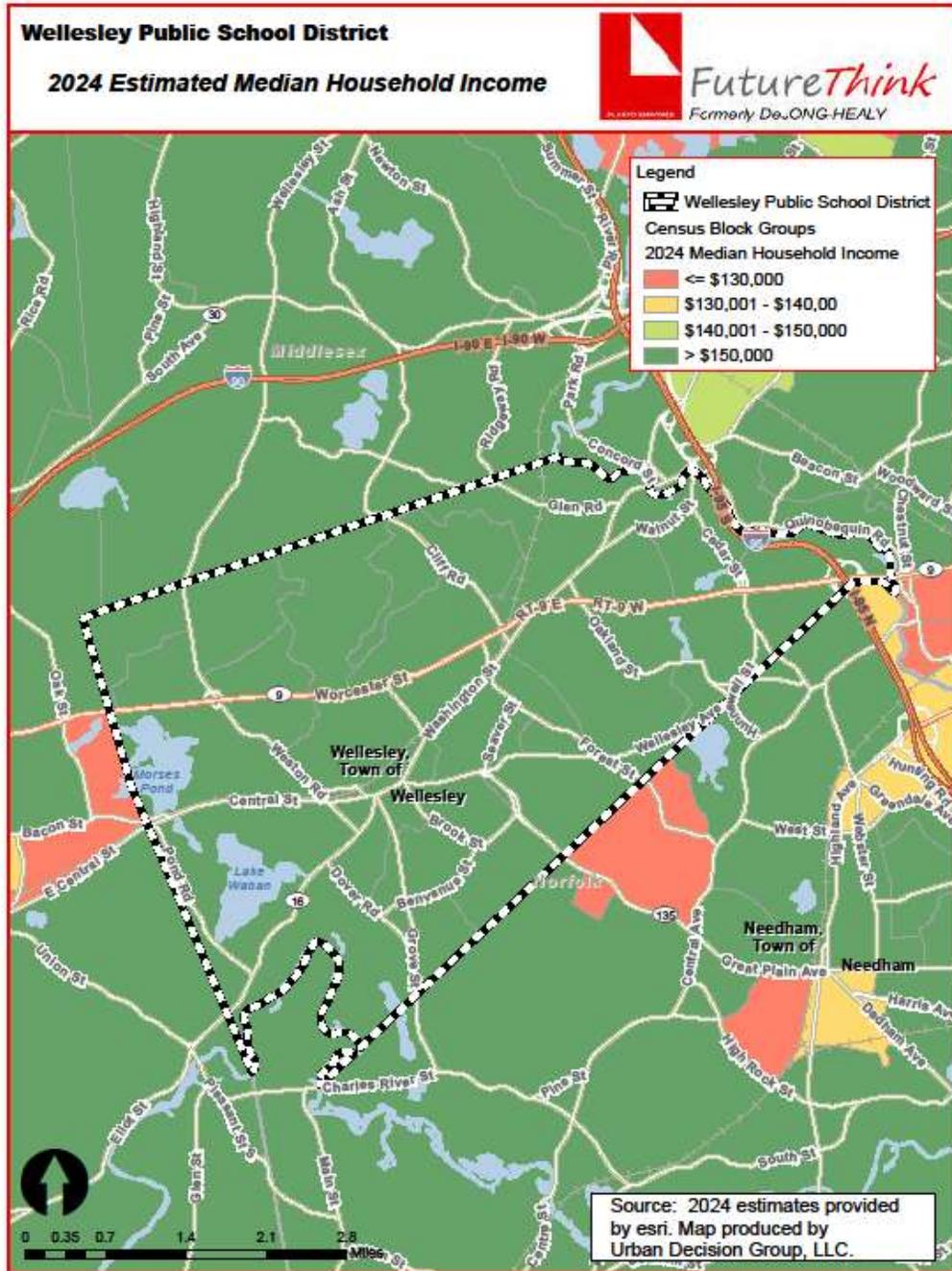












HOUSING INFORMATION

The table below illustrates the number of demolitions, single-family, two-family, and multi-family building permits issued each year in Wellesley. The net gain between demolitions and new single family homes is essentially zero (619 demolitions and 624 single-family permits). As such, it doesn't have a significant impact on student enrollment.

**Town of Wellesley
Housing Development**

Year	Demolitions	Single Family Permits	Two Family Permits	Multi Family Units
2009	38	39	1	0
2010	46	46	2	3
2011	47	45	0	0
2012	71	71	0	0
2013	70	70	0	0
2014	58	64	0	25
2015	95	93	3	3
2016	85	84	4	0
2017	57	54	2	0
2018	44	44	1	0
2019*	8	14	0	0

Source: Town of Wellesley Planning Department

* through November 18, 2019

According to the Town of Wellesley Planning Department, there are five non-40B projects in the pipeline with 594 potential units. They include:

- Wellesley Office Park – minimum of 350 units on 26 acres; 35 studio, 175 1-bedroom, 105 2-bedroom, and 35 3-bedroom; occupation likely in Summer of 2022
- Tailby Lot – redevelopment of 2 Town parking lots on 2.7 acres; 90 units proposed; unknown unit mix; requires Town meeting
- Barton Road – redevelopment of 15 acres; currently has 88 low income units; only at the study level
- Delanson Circle – 35 market units (mix of 1, 2, and 3-bedroom units); maximum of 75 bedrooms + 4 affordable 2-bedroom units; application to be filed December 2019; occupancy expected in Fall 2022-Spring 2023
- 148 Weston Road – 25 market units (mix of 1, 2, and 3-bedroom units); maximum of 58 bedrooms + 2 affordable 2-bedroom units; application to be filed January 2020; occupancy expected in Fall 2022-Spring 2023.

Additionally, there are five 40B projects with 144 potential units (two projects are currently in litigation). The 40B projects include:

40B Projects	Project Description	PEL Granted/Denied	Comp. Permit Applied	Comp. Permit Decision	1 Bedroom	2 Bedroom	3 Bedroom
680 Worcester Street*	20 Units on .5 Acres	5/23/2018	8/7/2018	7/17/2019	2	15	3
16 Stearns Road*	24 Units on 1.02 acres	5/22/2018	8/7/2018	6/20/2019	0	21	3
135 Great Plain	44 Units on 12 Acres	2/7/2018	3/12/2018	11/2/2018	2	8	34
3 Burke Lane	16 Units on .92 acres	3/27/2019	4/18/2019		2	12	2
136-140 Worcester Street	40 Units on .96 acres	5/17/2019	5/24/2019		14	21	5
Total Potential 40B Units	144				20	77	47

Source: Town of Wellesley Planning Department

* In Litigation

New multi-family housing can impact student enrollment. Based on national averages, 100 multi-family units typically yield 21 school-age children in grades K-12. The above potential of multi-family units for both non-40B and 40B projects is 738 units. Using the .21 yield factor, the resulting number would be 155 K-12 students.

However, for large multi-family developments (20+ units), the average number of children is only 16.7 per 100 units. All of the proposed developments above, with the exception of 3 Burke Lane, are planned for 20 units or more. Using this yield factor would result in 123 K-12 students.

In addition to the national averages, the average yields for Wellesley and comparable districts were reviewed as well.

For Wellesley, a total of 741 units with 167 students was identified. The average yield is .22 student per unit. The following chart illustrates both Non-40B and 40B housing developments.

	Wellesley Housing Developments	
	Non-40B	40B
<i># of Units</i>	478	263
Elementary School K-5	42	26
Middle School 6-8	36	16
High School 9-12	36	11
Total Students	114	53
Yield Factor per Unit	0.24	0.20

The comparable districts include Needham, Westwood, Concord, and Lincoln. The average yield for these four districts is .19 student per unit.

	Needham	Westwood	Concord	Lincoln
	<i>Charles River Landing</i>	<i>The Gables</i>	<i>Concord Mews</i>	<i>Lincoln Woods</i>
<i># of Units</i>	350	350	350	125
Elementary School K-5	8	26	62	19
Middle School 6-8	5	11	21	10
High School 9-12	4	11	22	3
Total Students	17	48	105	32
Yield Factor per Unit	0.05	0.14	0.30	0.26

It is important to note that development will not all occur at once. Two projects have been in the “pipeline” for 4 years or more (680 Worcester Street, which is also in litigation, and 135 Great Plain Avenue).

SURVIVAL RATIOS

The chart below demonstrates the changes in enrollment as students move through the system. Percentages greater than 100 indicate that there are more students than there were in the previous grade the previous year. In other words, there was growth and new students entered the system. Percentages less than 100 indicate that there was decline with students leaving the system.

- ▶ Birth to Kindergarten: This ratio indicates the number of children born in the area who attend kindergarten in the District 5 years later. Percentages less than 100% result from movement out of the District, attendance at a non-public or charter school, or residence in another district within the same area. Percentages greater than 100% result from movement into the District after birth.

The following table illustrates the survival ratios for the Wellesley Public Schools. On average, the survival ratios for grades K-3 exceed 100 percent. For grades 5-12, the average is between approximately 98 and 99 percent.

With the exception of birth to K, the survival ratios are extremely stable with a deviation of less than 3 percent. The birth to K ratio has had the most volatility over the past 10 years, but has averaged approximately 152% over the last 3 years.

The K to 1 ratio has declined from a high of 109.7% in 2012/2013 to a low of 102.2% this year. The 8 to 9 ratio after having increased to over 100% from 2013-2015 has since returned to less than 100% the last 3 years.

from	to	birth -> K	K->1	1->2	2->3	3->4	4->5	5->6	6->7	7->8	8->9	9->10	10->11	11->12
2010	2011	129.3%	107.6%	100.8%	104.5%	100.5%	100.5%	96.0%	96.2%	101.1%	95.8%	101.4%	100.7%	98.8%
2011	2012	139.7%	103.4%	102.1%	100.8%	98.9%	98.1%	93.4%	100.2%	97.6%	99.7%	98.8%	96.3%	100.3%
2012	2013	144.0%	109.7%	105.2%	102.6%	103.0%	100.0%	96.3%	97.4%	98.1%	96.5%	99.5%	98.2%	99.4%
2013	2014	155.3%	108.8%	103.1%	102.3%	102.5%	99.5%	97.7%	98.2%	100.3%	101.5%	99.2%	100.0%	98.2%
2014	2015	134.4%	109.3%	103.8%	102.0%	100.3%	99.8%	97.1%	98.3%	97.7%	103.2%	97.3%	99.2%	99.5%
2015	2016	169.1%	105.9%	102.7%	101.0%	96.8%	98.0%	96.3%	96.7%	96.9%	100.3%	100.0%	100.5%	100.3%
2016	2017	153.6%	102.3%	102.9%	99.7%	98.8%	97.2%	98.2%	100.5%	101.4%	98.5%	102.7%	100.3%	100.5%
2017	2018	155.0%	105.9%	101.4%	100.0%	99.7%	100.0%	103.1%	100.0%	97.7%	99.7%	102.0%	98.4%	101.3%
2018	2019	148.6%	102.2%	102.2%	100.3%	97.7%	98.1%	99.8%	97.0%	98.9%	97.4%	98.6%	97.0%	100.3%
	average	147.69%	106.116%	102.71%	101.5%	99.80%	99.0%	97.5%	98.3%	98.8%	99.191%	99.936%	98.953%	99.850%
	standard deviation	11.541%	2.783%	1.220%	1.449%	1.930%	1.104%	2.573%	1.532%	1.571%	2.243%	1.650%	1.488%	0.890%

ENROLLMENT PROJECTION

Three sets of enrollment projections (moderate/most likely, low, and high) have been developed after analyzing the data collected in this report.

The moderate/most likely projections indicate a decrease of 569 students (or approximately 12%) from the 2019-20 to the 2029-30 school year. The following tables and graph illustrate projected enrollments by grade and by grade group through the 2029-30 school year.

**Wellesley Public Schools
Projected Enrollment - Moderate**

Grade	2019-20 Actual	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30
K	327	328	314	310	261	299	299	299	299	299	299
1	331	343	344	328	324	273	313	313	313	313	313
2	366	341	352	355	338	333	280	322	322	322	322
3	359	370	343	356	358	341	336	285	327	327	327
4	345	355	367	343	353	357	339	334	283	323	323
5	366	347	359	370	344	357	359	341	337	283	327
6	408	367	343	353	362	337	346	341	324	321	270
7	382	408	367	343	353	362	337	346	341	324	321
8	375	376	401	362	338	347	356	331	341	335	319
9	376	372	373	398	358	335	344	353	328	338	332
10	350	382	378	379	404	364	340	350	359	334	343
11	393	349	381	377	377	403	363	339	349	358	333
12	380	396	351	384	379	380	406	366	341	351	360
K - 12 Total	4,758	4,734	4,673	4,658	4,549	4,488	4,418	4,320	4,264	4,228	4,189

Source: FutureThink

**Wellesley Public Schools
Projected Enrollment by Grade Group - Moderate**

Grade	2019-20 Actual	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30
K - 5	2,094	2,084	2,079	2,062	1,978	1,960	1,926	1,894	1,881	1,867	1,911
6 - 8	1,165	1,151	1,111	1,058	1,053	1,046	1,039	1,018	1,006	980	910
9 - 12	1,499	1,499	1,483	1,538	1,518	1,482	1,453	1,408	1,377	1,381	1,368
K - 12 Total	4,758	4,734	4,673	4,658	4,549	4,488	4,418	4,320	4,264	4,228	4,189

Source: FutureThink

Historical & Moderate/Most Likely Projected Enrollment by School

The following charts illustrate the historical enrollment and moderate/most likely projections of each elementary school.

**Bates Elementary School
Historical Enrollment**

Grade	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20
K	59	62	56	62	49	61	54	52	54	51
1	58	59	66	64	69	57	61	60	56	54
2	78	59	62	68	69	69	58	62	58	57
3	68	80	60	64	65	71	71	59	63	61
4	75	64	79	64	68	65	68	70	55	62
5	68	72	64	73	64	68	67	69	71	50
K - 5 Total	406	396	387	395	384	391	379	372	357	335

Source: Wellesley Public Schools

**Bates Elementary School
Projected Enrollment - Moderate**

Grade	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30
K	51	49	48	40	46	46	46	46	46	46
1	54	54	52	51	43	49	49	49	49	49
2	55	55	55	52	52	44	50	50	50	50
3	59	57	57	57	54	53	45	52	52	52
4	59	57	55	55	55	52	52	43	50	50
5	63	60	58	55	56	56	53	52	44	51
K - 5 Total	341	332	325	310	306	300	295	292	291	298

Source: FutureThink

Fiske Elementary School
Historical Enrollment

Grade	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20
K	61	56	57	42	55	41	55	42	51	50
1	52	59	52	64	53	57	44	53	44	50
2	68	51	57	56	63	57	57	44	51	46
3	62	68	49	58	60	63	61	55	42	55
4	60	62	63	51	59	63	57	54	51	41
5	70	61	57	63	55	61	61	50	52	53
K - 5 Total	373	357	335	334	345	342	335	298	291	295

Source: Wellesley Public Schools

Fiske Elementary School
Projected Enrollment - Moderate

Grade	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30
K	48	46	46	38	44	44	44	44	44	44
1	51	49	47	46	39	45	45	45	45	45
2	50	51	49	47	46	39	45	45	45	45
3	47	51	52	50	48	47	40	46	46	46
4	52	45	49	49	48	45	45	38	43	43
5	41	52	45	49	49	48	46	45	38	44
K - 5 Total	289	294	288	279	274	268	265	263	261	267

Source: FutureThink

Hardy Elementary School
Historical Enrollment

Grade	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20
K	47	47	57	45	40	49	39	39	42	39
1	48	53	53	52	54	41	53	41	44	40
2	51	48	48	54	55	52	44	54	43	44
3	59	57	49	50	60	55	55	44	54	38
4	45	62	57	46	53	59	58	59	45	51
5	46	44	64	59	44	53	59	58	59	44
K - 5 Total	296	311	328	306	306	309	308	295	287	256

Source: Wellesley Public Schools

Hardy Elementary School
Projected Enrollment - Moderate

Grade	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30
K	39	37	37	31	36	36	36	36	36	36
1	41	41	39	39	33	37	37	37	37	37
2	41	43	43	41	40	34	39	39	39	39
3	44	41	43	43	41	40	34	39	39	39
4	39	45	43	44	44	42	41	35	40	40
5	51	39	45	43	44	44	42	41	35	40
K - 5 Total	255	246	250	241	238	233	229	227	226	231

Source: FutureThink

Hunnewell Elementary School
Historical Enrollment

Grade	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20
K	45	37	42	44	42	41	40	41	39	41
1	48	51	38	44	46	42	40	39	44	43
2	47	50	54	44	47	46	44	40	41	42
3	60	49	52	55	46	45	46	45	41	37
4	48	62	51	58	52	45	40	50	49	44
5	59	53	61	54	57	53	41	33	46	47
K - 5 Total	307	302	298	299	290	272	251	248	260	254

Source: Wellesley Public Schools

Hunnewell Elementary School
Projected Enrollment - Moderate

Grade	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30
K	39	37	36	31	35	35	35	35	35	35
1	43	40	38	38	32	37	37	37	37	37
2	44	43	41	39	38	32	37	37	37	37
3	43	44	44	41	39	39	33	38	38	38
4	40	46	48	47	45	43	42	36	41	41
5	42	39	44	46	46	43	41	41	34	39
K - 5 Total	251	249	251	242	235	229	225	224	222	227

Source: FutureThink

Schofield Elementary School
Historical Enrollment

Grade	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20
K	48	60	54	63	59	53	53	63	61	62
1	54	50	62	63	63	62	58	54	65	60
2	66	52	56	65	59	68	63	65	57	66
3	51	66	55	56	67	65	67	64	64	58
4	69	48	63	56	52	65	67	65	67	61
5	71	67	51	62	50	55	60	66	68	67
K - 5 Total	359	343	341	365	350	368	368	377	382	374

Source: Wellesley Public Schools

Schofield Elementary School
Projected Enrollment - Moderate

Grade	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30
K	59	56	56	47	54	54	54	54	54	54
1	64	61	58	57	48	55	55	55	55	55
2	63	67	64	61	60	50	58	58	58	58
3	66	63	67	64	61	60	51	58	58	58
4	58	66	63	67	64	61	60	51	58	58
5	62	59	67	64	68	65	61	61	51	59
K - 5 Total	372	372	375	360	355	345	339	337	334	342

Source: FutureThink

**Sprague Elementary School
Historical Enrollment**

Grade	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20
K	62	49	57	62	54	58	66	64	55	50
1	65	73	54	61	65	61	65	63	61	56
2	67	65	74	55	72	70	66	62	66	66
3	72	72	65	78	52	69	68	63	57	69
4	68	74	72	68	86	57	65	65	62	54
5	69	69	72	75	69	83	63	66	65	60
K - 5 Total	403	402	394	399	398	398	393	383	366	355

Source: Wellesley Public Schools

**Sprague Elementary School
Projected Enrollment - Moderate**

Grade	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30
K	57	55	54	46	52	52	52	52	52	52
1	51	58	55	55	46	53	53	53	53	53
2	59	53	61	58	57	48	55	55	55	55
3	64	57	51	59	56	56	47	54	54	54
4	66	61	55	49	57	54	53	45	51	51
5	55	67	62	55	50	57	54	54	45	52
K - 5 Total	352	351	338	322	318	320	314	313	310	317

Source: FutureThink

**Upham Elementary School
Historical Enrollment**

Grade	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20
K	32	42	29	45	36	21	38	37	22	34
1	34	36	40	38	45	45	22	43	44	28
2	42	37	38	42	35	48	43	26	42	45
3	39	46	35	38	43	38	46	44	32	41
4	41	41	48	33	39	40	38	46	44	32
5	44	42	36	47	35	35	35	40	48	45
K - 5 Total	232	244	226	243	233	227	222	236	232	225

Source: Wellesley Public Schools

**Upham Elementary School
Projected Enrollment - Moderate**

Grade	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30
K	35	34	33	28	32	32	32	32	32	32
1	39	41	39	38	32	37	37	37	37	37
2	29	40	42	40	40	33	38	38	38	38
3	47	30	42	44	42	41	35	40	40	40
4	41	47	30	42	44	42	41	35	40	40
5	33	43	49	32	44	46	44	43	36	42
K - 5 Total	224	235	235	224	234	231	227	225	223	229

Source: FutureThink

In addition to the moderate/most likely enrollment projection, following are low and high enrollment projections. The following defines in terms of economy and housing, the differences between the projections.

Low Projection

- Higher inflation/interest rates than current market
- Approximately 70-75 demolition and new single-family permits per year
- Less than 50 new multi-family units per year

Moderate/Most Likely Projection

- Steady inflation/interest rates (similar to current market conditions)
- Approximately 75-85 demolition and new single-family permits per year
- Approximately 50-100 new multi-family units per year

High Projection

- Lower inflation/interest rates than current market
- Approximately 85-95 demolition and new single-family permits per year
- More than 100 new multi-family units per year

The projections range from a low of 3,879 students to a high of 4,462 students in the 2029-30 school year.

Low Projection

The low projection indicates a decrease of 879 students, or approximately 18%, over the next ten years.

**Wellesley Public Schools
Projected Enrollment - Low**

Grade	2019-20 Actual	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30
K	327	317	302	299	251	288	288	288	288	288	288
1	331	338	328	312	309	260	299	299	299	299	299
2	366	339	346	336	320	316	266	306	306	306	306
3	359	366	339	346	336	320	316	266	306	306	306
4	345	353	360	333	341	330	314	311	262	300	300
5	366	338	346	353	327	334	324	308	305	257	295
6	408	361	333	341	348	322	329	319	304	301	253
7	382	402	355	328	336	342	317	324	314	299	296
8	375	373	393	347	321	328	335	310	317	307	292
9	376	367	366	385	340	314	322	328	304	310	301
10	350	379	370	369	388	343	317	324	331	306	313
11	393	345	374	365	364	383	338	313	320	326	302
12	380	395	347	376	367	366	385	340	314	322	328
K - 12 Total	4,758	4,673	4,559	4,490	4,348	4,246	4,150	4,036	3,970	3,927	3,879

Source: FutureThink

**Wellesley Public Schools
Projected Enrollment by Grade Group - Low**

Grade	2019-20 Actual	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30
K - 5	2,094	2,051	2,021	1,979	1,884	1,848	1,807	1,778	1,766	1,756	1,794
6 - 8	1,165	1,136	1,081	1,016	1,005	992	981	953	935	907	841
9 - 12	1,499	1,486	1,457	1,495	1,459	1,406	1,362	1,305	1,269	1,264	1,244
K - 12 Total	4,758	4,673	4,559	4,490	4,348	4,246	4,150	4,036	3,970	3,927	3,879

Source: FutureThink

The low projections by school follow.

**Bates Elementary School
Projected Enrollment - Low**

Grade	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30
K	50	48	47	40	46	46	46	46	46	46
1	53	53	50	50	42	48	48	48	48	48
2	54	54	53	50	50	42	48	48	48	48
3	58	56	55	54	52	51	43	49	49	49
4	58	56	53	53	52	49	49	41	47	47
5	62	58	56	53	53	52	49	49	41	47
K - 5 Total	335	325	314	300	295	288	283	281	279	285

Source: FutureThink

**Fiske Elementary School
Projected Enrollment - Low**

Grade	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30
K	46	44	43	36	42	42	42	42	42	42
1	50	46	44	43	36	42	42	42	42	42
2	50	49	45	43	43	36	41	41	41	41
3	46	50	49	45	43	43	36	41	41	41
4	51	43	46	46	42	40	40	34	38	38
5	40	50	42	45	45	41	39	39	33	38
K - 5 Total	283	282	269	258	251	244	240	239	237	242

Source: FutureThink

**Hardy Elementary School
Projected Enrollment - Low**

Grade	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30
K	38	37	36	31	35	35	35	35	35	35
1	41	40	38	38	32	36	36	36	36	36
2	41	41	41	39	39	32	37	37	37	37
3	43	40	41	40	38	38	32	37	37	37
4	38	44	41	41	41	39	38	32	37	37
5	51	38	44	41	41	41	39	38	32	37
K - 5 Total	252	240	241	230	226	221	217	215	214	219

Source: FutureThink

**Hunnewell Elementary School
Projected Enrollment - Low**

Grade	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30
K	37	35	35	29	34	34	34	34	34	34
1	42	38	36	35	30	34	34	34	34	34
2	43	42	38	36	35	30	34	34	34	34
3	41	42	41	37	35	35	29	34	34	34
4	38	43	44	42	38	37	36	30	35	35
5	41	36	40	41	39	36	34	34	28	33
K - 5 Total	242	236	234	220	211	206	201	200	199	204

Source: FutureThink

**Schofield Elementary School
Projected Enrollment - Low**

Grade	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30
K	58	55	55	46	53	53	53	53	53	53
1	63	59	57	56	47	54	54	54	54	54
2	61	64	60	57	57	48	55	55	55	55
3	66	61	64	60	57	57	48	55	55	55
4	57	65	60	64	60	57	56	47	54	54
5	60	57	65	60	63	59	56	56	47	54
K - 5 Total	365	361	361	343	337	328	322	320	318	325

Source: FutureThink

**Sprague Elementary School
Projected Enrollment - Low**

Grade	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30
K	54	51	51	43	49	49	49	49	49	49
1	49	53	50	50	42	48	48	48	48	48
2	58	50	54	52	51	43	49	49	49	49
3	63	55	48	52	49	49	41	47	47	47
4	65	60	52	45	49	47	46	39	45	45
5	54	65	59	52	45	49	46	46	39	44
K - 5 Total	343	334	314	294	285	285	279	278	277	282

Source: FutureThink

**Upham Elementary School
Projected Enrollment - Low**

Grade	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30
K	32	30	30	25	29	29	29	29	29	29
1	37	35	33	33	28	32	32	32	32	32
2	28	37	35	33	33	28	32	32	32	32
3	44	27	37	34	32	32	27	31	31	31
4	41	44	27	37	34	32	32	27	31	31
5	32	41	44	27	37	34	32	32	27	31
K - 5 Total	214	214	206	189	193	187	184	183	182	186

Source: FutureThink

High Projection

The high projection indicates a decrease of 296 students, or approximately 6%, over the next ten years.

**Wellesley Public Schools
Projected Enrollment - High**

Grade	2019-20 Actual	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30
K	327	333	317	313	263	302	302	302	302	302	302
1	331	347	352	336	333	281	321	321	321	321	321
2	366	344	362	368	351	347	292	335	335	335	335
3	359	374	352	369	375	357	353	298	342	342	342
4	345	361	377	355	372	378	360	355	300	344	344
5	366	350	366	382	359	379	384	365	361	304	350
6	408	371	349	362	375	350	367	366	348	345	290
7	382	409	372	350	363	376	351	369	367	349	346
8	375	380	408	371	349	362	374	349	367	366	348
9	376	375	380	407	370	349	361	374	349	367	365
10	350	385	383	389	417	379	357	370	382	357	375
11	393	350	385	384	389	417	379	357	370	383	358
12	380	396	353	388	387	393	420	382	360	373	386
K - 12 Total	4,758	4,775	4,756	4,774	4,703	4,670	4,621	4,543	4,504	4,488	4,462

Source: FutureThink

**Wellesley Public Schools
Projected Enrollment by Grade Group - High**

Grade	2019-20 Actual	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30
K - 5	2,094	2,109	2,126	2,123	2,053	2,044	2,012	1,976	1,961	1,948	1,994
6 - 8	1,165	1,160	1,129	1,083	1,087	1,088	1,092	1,084	1,082	1,060	984
9 - 12	1,499	1,506	1,501	1,568	1,563	1,538	1,517	1,483	1,461	1,480	1,484
K - 12 Total	4,758	4,775	4,756	4,774	4,703	4,670	4,621	4,543	4,504	4,488	4,462

Source: FutureThink

The high projections by school follow.

Bates Elementary School
Projected Enrollment - High

Grade	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30
K	52	49	49	41	47	47	47	47	47	47
1	55	55	53	52	44	50	50	50	50	50
2	55	56	56	54	53	45	51	51	51	51
3	59	57	58	58	55	55	46	53	53	53
4	60	58	56	57	57	55	54	46	52	52
5	63	61	59	57	58	59	56	55	46	53
K - 5 Total	344	336	331	319	314	311	304	302	299	306

Source: FutureThink

Fiske Elementary School
Projected Enrollment - High

Grade	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30
K	49	47	46	39	44	44	44	44	44	44
1	51	50	48	47	40	46	46	46	46	46
2	51	53	52	49	49	41	47	47	47	47
3	48	53	55	53	51	50	42	49	49	49
4	54	47	52	53	52	50	49	41	47	47
5	41	54	47	52	54	52	50	49	42	48
K - 5 Total	294	304	300	293	290	283	278	276	275	281

Source: FutureThink

Hardy Elementary School
Projected Enrollment - High

Grade	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30
K	40	38	37	31	36	36	36	36	36	36
1	42	42	40	40	33	38	38	38	38	38
2	42	44	44	42	42	35	40	40	40	40
3	45	43	44	45	43	42	36	41	41	41
4	40	47	45	47	47	45	44	37	43	43
5	51	40	47	45	47	47	45	44	37	43
K - 5 Total	260	254	257	250	248	243	239	236	235	241

Source: FutureThink

Hunnewell Elementary School
Projected Enrollment - High

Grade	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30
K	39	37	37	31	36	36	36	36	36	36
1	43	41	39	39	33	38	38	38	38	38
2	44	45	43	41	40	34	39	39	39	39
3	43	45	46	44	42	41	35	40	40	40
4	40	47	49	50	48	45	45	38	43	43
5	44	40	47	49	50	48	45	45	38	43
K - 5 Total	253	255	261	254	249	242	238	236	234	239

Source: FutureThink

Schofield Elementary School
Projected Enrollment - High

Grade	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30
K	60	57	56	47	54	54	54	54	54	54
1	65	63	60	59	50	57	57	57	57	57
2	63	68	66	63	62	52	60	60	60	60
3	67	64	69	67	63	63	53	61	61	61
4	59	68	65	70	68	64	64	54	62	62
5	62	60	69	66	71	69	65	65	55	63
K - 5 Total	376	380	385	372	368	359	353	351	349	357

Source: FutureThink

Sprague Elementary School
Projected Enrollment - High

Grade	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30
K	58	55	55	46	53	53	53	53	53	53
1	52	60	57	57	48	55	55	55	55	55
2	60	55	64	61	61	51	59	59	59	59
3	65	59	54	63	60	60	50	57	57	57
4	67	63	57	52	61	58	57	48	56	56
5	55	68	64	58	54	62	59	59	49	57
K - 5 Total	357	360	351	337	337	339	333	331	329	337

Source: FutureThink

Upham Elementary School
Projected Enrollment - High

Grade	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30
K	35	34	33	28	32	32	32	32	32	32
1	39	41	39	39	33	37	37	37	37	37
2	29	41	43	41	40	34	39	39	39	39
3	47	31	43	45	43	42	36	41	41	41
4	41	47	31	43	45	43	42	36	41	41
5	34	43	49	32	45	47	45	44	37	43
K - 5 Total	225	237	238	228	238	235	231	229	227	233

Source: FutureThink

CONCLUSION

As with any projection, the District should pay close attention to birth counts, enrollment in elementary schools, non-public school enrollment, and housing growth. Each of these factors will have an impact on future student enrollment to varying degrees.

- Currently, birth counts are at an all-time low. The last 3 years, birth counts have been less than 200. The drop from 2017 to 2018 was 31 students (from 196 to 165). These lower birth counts will have an impact on future Kindergarten enrollment.
- Elementary school enrollment has declined by 213 students since the 2015-16 school year. These smaller class sizes will have an impact on future enrollment as students move through the grades over the next several years.
- Non-public school enrollment has consistently been approximately 19-20% of the total school enrollment residing in the District.
- Single family building permits and demolitions have been essentially 1 to 1 over the past several years. New multi-family housing is expected to offset the decline in enrollment somewhat but not result in any increases in overall enrollment over the 10-year period of the enrollment projections.

FutureThink is pleased to have had the opportunity to provide the District with enrollment projection services. We hope this document will provide the necessary information to make informed decisions about the future of the Wellesley Public Schools.

MEMORANDUM

TO: Board of Directors, Massachusetts School Building Authority
FROM: James A. MacDonald, First Deputy Treasurer, Chief Executive Officer
John K. McCarthy, Executive Director, Deputy Chief Executive Officer
RE: Staff Recommendation for 2018 Science/Technology/Engineering Area Guidelines
DATE: February 6, 2019

Based on the Massachusetts School Building Authority (“MSBA”) report Review and Recommendations of Best Practices for K-12 Science Technology Engineering Math (STEM) Learning Spaces by Dr. Jacob Foster and Laura Smith, an impact analysis by staff, and review with the MSBA Board of Directors, staff is recommending a policy revision to the MSBA space guidelines relating to the Core Academic and Vocations and Technology space categories.

Background

Massachusetts school districts have shown an increased interest to include STEM oriented learning spaces in their proposed K-12 school projects. In response to this need, the MSBA Board of Directors requested that staff procure the services of an outside consultant to provide an analysis of the use and viability of a variety of STEM learning areas with an emphasis on grade kindergarten through grade eight. As a result, Dr. Jacob Foster and Laura Smith developed a detailed report that describes STEM pedagogy, types of learning spaces, safety considerations, and design and operational “best practices” for related STEM spaces. Summary presentations of this report were presented at the May 23, 2018 and September 26, 2018 Facilities Assessment Subcommittee Meetings, and at the December 12, 2018 Board of Directors meeting. A final version of the report was published on the MSBA website in December 2018 as a public resource for school districts and design teams.

Based on information in the report and following discussions and input received from the MSBA Board members, MSBA staff propose updated 2018 STE Area Guidelines for the Board of Director’s approval.

Recommendation

The 2018 STE Area Guidelines include the following changes in program areas as summarized below by grades. See Attachment A: Proposed Space Summary for details.

Elementary School Grades (Kindergarten – 6):

- The current guidelines do not differentiate between grades K/2 and 3/6, although there are differences in the Massachusetts STE curriculum framework. Therefore, these proposed updated guidelines create a distinction between grades K/2 and 3/6 regarding STE learning areas.
- Allow for a 1,080 net square feet (“nsf”) STE room and 120 nsf STE storage room (1,200 nsf total) for grades 3-6.
 - This size is in accordance with minimum space standards per the National Science Teachers Association (“NSTA”) and as recommended by the ‘Review and Recommendations of Best Practices for K-12 STEM Learning Spaces’ report. Therefore, if this STE room is to be provided, it must meet that minimum area.
 - The number of these STE rooms is derived from the calculation that grades three through six will be scheduled to occupy the room(s) two times per week per

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student. This is equivalent to approximately one room for every 350 (grades 3-6) students. It is expected that students in grades kindergarten through grade two will have science instruction in the general classrooms.

- Districts must articulate the need for these spaces in the educational program and provide budget confirmation that this room will have a dedicated teacher that has been trained in science and safety.
- If the District cannot indicate that the room will be properly staffed in this way, the MSBA may decline to participate in funding for this space, at the MSBA's discretion.
- Proposed areas in excess of guidelines will be considered ineligible for MSBA reimbursement unless substantiated with scheduling information and approved in writing by the MSBA.
- Require at a minimum two sinks in each General Classroom to facilitate project-based learning and STE exploration within the classrooms, and to encourage health and hygiene practices.
 - In conformance with existing state and federal regulations, one of these sinks must provide accessibility for persons with disabilities.
 - The remaining sink(s) should be designed to accommodate buckets or other similar large containers to facilitate STE exploration in the classroom.

Middle School Grades (5 – 8):

- The proposed updated guidelines create a distinction between grades 5/6 and 7/8 due to differences in the 5/6 and 7/8 Massachusetts STE curriculum framework as noted above.
- For grades 5 and 6, Science Labs will be re-designated as 1,080 nsf STE Rooms and 120 nsf STE Storage (1,200 nsf total). These spaces were previously designated as 1,200 nsf Science Classroom Lab and 80 nsf Prep Room (1,280 sf total). This results in a net decrease of 80 nsf per STE Room. This change reflects the more elementary level curriculum in science grades 5/6. Like the STE Room in the Elementary school space summary, if these rooms are to be provided, they must meet these minimum areas.
- For grades 7 and 8, Science Labs will increase from 1,200 nsf to 1,440 nsf, and prep rooms will increase from 80 nsf to 200 nsf. This results in a net increase of 360 nsf per lab.
 - This increase in minimum size is in accordance with the NSTA standards and is recommended by the “Review and Recommendations of Best Practices for K-12 STEM Learning Spaces” report.
 - A 150 nsf Central Chemical Storage Room is added to promote safe and secure storage of chemicals.
- For grades 5 through 8, the current 1,200 nsf Technology Classroom and 2,000 nsf Technology Shop in the Vocations and Technology category will be re-designated as two Technology/Engineering Rooms at 1,440 nsf each. This results in a total reduction of 320 nsf per pair of Technology/Engineering Rooms.
 - Each Technology/Engineering Room must be within a range of allotted net area between a minimum of 850 nsf and a maximum of 2,000 nsf. This broad range of area will allow the flexibility of potential spaces by allowing a District to use the square footage of this category at its discretion, as documented in its educational program, for specials classes including makerspaces.

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- This improves the utilization of the building by allowing various room sizes and odd numbers of rooms.
- If a room is indicated as being a Makerspace type space, it must be a minimum size of 1,440 nsf.
- If a room is indicated as being a classroom type space, it must be a minimum size of 850 nsf.
- Proposed areas in excess of guidelines will be considered ineligible for MSBA reimbursement unless substantiated with scheduling information and approved in writing by the MSBA.

K - 8 Schools Grades (K – 8):

- The proposed updated guidelines create a distinction between grades K/2, 3/6, and 7/8 due to differences in the Massachusetts STE curriculum framework as noted above.
- Within a K-8 school, grades K/6 align with the updates presented above for Elementary Schools and grades 7/8 align with the updated presented above for Middle Schools.

High Schools (9 – 12):

- For grades 9 through 12, the current 1,200 nsf Technology Classroom and 2,000 nsf Technology Shop in the Vocations and Technology category will be re-designated as two Technology/Engineering Rooms at 1,440 nsf each. This results in a total reduction of 320 nsf per pair of Technology/Engineering Rooms.
 - Each Technology/Engineering Room must be within a range of allotted net area between a minimum of 825 nsf and a maximum of 2,000 nsf. This broad range of area will allow the flexibility of potential spaces by allowing a District to use the square footage of this category at its discretion, as documented in its educational program, for specials classes including makerspaces.
 - This improves the utilization of the building by allowing various room sizes and odd numbers of rooms.
 - If a room is indicated as being a Makerspace type space, it must be a minimum size of 1,440 nsf.
 - If a room is indicated as being a classroom type space, it must be a minimum size of 825 nsf.
- Proposed areas in excess of guidelines will be considered ineligible for MSBA reimbursement unless substantiated with scheduling information and approved in writing by the MSBA.

With these new guidelines, the MSBA will require more rigorous information related to the safety systems and training required associated with these spaces. Therefore, within the Science and Vocations and Technology (non-Chapter 74) sections of the educational program, the MSBA will be looking for information related to the staffing, professional development, safety systems, and safety policies for STE rooms, Science Labs, and Technology/Engineering Rooms. The District should include information in the educational program regarding the intended use of the space, associated STE equipment and identify specific safety protocols and systems based on these intended uses.

The impact of these recommendations on the space guidelines are summarized in the tables below:

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Elementary School (K-6)

Enrollment	Number of Additional STE Rooms	Additional Net Square Feet	Additional Gross Square Feet
Less than 300-603	1	1,200	1,800
604 – 1,200	2	2,400	3,600
1,200 and above (or grade configurations focused on 3-6 greater than 345)	2+	2,400+	3,600+

Middle School (6-8)

Enrollment	Additional Core Academic Net Square Feet	Reduced Vocations and Technology Net Square Feet	Additional Gross Square Feet
Less than 300-350	1,740		2,130
351-460	2,100		2,670
461-520	1,770		2,175
521-550	2,460		3,210
551-580	3,410	-2,080	1,995
581-700	3,080		1,500
701-820	3,440		2,040
821-870	2,160	-640	2,280
871-930	2,850		3,315
931-1,030	2,520		2,820
1,031-1,050	3,720		4,620
1,051-1,100	4,080		5,160
1,101-1,170	5,030	-2,400	3,945
1,171-1,200	4,700		3,450
Weighted Average	2,970	-1,169	2,701

High School (9-12)

Enrollment	Original Number of Tech Rooms	Proposed Number of Tech Rooms	Reduced Gross Square Feet
Less than 600-690	4	4	-960
691-828	4	5	-225
829-966	6	6	-1,440
967-1,104	6	7	-705
1,105-1,242	8	8	-1,920
1,243-1,380	8	9	-1,185
1,381-1,518	10	10	-2,400
1,519-1,656	10	11	-1,665

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1,657-1,794	12	12	-2,880
1,795-1,932	12	13	-2,145
1,933-2,070	14	14	-3,360
2,071-2,208	14	15	-2,625
2,209-2,346	16	16	-3,840
2,347-2,484	16	17	-3,105
2,485-2,622	18	18	-4,320
2,623-2,760	18	19	-3,585
2,761-2,898	20	20	-4,800
2,899-3,036	20	21	-4,065
3,037-3,100	22	22	-5,280
Weighted Average			-2,608

Conclusion

MSBA staff is recommending a policy update to the MSBA space guidelines specifically as related to the Core Academic and Vocations and Technology sections regarding STE learning areas. This recommendation would be effective for districts that are approved to proceed into schematic design after January 1, 2019.

Attachment A Proposed Space Summary- Elementary Schools

Date: Enter Date Enter Submittal

FILL IN SCHOOL NAME HERE
<u>ROOM TYPE</u>
CORE ACADEMIC SPACES <i>(List classrooms of different sizes separately)</i>
Pre-Kindergarten w/ toilet
Kindergarten w/ toilet
General Classrooms - Grade 1-6
STE Room- Grade 3-6
STE Storage
SPECIAL EDUCATION
ART & MUSIC
HEALTH & PHYSICAL EDUCATION
MEDIA CENTER
DINING & FOOD SERVICE
MEDICAL
ADMINISTRATION & GUIDANCE
CUSTODIAL & MAINTENANCE
OTHER Other <i>(specify)</i>
Total Building Net Floor Area (NFA)
Proposed Student Capacity / Enrollment
NON-PROGRAMMED SPACES
Total Building Gross Floor Area (GFA) ²
Grossing factor (GFA/NFA)

MSBA Guidelines (refer to MSBA Educational Program & Space Standard Guidelines)			
ROOM NFA ¹	# OF RMS	area totals	Comments
	30	29,050	
1,200		-	1,100 SF min - 1,300 SF max
1,200	5	6,000	1,100 SF min - 1,300 SF max; 2 sinks min. req
950	23	21,850	900 SF min - 1,000 SF max; 2 sinks min. req
1,080	1	1,080	assumed schedule 2 times / week / student
120	1	120	
		7,550	
		5,000	
		6,300	
		3,595	
		8,504	
		610	
		2,635	
		2,250	
		0	
		65,494	
		650	Enter grade enrollments below
		500	Lower Elementary; Grades K-2
		150	Upper Elementary; Grades 3-6
		94,250	
		1.44	

Attachment A Proposed Space Summary- K - 8 Schools

Date: Enter Date Enter Submittal

FILL IN SCHOOL NAME HERE
ROOM TYPE
CORE ACADEMIC SPACES
<i>(List classrooms of different sizes separately)</i>
Pre-Kindergarten w/ toilet
Kindergarten w/ toilet
General Classrooms - Grades 1-6
STE Room- Grades 3-6
STE Storage
General Classrooms - Grades 7-8
Science Classroom / Lab- Grades 7-8
Prep room
Central Chemical Storage Rm
SPECIAL EDUCATION
ART & MUSIC
VOCATIONS & TECHNOLOGY
Technology/Engineering Rooms
HEALTH & PHYSICAL EDUCATION
MEDIA CENTER
DINING & FOOD SERVICE
MEDICAL
ADMINISTRATION & GUIDANCE
CUSTODIAL & MAINTENANCE
OTHER
Other (specify)
Total Building Net Floor Area (NFA)
Proposed Student Capacity / Enrollment
NON-PROGRAMMED SPACES
Total Building Gross Floor Area (GFA) ^c
Grossing factor (GFA/NFA)

MSBA Guidelines (refer to MSBA Educational Program & Space Standard Guidelines)			
ROOM NFA ¹	# OF RMS	area totals	Comments
	52	47,940	
1,200		-	1,100 SF min - 1,300 SF max
1,200	6	7,200	1,100 SF min - 1,300 SF max; 2 sinks min. req Based on Grades K-2 / 3 grades
950	28	26,600	900 SF min - 1,000 SF max; 2 sinks min. req Based on K-2 - K
1,080	2	2,160	assumed schedule 2 times / week / student Based on Grades 3-6
120	2	240	Equals # of STE Rms
950	9	8,550	850 SF min - 950 SF max Based on Grade 7-8
1,440	2	2,880	1 period / day / student Based on Grades 7-8
80	2	160	
150	1	150	Based on Report, 1 per school, multi story buildings will be evaluated individually
		12,080	
		8,125	
		1,440	
1,440	1	1,440	Assumed use - 50% Population - 5 times/week; 850 SF - 2,000 SF Based on Grades 7-8
		8,323	
		5,386	
		12,283	
		710	
		3,595	
		2,572	
		0	
		102,453	
		1000	Enter grade enrollments below
		330	Lower Elementary; Grades K-2
		445	Upper Elementary; Grades 3-6
		225	Middle/Jr. High; Grades 7-8
		153,680	
		1.50	

Attachment A Proposed Space Summary - Middle Schools

Date: Enter Date Enter Submittal

FILL IN SCHOOL NAME HERE
<u>ROOM TYPE</u>
CORE ACADEMIC SPACES
<i>(List classrooms of different sizes separately)</i>
Classroom - General
Small Group Seminar (20-30 seats) / Resource
STE Room- Grades 5-6
STE Storage
Science Classroom / Lab- Grades 7-8
Prep Room
Central Chemical Storage Rm
SPECIAL EDUCATION
ART & MUSIC
VOCATIONS & TECHNOLOGY
Technology/Engineering Rooms
HEALTH & PHYSICAL EDUCATION
MEDIA CENTER
DINING & FOOD SERVICE
MEDICAL
ADMINISTRATION & GUIDANCE
CUSTODIAL & MAINTENANCE
OTHER
Other (specify)
Total Building Net Floor Area (NFA)
Proposed Student Capacity / Enrollment
NON-PROGRAMMED SPACES
Total Building Gross Floor Area (GFA) ²
Grossing factor (GFA/NFA)

MSBA Guidelines (refer to MSBA Educational Program & Space Standard Guidelines)			
ROOM NFA ¹	# OF RMS	area totals	Comments
		44,720	
950	35	33,250	850 SF min - 950 SF max
500	2	1,000	
1,080	1	1,080	assumed schedule 2 times / week / student
120	1	120	
1,440	6	8,640	1 period / day / student
80	6	480	
150	1	150	
		9,560	
		4,800	
		5,760	
1,440	4	5,760	Assumed use - 50% Population - 5 times/week; 850 SF - 2,000 SF
		8,400	
		5,555	
		11,375	
		710	
		3,850	
		2,375	
		0	
		97,105	
		900	Enter grade enrollments below
		300	Lower Middle; Grades 5-6
		600	Upper Middle; Grades 7-8
		144,000	
		1.48	

Attachment A

Proposed Space Summary - High Schools

Date: 12/25/2017 Enter Submittal

FILL IN SCHOOL NAME HERE
<u>ROOM TYPE</u>
CORE ACADEMIC SPACES
SPECIAL EDUCATION
ART & MUSIC
VOCATIONS & TECHNOLOGY
Technology/Engineering Rooms
HEALTH & PHYSICAL EDUCATION
MEDIA CENTER
AUDITORIUM / DRAMA
DINING & FOOD SERVICE
MEDICAL
ADMINISTRATION & GUIDANCE
CUSTODIAL & MAINTENANCE
OTHER
Other (specify)
Total Building Net Floor Area (NFA)
Proposed Student Capacity / Enrollment
NON-PROGRAMMED SPACES
Total Building Gross Floor Area (GFA) ²
Grossing factor (GFA/NFA)

MSBA Guidelines (refer to MSBA Educational Program & Space Standard Guidelines)			
ROOM NFA ¹	# OF RMS	area totals	Comments
		25,050	
		5,040	
		5,125	
		4,320	
1,440	3	4,320	Assumed use - 100% Population - 5 times/week; 825 SF - 2,000 SF
		19,000	
		3,650	
		6,108	
		5,600	
		610	
		3,370	
		2,075	
		0	
		79,948	
		500	226
		113,000	
		1.41	



Massachusetts School Building Authority

Deborah B. Goldberg
Chairman, State Treasurer

James A. MacDonald
Chief Executive Officer

John K. McCarthy
Executive Director / Deputy CEO

January 14, 2020

Ms. Marjorie R. Freiman, Chair
Wellesley Board of Selectmen
Wellesley Town Hall, Selectmen's Office
525 Washington Street, Third Floor
Wellesley, MA 02482

Re: Town of Wellesley, Ernest F. Upham Elementary School

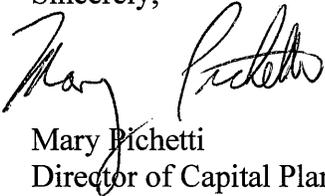
Dear Ms. Freiman:

The Massachusetts School Building Authority (the "MSBA") is forwarding review comments for the Module 3 Feasibility Study Preliminary Design Program submission for the Ernest F. Upham Elementary School project in the Town of Wellesley, received by the MSBA on December 18, 2019.

Responses to the attached comments shall be forwarded to the assigned Project Coordinator, Jennifer Flynn (Jennifer.Flynn@MassSchoolBuildings.org), through the Owner's Project Manager. Please review and return responses within 14 days of receipt of this letter.

If you have any questions or comments, please do not hesitate to contact Anthony Proia (Anthony.Proia@massschoolbuildings.org) at 617-720-4466.

Sincerely,



Mary Pichetti
Director of Capital Planning

Attachments:

Attachment 'A' – Module 3 Preliminary Design Program Review Comments
MSBA's Staff Recommendation for 2018 Science/Technology/Engineering Area Guidelines

Cc: Legislative Delegation
Meghan Jop, Wellesley Executive Director of General Government Services

Page 2

January 14, 2020

Ernest F. Upham Elementary School

Steve Gagosian, Design & Construction Manager, Facilities Management Department,
Town of Wellesley

Richard Elliott, Project Manager, Town of Wellesley

Melissa Martin, Chair, Wellesley School Committee

Dr. David F. Lussier, Superintendent, Wellesley Public Schools

Sharon Gray, Chair, Wellesley School Building Committee

Timothy Bonfatti, Owner's Project Manager, Compass Project Management, Inc.

Jeff D'Amico, Owner's Project Manager, Compass Project Management, Inc.

Alex Pitkin, Designer, Symmes Maini & McKee Associates, Inc. (SMMA)

Kristen Olsen, Designer, Symmes Maini & McKee Associates, Inc. (SMMA)

File: 10.2 Letters (Region 4)

From: [Jennifer Flynn](#)
To: [Marjorie Freiman](#)
Cc: [Jop, Meghan](#); [Gagosian, Steve](#); [Elliott, Dick](#); [M Martin](#); [David Lussier](#); [Sharon Gray](#); [T Bonfatti](#); [J Damico](#); ["Pitkin, Alex"](#); [Olsen, Kristen](#); [Anthony Proia](#); [Kathryn DeCristofaro](#)
Subject: MSBA/Wellesley: Ernest F. Upham Elementary School: Preliminary Design Program Review Comments
Date: Tuesday, January 14, 2020 3:10:15 PM
Attachments: [Wellesley Upham PDP Cover Letter.pdf](#)
[\(A\) PDP Review Comments Wellesley 01132020.pdf](#)
[Feburary STE Guideline Memo.pdf](#)
[Budget Statement Preferred Schematic.xls](#)

[**EXTERNAL EMAIL** : This message originated outside of the TOWN OF WELLESLEY mail system. **DO NOT CLICK** on **links** or open **attachments** unless you are sure the content is safe.]

Good afternoon, Ms. Freiman:

Attached please find the MSBA Preliminary Design Program review comments for the Ernest F. Upham Elementary School project in the Town of Wellesley (the "District"). Comments must be addressed by the District within 14 days of receipt of this email. A hard copy of the attached document has also been mailed to your attention today.

Additionally, in order to assist with the preparation of the District's Preferred Schematic Report (the "PSR"), please note the following must be included as part of the PSR:

- As indicated in the attached review comments, please submit one (1) redlined copy, which includes District updates and design responses, as well as one (1) clean copy of the updated Educational Program; and,
- As part of the PSR submission, the District must also complete a budget statement. The overall goal of the budget statement for the Preferred Schematic is to document the total change in operational costs that the District expects as a result of the proposed project. To assist in documenting this change, the MSBA has developed the attached Excel template, which includes two tabs, one for expenditures and one for revenues. Please provide the completed budget statement in Excel format.

If you have any questions or comments, please do not hesitate to contact me or AJ Proia.

Sincerely,
Jenn

Jennifer Flynn

Project Coordinator
Massachusetts School Building Authority
40 Broad Street; Suite 500
Boston MA 02109
617-720-4466
www.massschoolbuildings.org

ATTACHMENT A
MODULE 3 – PRELIMINARY DESIGN PROGRAM REVIEW COMMENTS

District: Town of Wellesley
School: Ernest F. Upham Elementary School
Owner’s Project Manager: Compass Project Management
Designer Firm: SMMA
Submittal Due Date: December 18, 2019
Submittal Received Date: December 18, 2019
Review Date: December 19, 2019 – January 10, 2020
Reviewed by: A. Alves, A. Proia, K. Brown, J. Jumpe

MSBA REVIEW COMMENTS

The following comments¹ on the Preliminary Design Program (PDP) submittal are issued pursuant to a review of the project submittal document for the proposed project presented as a part of the Feasibility Study submission in accordance with the MSBA Module 3 Guidelines.

3.1 PRELIMINARY DESIGN PROGRAM

Overview of the Preliminary Design Program Submittal	Complete	Provided; <i>Refer to comments following each section</i>	Not Provided; <i>Refer to comments following each section</i>	Receipt of District’s Response; <i>To be filled out by MSBA Staff</i>
OPM Certification of Completeness and Conformity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Table of Contents	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.1.1 Introduction	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.1.2 Educational Program	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.1.3 Initial Space Summary	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.1.4 Evaluation of Existing Conditions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.1.5 Site Development Requirements	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.1.6 Preliminary Evaluation of Alternatives	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.1.7 Local Actions and Approvals Certification(s)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.1.8 Appendices	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

¹ The written comments provided by the MSBA are solely for purposes of determining whether the submittal documents, analysis process, proposed planning concept and any other design documents submitted for MSBA review appear consistent with the MSBA’s guidelines and requirements, and are not for the purpose of determining whether the proposed design and its process may meet any legal requirements imposed by federal, state or local law, including, but not limited to, zoning ordinances and by-laws, environmental regulations, building codes, sanitary codes, safety codes and public procurement laws or for the purpose of determining whether the proposed design and process meet any applicable professional standard of care or any other standard of care. Project designers are obligated to implement detailed planning and technical review procedures to effect coordination of design criteria, buildability, and technical adequacy of project concepts. Each city, town and regional school district shall be solely responsible for ensuring that its project development concepts comply with all applicable provisions of federal, state, and local law. The MSBA recommends that each city, town and regional school district have its legal counsel review its development process and subsequent bid documents to ensure that it is in compliance with all provisions of federal, state and local law, prior to bidding. The MSBA shall not be responsible for any legal fees or costs of any kind that may be incurred by a city, town or regional school district in relation to MSBA requirements or the preparation and review of the project’s planning process or plans and specifications.

3.1.1 INTRODUCTION

Provide the following Items		Complete; <i>No response required</i>	Provided; <i>District's response required</i>	Not Provided; <i>District's response required</i>	Receipt of District's Response; <i>To be filled out by MSBA Staff</i>
1	Summary of the Facility Deficiencies and Current S.O.I.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Date of invitation to conduct a Feasibility Study and MSBA Board Action Letter	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Executed Design Enrollment Certification	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Narrative of the Capital Budget Statement and Target Budget	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Project Directory with contact information	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Updated Project Schedule	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

MSBA Review Comments:

3) *The information provided indicates a Design Enrollment Certification will be submitted as part of the subsequent Preferred Schematic Report (PSR). Please note, a Design Enrollment Certification is issued by the MSBA following a vote by the MSBA Board of Director's regarding a District's Preferred Schematic and should not be submitted or executed prior to this proposed project being presented before the MSBA Board of Director's for consideration as the District's Preferred Schematic.*

4) *The information provided indicates the District is targeting a \$53-65 million total project budget for the proposed project, "exclusive of MSBA reimbursement". In response to these comments confirm the District's target total project budget.*

The information provided indicates the Town can acquire bonded financing in excess of \$65 million if approved by the citizens of Wellesley. In response to these comments clearly indicate the Town's current funding capacity.

6) *The information provided does not include review period information for the PSR submittal nor does it incorporate minimums of twenty-one (21) days for the MSBA to review submittals, and fourteen (14) days for the District to respond to the MSBA's review comments. In response to these comments provide an updated Project Schedule which incorporates these minimums and includes all review dates.*

The information provided indicates the District is targeting the June 2020 MSBA Board of Directors meeting for Preferred Schematic approval, and the February 2021 MSBA Board of Directors meeting for Project Scope and Budget approval. Please confirm.

No further review comments for this section.

3.1.2 EDUCATIONAL PROGRAM

Provide a summary and description of the existing educational program, and the new or expanded educational vision, specifications, process, teaching philosophy statement, as well as the District's curriculum goals and objectives of the program. Include description of the following items:

Provide the following Items		Complete; <i>No response required</i>	Provided; <i>District's response required</i>	Not Provided; <i>District's response required</i>	Receipt of District's Response; <i>To be filled out by MSBA Staff</i>
1	Grade and School Configuration Policies	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Class Size Policies	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	School Scheduling Method	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Teaching Methodology and Structure				
	a) Administrative and Academic Organization/Structure	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b) Curriculum Delivery Methods and Practices	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	c) English Language Arts/Literacy	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	d) Mathematics	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	e) Science	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	f) Social Studies	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	g) World Languages	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	h) Academic Support Programming Spaces	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	i) Student Guidance and Support Services	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5	Teacher Planning and Professional Development	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Pre-kindergarten	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Kindergarten	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Lunch Programs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Technology Instruction Policies and Program Requirements	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	Media Center/Library	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	Visual Arts Programs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	Performing Arts Programs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13	Physical Education Programs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14	Special Education Programs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15	Vocation and Technology Programs				
	a) Non-Chapter 74 Programming				
	b) Chapter 74 Programming				
16	Transportation Policies	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17	Functional and Spatial Relationships	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18	Security and Visual Access Requirements	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

MSBA Review Comments:

As part of the District's Preferred Schematic Report include two copies of an updated Educational Program, one redlined copy and one clean copy. The updated Educational Program must address the comments below, include District updates, provide a Designer response for each component of the educational program, and align with the proposed Preferred Schematic design.

3) *The PDP describes the current school scheduling methodology but does not indicate if this is to remain the same or be changed in the proposed project. Confirm in the updated educational program included with the PSR if the schedule is to remain the same for all programs in the proposed project or describe the proposed changes to be implemented as well as the benefits of the proposed changes.*

4a, b) *The information provided includes references to various Wellesley Public Schools (WPS) programs in abbreviated form. For clarity, include the whole program name the first instance each WPS program name appears.*

4c-g) *The information provided indicates the District delivers core academic curriculum with integrated curriculum units using project-based learning practices. Provide a more detailed narrative that includes specific examples of curriculum delivery methods regarding each of the subjects described in these sections. Additionally, describe specific core academic activities that will take place outside of general classrooms, identify the spaces required to support those activities, indicate how such spaces will be scheduled and monitored by staff, and explain how those activities will support the District's academic and social/emotional goals in the proposed project.*

Include a description of the District's proposed Science, Technology, and Engineering (STE) space and how it would be used, scheduled, integrated within the existing school schedule. Refer to the MSBA's Review and Recommendations of Best Practices for K–12 Stem Learning Spaces for additional information and recommendations; please provide the updated description as part of the PSR. See attached memo, dated February 6, 2019, "Staff Recommendation for 2018 Science/Technology/Engineering Area Guidelines".

4h, i) *Not included. Provide with the updated educational program to be submitted with the PSR.*

5) *The information provided indicates both Hardy and Upham teachers have participated in a project-based learning training program as part of the District's commitment to integrated curriculum units and project-based learning. Provide a more detailed description of the overall professional support and training offered to staff, especially regarding the District's partnership with the Buck Institute.*

8) *The submittal indicates that the District currently has 2 lunch seatings at the Upham School and 3 lunch seatings at the Hardy School. Please note MSBA guidelines are based on two seatings for elementary school populations in order to provide space for assemblies in the cafeteria. In the updated educational program included with the PSR indicate how many lunch seatings the District proposes to have moving forward, explain the District's rationale for the proposed number of seatings, how long lunch will be provided, and describe the proposed changes to be implemented as well as the benefits of the proposed changes.*

9) *Describe any consideration to provide Hearing Assistive Technologies (i.e. FM/digital wireless and audio distribution systems) in the classrooms.*

The educational program describes the current educational technology devices as shared iPads for grades K-2 and classroom iPads for grades 3-5. Explain how all students are accommodated with this policy. Additionally, describe any changes anticipated to the use of educational technology in the classroom in the proposed project and describe how the proposed equipment and updated systems would be managed and maintained by the District.

The information provided includes detailed educational technology specifications. Considering the rapid advancements of technology, in response to these comments confirm these specifications will continue to be reviewed and updated as the proposed project progresses.

10) The educational program describes a Media Center/Library with a carpeted STEAM Lab. As noted in section 4 above, see the attached memo, dated February 6, 2019, “Staff Recommendation for 2018 Science/Technology/Engineering Area Guidelines”. In response to these comments, confirm the Media Center/Library space will continue to be reviewed and developed in subsequent submittals to ensure that it is appropriately designed, equipped, and staffed. Additionally, confirm the proposed STEAM Lab will conform to the MSBA guidelines.

13) The information provided notes an essential element of the proposed design is a large regulation-sized gymnasium. Provide further information about the proposed specific uses of the gymnasium, including anticipated users and desired adjacencies.

14) The information provided notes that adaptive physical education (PE) is currently provided but no discussion of how the program operates or will operate in the proposed project is provided. Please provide further information about the District’s current and proposed approach to adaptive PE and clarify how it will be scheduled and where it will take place in the proposed project.

17) The information provided identifies the District’s desire for connectivity between indoor and outdoor spaces, with outdoor spaces used not only for play but also as learning space. The District should work with its consultants to ensure that outdoor spaces are designed to be fully accessible. Please acknowledge.

The information provided notes the school building should be used as a community resource. Provide further information regarding anticipated uses of the building, as well as which areas of the building might require air conditioning to accommodate use of the building throughout the year.

18) In response to these comments confirm that first responding emergency representatives will be consulted in the planning process and associated requirements will be incorporated into the Preferred Schematic.

No further review comments for this section.

3.1.3 INITIAL SPACE SUMMARY

Provide the following Items		Complete; <i>No response required</i>	Provided; <i>District’s response required</i>	Not Provided; <i>District’s response required</i>	Receipt of District’s Response; <i>To be filled out by MSBA Staff</i>
1	Space summary; one per approved design enrollment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Floor plans of the existing facility	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Narrative description of reasons for all variances (if any) between proposed net and gross areas as compared to MSBA guidelines	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

MSBA Review Comments:

1) The District provided space summaries for the two study enrollment configurations and each option previously agreed upon by the District and the MSBA. The enrollments include: (1) 240 students in grades K-5 in seven school facilities; and (2) 365 students in grades K-5 in six school facilities with equalized enrollments. For clarity, these enrollments are identified as “Enrollment 1,” and “Enrollment 2,” respectively, in the comments below.

The MSBA has performed a review of the space summaries provided and offers preliminary comments regarding only the new construction scenarios for the two study enrollments, as outlined below. The final MSBA determination of compliance with MSBA space guidelines in subsequent submittals will vary (in part) depending on the District’s Preferred Schematic and the extent that the proposed spaces are located either in existing construction, substantially renovated existing areas, or newly constructed portions of the proposed facility. The MSBA expects spaces located in substantially renovated or new areas to be compliant with MSBA space standards.

- **Core Academic** – The overall proposed square footage for this category exceeds the MSBA guidelines by 7,250 net square feet (“nsf”) for Enrollment 1 and by 5,930 nsf for Enrollment 2. Per the information provided, the following spaces are proposed for the District to deliver its educational program:

Anticipated Core Academic Spaces*	Enrollment 1: 240 students Grades K-5	Enrollment 2: 365 students Grades K-5
Kindergarten Classrooms	2	3
General Classrooms	10	15
STE Room* (Grades 3-5)	1	1
STE Storage Room*	1	1
Cloak Room*	6	6
Learning Commons*	6	6

*The MSBA will rely on the District’s Educational Program and additional information to understand how proposed spaces that are unique to the District will be utilized in the proposed project.

The information provided for both study enrollments proposes one General Classroom in excess of MSBA guidelines. Based on review of the District’s educational program, and the desire to have 3 sections per grade, the MSBA accepts this variation to the guidelines.

The information provided for Enrollment 2 proposes fifteen 850 nsf General Classrooms which are 50 nsf below the MSBA minimum elementary classroom standard of 900 nsf each. These spaces must meet the MSBA minimum standard in subsequent submittals.

The information provided for Enrollment 2 indicates the District is proposing a 900 nsf STE Room, which is 180 nsf below MSBA Guidelines. If the District wishes to include this space in the proposed project it must be in accordance with the minimum standard of 1,080 nsf as noted in the aforementioned MSBA report, Review and Recommendations of Best Practices for K–12 Stem Learning Spaces. See attached memo for more information, dated February 6, 2019, “Staff Recommendation for 2018 Science/Technology/Engineering Area Guidelines”.

The information provided includes six 750 nsf Learning Commons and six 180 nsf Cloak Rooms. Prior to the MSBA making a determination on these variations to MSBA guidelines, provide a narrative in the updated educational program to be included with the PSR describing

the anticipated utilization of these spaces which demonstrates the need for both of these in the proposed project.

- **Special Education** – *The overall proposed square footage in this category exceeds the MSBA guidelines by 4,600 for Enrollment 1 and 5,140 nsf for Enrollment 2. Please confirm that all spaces in this category are intended to serve exclusively students with an Individualized Educational Program (IEP). If any spaces in this category are intended to serve students without an IEP at any time, reallocate these spaces in the space summary in subsequent submittals.*

Please note that the Special Education program is subject to approval by the Department of Elementary and Secondary Education (“DESE”). The District should provide the required information required with the Schematic Design submittal. Formal approval of the District’s proposed Special Education program by the DESE is a prerequisite for executing a Project Funding Agreement with the MSBA.

- **Art & Music** – *The proposed programmatic spaces appear to align with the MSBA guidelines for both Enrollments. No further preliminary comments.*
- **Health & Physical Education** – *The overall proposed square footage in this category exceeds the MSBA guidelines by 1,000 nsf for both Enrollments. Please note that MSBA may allow additional area beyond that included in the guidelines for renovated spaces, however all areas in excess of the MSBA guidelines will be considered ineligible for reimbursement.*
- **Media Center** – *The overall proposed square footage in this category appears to align with the MSBA guidelines for Enrollment 1 and exceeds the MSBA guidelines by 88 nsf for Enrollment 2. No further preliminary comments.*
- **Dining & Food Service** – *The overall proposed square footage in this category falls below the MSBA guidelines by 950 nsf for Enrollment 1 and 1,124 nsf for Enrollment 2, primarily due to the District’s “hub and spokes” food service delivery. Please confirm that the proposed square footage is sufficient for the District to deliver its educational program.*
- **Medical** – *The proposed programmatic spaces exceed MSBA guidelines by 100 nsf for Enrollment 1 and appear to align with the MSBA guidelines for Enrollment 2. No further preliminary comments.*
- **Administration & Guidance** – *The overall proposed square footage in this category exceeds the MSBA guidelines by 55 nsf for Enrollment 1 and 155 nsf for Enrollment 2. No further preliminary comments.*
- **Custodial & Maintenance** – *The proposed programmatic spaces appear to align with the MSBA guidelines for both enrollments. No further preliminary comments.*
- **Other** – *The overall proposed square footage in this category includes 50 nsf for a Mother’s Room in both options. The MSBA does not object to the District providing a Mother’s Room in the project; however, area in this category will be deemed ineligible for reimbursement.*

Note that upon selection of a Preferred Schematic, the District may be required to adjust spaces/square footage that exceeds the MSBA guidelines and is not supported by the Educational Program provided.

No further review comments for this section.

3.1.4 EVALUATION OF EXISTING CONDITIONS

Provide the following Items		Complete; No response required	Provided; District's response required	Not Provided; District's response required	Receipt of District's Response; To be filled out by MSBA Staff
1	Confirmation of legal title to the property.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Determination that the property is available for development.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Existing historically significant features and any related effect on the project design and/or schedule.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Determination of any development restrictions that may apply.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Initial Evaluation of building code compliance for the existing facility.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Initial Evaluation of Architectural Access Board rules and regulations and their application to a potential project.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Preliminary evaluation of significant structural, environmental, geotechnical, or other physical conditions that may impact the cost and evaluations of alternatives.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Determination for need and schedule for soils exploration and geotechnical evaluation.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Environmental site assessments minimally consisting of a Phase I: Initial Site Investigation performed by a licensed site professional.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	Assessment of the school for the presence of hazardous materials.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	Previous existing building and/or site reports, studies, drawings, etc. provided by the district, if any.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

MSBA Review Comments:

1) The information provided in the Phase I Environmental Site Assessment (“ESA”) for the Upham School states, “The property is noted to be 11.9 acres, but a note on the assessor’s card suggests that it is actually 12.28 acres of land.” No assessor’s information was included in the submittal. Clarify this discrepancy and provide a copy of all available title and local assessor information in the following submittal.

3) The information provided includes a timeline associated with filing a Project Notification Form with the Massachusetts Historical Commission (MHC) as the Hardy School is included on the MHC’s inventory. Note that all construction projects that include state funding are required to file a Project Notification Form with the Massachusetts Historical Commission (“MHC”). In subsequent submittals describe any historically significant features of all proposed buildings and sites. The District should keep the MSBA informed of any decisions and/or proposed actions and

should confirm that the proposed project is in conformance with Massachusetts General Law 950, CRM 71.00.

4) The information provided indicates Wellesley's SR-10 and SR-20 Zoning Districts have a 40-foot maximum height restriction. The report confirms both the Upham and Hardy schools do not currently have existing non-conformances but does not mention if the proposed project is expected to require Zoning relief. In subsequent submittals, detail the approach and timeline necessary for obtaining a Variance and/or applicability of the Massachusetts General Law Chapter 40A, Section 3 "Dover" Amendment. In addition, describe any impact the proposed building's height may have on abutters, and any community concerns that may have arisen from this issue.

6) The information provided includes initial evaluations of Massachusetts Architectural Access Board (MAAB) rules and regulations and their application to the existing buildings. In response to these comments, confirm MAAB rules and regulations will continue to be investigated in order to best inform local decisions regarding Preferred Schematic selection in subsequent submittals.

7) The information provided includes a preliminary geotechnical report by Nobis Group which identifies the over excavation and replacement of a previously filled historical pond and the potential excavation of a significant volume of rock as potential obstacles for developing the Upham School site. A preliminary geotechnical report by Nobis Group for the Hardy School site also identifies the need to address fill and organic materials encountered on the Southern portion of the Hardy School site as a potential obstacle to the development of the site. In subsequent submittals provide the information used to inform discussions surrounding any significant structural, environmental, geotechnical, or other physical conditions that may impact the cost and evaluations of alternatives identified in due diligence performed as part of the proposed project.

The information provided does not include any information regarding studies performed in order to better understand the optimal solar orientation of a proposed building and does not include any information regarding historic prevailing winds for either site. In subsequent submittals ensure this information is included.

8) The information provided in the preliminary geotechnical reports for both the Hardy and Upham Schools by Nobis Group, recommend further investigations depending on proposed final building configurations. In response to these comments, confirm these recommended supplemental investigations will occur and be included in subsequent submittals to best inform local decision making.

9) The information provided in the Phase 1 Environmental Site Assessment (ESA) Reports performed by ADS Environmental Engineering, LLC confirms the prior presence and suspected removal of Underground Storage Tanks (UST) at both the Upham and Hardy Schools. The reports note "data gaps", in which conditions of the soil around the previous USTs were not documented and information confirming the removal of the USTs could not be located. In response to these comments, confirm if the District will perform a Phase 2 ESA in response to these data gaps. If no Phase 2 ESA is anticipated, in subsequent submittals indicate a plan of action in response to any possible Recognized Environmental Conditions (REC) being confirmed which may affect proposed excavation activities. Note that all costs associated with the removal of underground storage tanks, as well as any special waste or hazardous or contaminated

materials remediation, removal and disposal where associated with site work are ineligible for MSBA reimbursement and should be itemized on all submitted cost estimates.

10) The Hazardous Materials Identification Study conducted by Nobis Group at the Ernest F. Upham School provided a preliminary asbestos containing material (ACM) abatement cost estimate for this project totaling \$363,760, including approximately \$180,530 for abatement of flooring, flooring mastic, and ceiling tiles/glue. The Hazardous Materials Identification Study conducted by Nobis Group at the John D. Hardy School provided a preliminary ACM abatement cost estimate for this project totaling \$447,750, including approximately \$114,050 for abatement of flooring and ceiling tiles/glue. The MSBA notes that all costs associated with the removal of asbestos containing flooring and ceiling tiles will be ineligible for reimbursement and must be itemized in the cost estimates in subsequent submittals as ineligible for MSBA reimbursement.

No further review comments for this section.

3.1.5 SITE DEVELOPMENT REQUIREMENTS

Provide the following Items		Complete; No response required	Provided; District's response required	Not Provided; District's response required	Receipt of District's Response; To be filled out by MSBA Staff
1	A narrative describing project requirements related to site development to be considered during the preliminary and final evaluation of alternatives.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Existing site plan(s)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

MSBA Review Comments:

1) Please review and respond accordingly to comments provided in Section 3.1.4 above.

2) Although the submittal provides topographic site plans which show some of the following features, a comprehensive existing site plan was not provided. In the subsequent PSR provide site plans in 11" x 17" format that clearly identify the following features for the site of the Preferred Schematic:

- Structures and fences;
- Site access and circulation;
- Parking and paving;
- Zoning setbacks and limitations;
- Accessibility requirements;
- Easements;
- Wetlands and/or flood restrictions;
- Emergency vehicle access;
- Safety and security requirements;
- Utilities and drainage;
- Athletic field and outdoor educational spaces; and
- Site orientation and other location considerations.

If any of these features are not anticipated to affect the proposed project or do not exist, confirm the non-existence of each inapplicable item in a narrative accompanying the site plans.

No further review comments for this section.

3.1.6 PRELIMINARY EVALUATION OF ALTERNATIVES

Provide the following Items		Complete; <i>No response required</i>	Provided; <i>District's response required</i>	Not Provided; <i>District's response required</i>	Receipt of District's Response; <i>To be filled out by MSBA Staff</i>
1	Analysis of school district student school assignment practices and available space in other schools in the district	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2	Tuition agreement with adjacent school districts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Rental or acquisition of existing buildings that could be made available for school use	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Code Upgrade option that includes repair of systems and/or scope required for purposes of code compliance; with no modification of existing spaces or their function	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Renovation(s) and/or addition(s) of varying degrees to the existing building(s)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Construction of new building and the evaluation of potential locations	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	List of 3 distinct alternatives (including at least 1 renovation and/or addition option) are recommended for further development and evaluation.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

MSBA Review Comments:

1) The information provided notes if a consolidation option is chosen as the District's Preferred Schematic it will require redistricting to redraw the attendance zones around the remaining six schools. In subsequent submittals include documentation which describes the analyses performed to determine the required attendance zones, and what factors support/oppose each configuration studied.

The MSBA acknowledges the District's determination that there is no available space in other schools in the District to permanently accommodate the Upham School population. No response required.

4) The information provided on page 54 of the Preliminary Evaluation of Alternatives (section 6) states Option 4, 6, and 7 "best meet the project goals and educational program". In response to these comments confirm the Code Upgrade Alternative will continue to be explored for cost-comparison purposes and will be included in the Preliminary Design pricing Table included with the PSR.

5) The information provided indicates Options 2 and 3 do not meet the District's Educational Plan goals. In response to these comments provide more detail including specific examples of how the goals of the Educational Program are not met by these options.

6) The information provided indicates Option 5 would accommodate "all elements of Upham's curriculum" in spaces that meet current standards, yet this Option does not meet the District's Educational Plan goals and "population requirements". In response to these comments provide

more detail including specific examples of how the goals of the Educational Program are not met by this option.

7) MSBA Module 3, Section 3.1.6 states that “Alternatives shall retain the same title and designation between PDP, PSR, and SD submittal, therefore maintaining clarity in the documentation.” In future submittals, continue to use consistent option designations. The options selected for further development in the PSR submittal should therefore maintain their original designations.

No further review comments for this section.

3.1.7 LOCAL ACTIONS AND APPROVAL

Provide the following Items		Complete; No response required	Provided; District's response required	Not Provided; District's response required	Receipt of District's Response; To be filled out by MSBA Staff
1	Signed Local Actions and Approvals Certification: (original)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Certified copies of the School Building Committee meeting notes showing specific submittal approval vote language and voting results, and a list of associated School Building Committee meeting dates, agenda, attendees and description of the presentation materials	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

MSBA Review Comments:

No review comments for this section.

3.1.8 APPENDICES

Provide the following Items		Complete; No response required	Provided; District's response required	Not Provided; District's response required	Receipt of District's Response; To be filled out by MSBA Staff
1	Current Statement of Interest	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	MSBA Board Action Letter including the invitation to conduct a Feasibility Study	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Study Enrollment Certification	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

MSBA Review Comments:

No review comments for this section.

End

From: [Marjorie Freiman](#)
To: [Jop. Meghan](#)
Subject: Fwd: Promotional Process Update
Date: Thursday, January 16, 2020 1:04:35 PM

Meghan,
Would you please put the objective process information from this email in our FNM?
Thanks,
Marjorie

Marjorie R. Freiman, Chair
Wellesley Board of Selectmen
Wellesley, MA

From: DeLorie, Rick <rdelorie@wellesleyma.gov>
Sent: Wednesday, January 15, 2020 10:04:29 PM
To: Marjorie Freiman <mfreiman@wellesleyma.gov>; Thomas Ulfelder <tulfelder@wellesleyma.gov>
Subject: Promotional Process Update

Marjorie,

I wanted to provide you an update of the promotional process. We had exams for Deputy Chief and Lieutenant ranks in November. The testing process provides a challenge period to review a few questions of concern.

The two challenges of several questions were resolved to the satisfaction of the department and all participants. The final scores for the written exam were issued to each candidate and HR.

One candidate was not satisfied with his non passing results. He reached out to the test administrator and myself to discuss his results. I expressed my surprise on his results and my disappointment for him as well. However after reviewing the matter, he needed to put in more effort to get the desired results. I told him, he has the potential to be one of the highest scores, if he put his full ability into the next exam. Tough lesson to learn but he is fine and will no doubt be a high scorer next time.

The personnel that passed the written exam put in months of hard work studying to pass these exams. The breakdown is 6 firefighters passed the Lieutenants written exam and 5 Lts passed the Deputy Chiefs exam. The written exam is 25% of their overall score.

The next step is the Chief's review which is 25% of their overall score. The Chief's review covers items listed in the contract to include: their experiences at incidents, certifications, various educational or technical certifications, discipline, attendance, special programs such as Honor guard, conferences, etc. I hope to complete this review process and issue scores in the next two weeks.

We sent out a request for proposals to conduct assessment centers for both ranks. This aspect counts for 50% of the overall scores. We received three proposals from solid well known assessment vendors. I am hoping to schedule both assessment centers in March and then

scores from all three phases will be combined to produce a final score and ultimately produce a ranking of all the candidates for both exams. These exams will stand for 2-3 years.

I will provide the BOS with the dates in March once determined. If any member would like to observe any aspect of the assessment center process, please let me know. The tactical fire or emergency simulation is the most interesting component.

The other components are handling a citizen complaint, employee counseling and other scenarios. If you have any questions please let me know.

Regards,
Rick

Chief Rick DeLorie
Wellesley Fire Rescue

31 THOMAS ROAD WELLESLEY, MASSACHUSETTS 02482

13 January 2020

Mr. Mark Kaplan, Town Moderator
Mr. Thomas Harrington, Town Counsel
Town Hall
525 Washington Street
Wellesley, MA 02482

Dear Mr. Kaplan and Mr. Harrington,

I have a concern re impartiality that I would like to bring to your attention prior to the meetings of the Town Advisory Committee next month. I will be meeting with the Advisory Committee on 26 February to discuss a Citizens Petition proposing an inclusive celebration of both Columbus Day and Indigenous Peoples Day on the second Monday in October. The World of Wellesley (WOW) will also be meeting with the Advisory Committee at an earlier date to discuss their current Citizens Petition, which proposes to abolish Columbus Day and replace it with Indigenous Peoples Day on the second Monday in October.

The concern of my group is the following. Two members of the Advisory Committee – Ms. Deed McCollum and Mr. Paul Merry – serve on the Board of Directors of the World of Wellesley. Our concern for a potential conflict of interest re their WOW positions was brought to the attention of the Selectmen’s Office over the summer. We have since learned that Ms. McCollum and Mr. Merry have each signed the World of Wellesley’s current Citizens Petition to abolish Columbus Day. By signing WOW’s petition, we believe they have demonstrated a clear lack of impartiality in this matter. This causes us to be concerned with impartiality vis-a-vis the two Citizens Petitions.

It is our opinion that Ms. McCollum and Mr. Merry should be required to recuse themselves from voting on – as well as participating in discussions of - the two Citizens Petitions dealing with Columbus Day and Indigenous Peoples Day at Advisory Committee.

Thank you very much for your consideration of this matter and for your service to our town.

Respectfully,

(signed originals delivered to Town Hall)

Donna Maria Ticchi



Charles D. Baker, Governor
Karyn E. Polito, Lieutenant Governor
Stephanie Pollack, MassDOT Secretary & CEO



January 2nd, 2020

Megan Jop
Ex. Director
525 Washington St.
Wellesley, MA 02482

Dear Ex. Director Jop,

We are pleased to inform you that the Legislature recently approved the supplemental budget that I filed, including an additional \$20 million in Chapter 90 local transportation aid funding for Fiscal Year 2019. This represents a 10% increase over the usual funding amount.

This letter certifies that your community's Chapter 90 apportionment for Fiscal Year 2020 is **\$902,748**. This amount includes the monies previously approved in Chapter 16 of the Acts of 2019, and the new supplemental amount of **\$82,068** that I approved by signing this new legislation. The apportionment will be incorporated automatically into your existing 10-year Chapter 90 contract, which will be available on the MassDOT website: <https://www.mass.gov/chapter-90-program>

This funding represents our continued commitment to assisting cities and towns in addressing the maintenance, modernization, and resiliency of your local roads, which are a critical part of the Commonwealth's transportation network. The Chapter 90 program is an integral part of maintaining and enhancing your community's infrastructure and is an essential component of our state-local partnership. We look forward to working with you in the coming year to continue the success of this program.

As always, we encourage you to explore opportunities for additional infrastructure funding through MassDOT's Complete Streets and Municipal Small Bridge Programs (further information available at: <http://www.massdot.state.ma.us/>). For program specific questions please contact the following:

- **Chapter 90 Program** –State Aid Engineer Kathy Stevens at (413) 637-5765 or Kathy.Stevens@dot.state.ma.us
- **Complete Streets and Municipal Small Bridge Program** – Municipal Grants Program Administrator Eileen Gunn at (857) 368-8817 or Eileen.Gunn@dot.state.ma.us

Thank you for all that you do to make the Commonwealth of Massachusetts a great place to live, work, and raise a family.

Sincerely,

Charles D. Baker
Governor

Karyn E. Polito
Lieutenant Governor

MONTHLY PARKING METER, CALE, PASSPORT COLLECTIONS

	from Munis 27029300 423220, 423240,423250	from Munis 27029300 423220, 423240,423250, 423265	423220, 423225, 423226, 423227, 423235, 423240, 423245, 423250, 423265, 423266, 423270,423275, 423276, 423277, 423280, 423285, 423290, 423295	423220, 423225, 423226, 423227, 423235, 423240, 423245, 423250, 423265, 423266, 423270,423275, 423276, 423277, 423280, 423285, 423290, 423295	423220, 423225, 423226, 423227, 423235, 423240, 423245, 423250, 423265, 423266, 423270,423275, 423276, 423277, 423280, 423285, 423290, 423295
	FY16	FY17	FY18	FY19	FY20*
JULY 2015	\$64,094.66	JULY 2016 \$50,667.34	JULY 2017 \$54,003.77	JULY 2018 \$63,222.92	JULY 2019 \$69,812.42
AUGUST	\$58,749.76	AUGUST \$61,344.19	AUGUST \$61,112.19	AUGUST \$66,674.76	AUGUST \$63,009.06
SEPTEMBER	\$55,809.42	SEPTEMBER \$50,830.99	SEPTEMBER \$55,629.78	SEPTEMBER \$53,961.02	SEPTEMBER \$60,631.88
OCTOBER	\$61,535.29	OCTOBER \$62,225.28	OCTOBER \$51,914.25	OCTOBER \$65,586.90	OCTOBER \$64,891.69
NOVEMBER	\$49,936.99	NOVEMBER \$50,881.23	NOVEMBER \$62,836.07	NOVEMBER \$68,857.41	NOVEMBER \$69,379.37
DECEMBER	\$50,918.32	DECEMBER \$38,108.86	DECEMBER \$46,604.28	DECEMBER \$46,482.26	DECEMBER \$51,860.50
JANUARY	\$47,964.92	JANUARY \$47,280.92	JANUARY \$35,145.28	JANUARY \$50,184.42	JANUARY
FEBRUARY	\$49,343.49	FEBRUARY \$34,550.25	FEBRUARY \$65,329.44	FEBRUARY \$55,630.69	FEBRUARY
MARCH	\$51,078.12	MARCH \$59,385.45	MARCH \$65,527.70	MARCH \$64,794.10	MARCH
APRIL	\$51,021.54	APRIL \$52,563.25	APRIL \$51,080.85	APRIL \$62,584.11	APRIL
MAY	\$67,963.90	MAY \$52,878.35	MAY \$68,547.60	MAY \$73,683.32	MAY
JUNE	<u>\$60,997.93</u>	JUNE <u>\$59,343.56</u>	JUNE <u>\$65,115.00</u>	JUNE <u>\$63,400.58</u>	JUNE
	\$669,414.34	\$620,059.67	\$682,846.21	\$735,062.49	\$379,584.92
1st quarter avg	\$59,551.28	\$54,280.84	\$56,915.25	\$61,286.23	\$64,484.45
2nd quarter avg	\$54,130.20	\$50,405.12	\$53,784.87	\$60,308.86	\$62,043.85
3rd quarter avg	\$49,462.18	\$47,072.21	\$55,334.14	\$56,869.74	\$0.00
4th quarter avg	\$59,994.46	\$54,928.39	\$61,581.15	\$66,556.00	\$0.00
Passport Parking System implemented February 2017 (included in totals above)		\$12,553.75	\$187,170.95	\$262,148.89	\$191,235.80

* Cale revenue ceased at the end of June 2019 with loading machine failure



J. Raymond Miyares Thomas J. Harrington Christopher H. Heep Donna M. Brewer Jennie M. Merrill
Rebekah Lacey Bryan Bertram Ivria Glass Fried Alexandra B. Rubin Katherine E. Stock Ethan B. Dively

January 14, 2020

Via first class mail and e-mail (jaden@jadencrawford.com)

Jaden Crawford
15 Rice Street
Wellesley, MA 02481

Re: Response to OML Complaint

Dear Mr. Crawford:

On December 19, 2019, you filed three complaints against the Playing Fields Task Force (PFTF) in which you allege that it violated the *Open Meeting Law*, G.L. c. 30A, §§ 18-25 (OML), on various dates in September and October of 2019. The first alleged violation is in relation to the PFTF's meeting of September 13, 2019. Your complaint relates to the meeting minutes, which you allege inadequately summarize the meeting's discussion. Next, you allege that the meeting minutes for the October 11, 2019 meeting did not include details of a discussion that you had with the representative for the Department of Public Works (DPW) who serves on the PFTF, a discussion that you claim must be included in the minutes in order to comply with the OML. Finally, you complain that meeting minutes for the PFTF Lights Subcommittee meeting, which occurred on October 25, 2019, have not been posted or otherwise made available to the public on the Town's website. You allege that each of these violations is intentional, and outline a broad range of suggested remediation, including replacement of PFTF members responsible for the violations.

The PFTF and PFTF Lights Subcommittee requested from the Attorney General an extension to respond to your complaints until January 15, 2020. That request was granted by the Division of Open Government on January 2, 2020.

RESPONSE

G.L. c. 30A, § 23(b) requires that the complainant file a written complaint with the public body within 30 days of the date of the alleged violation. The meeting minutes of the September 13 meeting were approved during an open session meeting of the PFTF on October 11. *See* the attached October 11, 2019, meeting minutes. The meeting minutes for the October 11 meeting were approved during an open session meeting of the PFTF on November 8, 2019. *See* the attached November 8, 2019, meeting minutes. Thus, your complaint regarding the adequacy of the September 13 minutes was due no later than November 12, 2019 (November 10 and November 11 being a Sunday and holiday, respectively), and the complaint regarding the adequacy of the October

J. Crawford
January 14, 2020

11 minutes was due no later than December 9, 2019 (December 8 being a Sunday).¹ See OML 2018-125; see also OML Declination Letter Aug. 22, 2011 (declining to review a complaint filed 31 days after the alleged violation). Your complaints regarding these minutes are untimely.

You acknowledge the time limitation for filing a complaint but justify your delay by claiming that the OML violations were not “knowable” to you until you “became aware of the Open Meetings Law on 11/21/2019.” Ignorance of the law is no excuse. In general, a law is knowable because it is publicly available. The OML may have been *unknown* to you, but it was not *unknowable*.

As for the minutes for the PFTF Lights Subcommittee meeting which occurred on October 25, 2019, the law requires that minutes be approved in a timely manner. G.L. c. 30A, § 22(c). Timely manner means “within the next three public body meetings or within 30 days, whichever is later . . .” 940 CMR 29.11(2). The PFTF Lights Subcommittee met for the first time after the October 25, 2019 meeting on January 10, 2020. The minutes of the October 25, 2019, meeting were approved by the subcommittee at that meeting. A copy of the minutes is attached.

Sincerely,



Donna M. Brewer

cc: Attorney General - Division of Open Government (with copy of the complaints)
K.C. Kato
T. Harrington

¹ The minutes pertain to open sessions of the PFTF. Complaints alleging violations that take place during an open session can reasonable be discoverable at the time they occur. OML 2012-52.

PLAYING FIELDS TASK FORCE

MINUTES

October 11, 2019

7:45 am at Warren Building

Attending:

Jaden Crawford - Resident, Jerry Nigro – Lacrosse, Jim Miller – Lights Sub Comm, Jeff Wechsler – DPW, Dave Hickey – DPW, Dave Cohen – DPW, Ansley Martin – WUSC, Brian Cullinan – WYF, Tripp Sheehan – Community Rep, Linda Chow – School, Rick Kinney – WLL, Beth Sullivan Woods – BOS, Laurance Stuntz – Recreation, Kelly Uller – Wellesley Scoops, Ann Williams – WLL, Matt Chin – Recreation; John Brown - Athletics; Courtney Albin - Athletics; Jay Russell - Adult Softball; Mike Quinn - DPW; Mary Scanlon - Advisory; Katie Griffith – NRC;

Town Clerk: swearing in of PFTF members

Approve Minutes from September 13, 2019:

Motion: To accept the minutes from **September 13, 2019 by** Ainsley Martin as amended:

Under General Fields discussion: Ansley Martin informed PFTF that Tim Mason of Precision Sports Video Analysis had held a 3-day high school girl's clinic without proper authorization or fee payment

Seconded: Tripp Sheehan

Vote: All Task Force members in attendance in favor

Field Applications:

John Brown gives overview of a possible Spring 2020 MIAA individual tennis tournament.

Projects update

- Softball Project - Dave Hickey informed PFTF that the project is under a modified contract and contractor is looking for substantial completion by November.
- Practice Wall Project – Linda Chow informed PFTF that at the 9/17/19 School Committee meeting that no vote was taken on the two locations (#1 & #3) for the practice wall was as their needed to be more information from neighbors, FMD & Police. More outreach will be conducted and location #2 is going to be considered again.
- HHU/Update from SBC: Internal swing space for Hunnewell was voted and accepted and will move forward to STM.

Stadium Sound System Use Policy Discussion: A phone number/email contact line will be added to the NRC sound policy.

Earth Networks: Weather Monitoring & Alerting: Tabled.

Synthetic Turf Maintenance: Jerry Nigro inquired about being able to plow snow off Sprague turf. Mike Quinn will follow up with manufacturer.

EEE: Recommendation of BOH to suspend outdoor activities after 6 pm.

General Fields Discussion: Dave Hickey informed PFTF, that Sprague tennis courts are close to completion. However curing times and painting may be suspended due to weather, until spring.

Citizens Speak: None.

Motion: To adjourn by Jerry Nigro

Seconded: Brian Cullinan

Vote: All Task Force members in attendance in favor

NEXT MEETING: November 8, 2019 – 7:45 am at the Warren Building.

PLAYING FIELDS TASK FORCE

MINUTES

November 8, 2019

7:45 am at Warren Building

Attending:

Jerry Nigro – Lacrosse, Jim Miller – Lights Sub Comm, Jeff Wechsler – DPW, Dave Hickey – DPW, Dave Cohen – DPW, Matt Comella – WYF, Rick Kinney – WLL, Beth Sullivan Woods – BOS, Laurance Stuntz – Recreation, Matt Chin – Recreation; Katie Griffith – NRC

Approve Minutes from October 11, 2019:

Motion: To accept the minutes from **October 11, 2019** by Jerry Nigro
Seconded: Beth Sullivan Woods
Vote: All Task Force members in attendance in favor

Field Applications:

None

Lights Subcommittee Draft: Discussion of draft and feedback

Motion: To accept Lights Subcommittee report and authorize the PFTF Chairman to make appropriate edits and changes to report. By Jerry Nigro.
Seconded: Jeff Wechsler
Vote: All Task Force members in attendance in favor

General Fields Discussion: Beth Sullivan Woods informed PFTF, that herself, Jerry Nigro, Dave Cohen & Dave Hickey met with Sprague field neighbors to discuss practice wall location. Neighbors feel the least impactful location is behind the FMD building. School Department has not made a decision and is still looking for additional input.

Citizens Speak: None.

Motion: To adjourn by Jerry Nigro
Seconded: Jeff Wechsler
Vote: All Task Force members in attendance in favor

NEXT MEETING: December 13, 2019 – 7:45 am at the Warren Building.

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

Friday, October 25 2019
8:30-10 a.m.

Attending:

Jerry Nigro, Katie Griffith, Laurance Stuntz, Jim Miller, Ellen Korpi, Mary Scanlon, Courtney Albin, John Brown & Matt Chin

1. Call to Order and Welcome

2. Review Lights Subcommittee Draft Report

-Athletics will put together a scheduling program of practices and games.

-NRC will add an email & phone # contact to document and concerns/complaints

-Ellen Korpi inquired about making the language regarding adding additional lights to Hunnewell complex more explicit. Also how many days the Stadium field will be used?

John Brown estimated 1 or 2 nights per team per season plus tournaments and then six-night football games.

Laurance Stuntz would like to see the sound policy tightened up as it relates HS practice, games and youth practices/games.

Ellen would like the committee to speak with DPW to have a trash and maintenance plan and discuss additional costs (if any).

Katie Griffith wants to add a one-year review to get feedback on the use and sound and get feedback on those issues. There will be a November 21, 2019 NRC meeting that will discuss draft.

Courtney Albin & John Brown will send over any corrections

- 3. General Discussion:** Laurance recapped neighbors meeting on October 1, 2019. Neighbor concerns 1) additional noise 2) A “slippery slope” that once stadium lights are added, additional Hunnewell field complex lights will be added at a later time.

4. Citizens Speak - none

5. Adjourn

Motion: To adjourn by Jerry Nigro

Seconded: Katie Griffith

Vote: All in favor.



OPEN MEETING LAW COMPLAINT FORM

Office of the Attorney General

One Ashburton Place

Boston, MA 02108

Please note that all fields are required unless otherwise noted.

Your Contact Information:

First Name: Jaden Last Name: Crawford

Address: 15 Rice Street

City: Wellesley State: MA Zip Code: 02481

Phone Number: 617.872.6568 Ext. _____

Email: jaden@jadencrawford.com

Organization or Media Affiliation (if any): _____

Are you filing the complaint in your capacity as an individual, representative of an organization, or media?

(For statistical purposes only)

Individual Organization Media

Public Body that is the subject of this complaint:

City/Town County Regional/District State

Name of Public Body (including city/town, county or region, if applicable): Playing Fields Task Force (PFTF)

Specific person(s), if any, you allege committed the violation: _____

Date of alleged violation: date of meeting 9/13/2019 *However, the date of violation would be the date the minutes were posted, but the date listed as the posting date is prior to the date of the meeting*

Description of alleged violation:

Describe the alleged violation that this complaint is about. If you believe the alleged violation was intentional, please say so and include the reasons supporting your belief.

Note: This text field has a maximum of 3000 characters.

I became aware of the Open Meetings Law on 11/21/2019. Upon becoming aware, I reviewed my notes from PFTF meetings which I attended, and compared them to the filed PFTF meeting minutes. Violations of Open Meetings Law were not knowable to me until I was aware of the law, so I believe I have standing to file this complaint and the town has an obligation to address it. Given the 3000 character limitation of this form, I will file each of the violations I allege in separate complaints.

Violation 1:

I attended a PFTF meeting on 9/13/2019. I arrived late and missed the introductions. I don't believe I was recognized by any of the speakers referenced below. In that meeting, there was a great deal of discussion about the bids that the NRC received for work to be done for the Lee Field project, and about how to proceed with the project despite insufficient approved funding.

The posted meeting minutes from that specific discussion said (as of 9/21):

"Softball Project – Four bids received ranging from \$1.1 - \$1.9 million. Weston & Sampson had concerns with lowest bidder and their references and relevant job work."

That is all the minutes state for this 10+ minute conversation. Here is a summary of what my contemporaneous notes say about that specific discussion:

There were 4 bidders. Bids ranged from \$1.2M to \$1.9M. There are reference concerns about the low bidder & the next bid is \$1.3M, but there is only \$1M in approved funding. The project described, and was approved, for 2 phases but there is not enough funding to cover them both.

PFTF and NRC are looking into just doing the first phase and declaring the second phase as "subject to funding."

NRC willing to help find funding.

CPC (Community Preservation Committee) will try to provide \$200k to \$300k. [Person giving the update] implored attendees not to tell anyone about the CPC money because the CPC would probably back out if it got back to them that the PFTF had told people at this stage.

PFTF discussed possibility of using a water quality grant to pay for phase 2.

Private funding stands at \$250k for the approved \$1MM. NRC will try to bump that up.

I believe this violation was intentional because 1) The PFTF *specifically* asked for secrecy regarding portions of the discussion during the meeting, and 2) Such omissions are commonplace in PFTF documentation regarding input from abutters of the Hunnewell Fields complex when the PFTF seeks to further develop it.

What action do you want the public body to take in response to your complaint?

Note: This text field has a maximum of 500 characters.

I want the Town to:

- 1) Require the PFTF to amend the minutes of this meeting to include accurate summaries of the discussions that actually occurred during this meeting.
- 2) Include in those amendments acknowledgments that the minutes omitted meaningful discussion that a reasonable Town Citizen should expect to be represented in such minutes
- 3) Conduct or commission an impartial review of the PFTF minutes, practices, and related complaints/concerns that neighbors of Hunnewell Fields have submitted to the PFTF and the NRC related to that property over the past 12 months, at a minimum. This review should be completed by parties who have not been part of the PFTF, which would exclude current Town Counsel, who was the former Chair.
- 3) Prohibit the NRC, whose Chair is the Vice Chair of the PFTF, from approving any recommendations from the PFTF, until such review has been completed and the outcome of which indicates that such approval of current PFTF recommendations would, in fact, be appropriate.
- 4) If the PFTF is found to have violated Open Meetings laws, disclose those findings to the public, replace PFTF members responsible for violations, and create specific requirements for meeting minutes
- 5) Clearly define and elaborate to the public who the PFTF is accountable to. Even though the NRC Chair is the Vice Chair of the PFTF, the NRC repeatedly claims that the PFTF is an independent body and the NRC has no oversight responsibility. This makes no sense given that the PFTF, Vice Chaired by the NRC Chair, makes recommendations to the NRC, which the NRC approves (in many cases with no other Town body having any jurisdiction, as is the case with the Hunnewell Field complex)

Review, sign, and submit your complaint

I. Disclosure of Your Complaint.

Public Record. Under most circumstances, your complaint, and any documents submitted with your complaint, is considered a public record and will be available to any member of the public upon request.

Publication to Website. As part of the Open Data Initiative, the AGO will publish to its website certain information regarding your complaint, including your name and the name of the public body. The AGO will not publish your contact information.

II. Consulting With a Private Attorney.

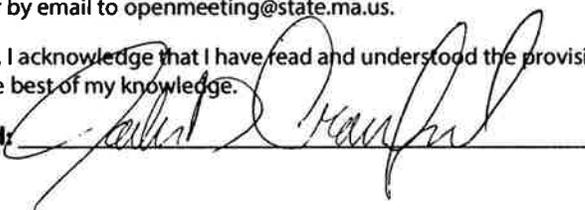
The AGO cannot give you legal advice and is not able to be your private attorney, but represents the public interest. If you have any questions concerning your individual legal rights or responsibilities you should contact a private attorney.

III. Submit Your Complaint to the Public Body.

The complaint must be filed first with the public body. If you have any questions, please contact the Division of Open Government by calling (617) 963-2540 or by email to openmeeting@state.ma.us.

By signing below, I acknowledge that I have read and understood the provisions above and certify that the information I have provided is true and correct to the best of my knowledge.

Signed: _____



Date: 12/19/2019

For Use By Public Body
Date Received by Public Body:

For Use By AGO
Date Received by AGO:



OPEN MEETING LAW COMPLAINT FORM

Office of the Attorney General
One Ashburton Place
Boston, MA 02108

Please note that all fields are required unless otherwise noted.

Your Contact Information:

First Name: Jaden Last Name: Crawford

Address: 15 Rice Street

City: Wellesley State: MA Zip Code: 02481

Phone Number: 617.872.6568 Ext. _____

Email: jaden@jadencrawford.com

Organization or Media Affiliation (if any): _____

Are you filing the complaint in your capacity as an individual, representative of an organization, or media?

(For statistical purposes only)

Individual Organization Media

Public Body that is the subject of this complaint:

City/Town County Regional/District State

Name of Public Body (including city/town, county or region, if applicable): Playing Fields Task Force (PFTF)

Specific person(s), if any, you allege committed the violation: _____

Date of alleged violation: _____ Meeting Date 10/11/2019

Description of alleged violation:

Describe the alleged violation that this complaint is about. If you believe the alleged violation was intentional, please say so and include the reasons supporting your belief.

Note: This text field has a maximum of 3000 characters.

I became aware of the Open Meetings Law on 11/21/2019. Upon becoming aware, I reviewed my notes from PPTF meetings which I attended, and compared them to the filed PPTF meeting minutes. Violations of Open Meeting Law were not knowable to me until I was aware of the law, so I believe I have standing to file this complaint and the town has an obligation to address it. Given the 3000 character limitation of this form, I will file each of the violations I allege in separate complaints.

Background for Violation 2: I attended a PPTF meeting on 9/13/2019. I arrived late and missed the introductions. I don't believe I was recognized by any of the speakers referenced below. In that meeting, there was a great deal of discussion about the bids that the NRC received for work to be done for the Lee Field project, and about how to proceed with the project despite insufficient approved funding. I am filing a concurrent complaint (Violation 1) alleging violations pertaining to that meeting and the minutes associated with it. In that complaint, I describe how the PPTF had a lengthy discussion about how to move forward with the Lee Field project despite all bids coming in above approved funding including use of potential grants meant for other purposes, and via funding from other Town bodies that the PPTF members approached regarding the issue. Then, asked meeting attendees to keep parts of the discussion secret, and did not include any part of said discussions in the meeting minutes as required by Open Meeting Law, Chapter 30A of the Massachusetts General Laws, Sections 18-25.

Violation 2:

I attended the next PPTF meeting on 10/11/2019. When discussion of the scope and funding for the Lee Field project again came up, I asked the PPTF to explain what process was for declaring a different project scope and funding source, as they had just done and described in the last meeting. The general project approval process was explained to me by the PPTF's DPW representative who went on to explain that once a project is approved, the Town/NRC/PPTF neither have, nor need, a process for changing scope or funding sources. They just do it. This was not represented in the meeting minutes, and there is no indication in those minutes that a citizen had anything to say. This is CLEARLY the kind of discussion that would be relevant to meeting minutes as required by Open Meeting Law.

I believe this was intentional since the Chair of the PPTF has said on more than one occasion that citizens need not wait to speak until the citizen speak portion of the agenda. As such, a reasonable person, speaking as a citizen during the meeting, should be able to assume that their initiated discussion would be represented in the record of the meeting regardless of whether that discussion took place at a specific point in the agenda. I also believe that the PPTF's request for secrecy regarding certain aspects of the conversation in Violation 1, which also never made it to the meeting minutes, would have made publishing minutes summarizing follow on to the Violation 1 conversation problematic. Further, I believe that the PPTF has demonstrated a history of marginalizing or omitting relevant details of citizen participation when that participation is in opposition to their desired outcomes.

What action do you want the public body to take in response to your complaint?

Note: This text field has a maximum of 500 characters.

I want the Town to:

- 1) Require the PPTF to amend the minutes of this meeting to include accurate summaries of the discussions that actually occurred during this meeting.
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- 3) Prohibit the NRC, whose Chair is the Vice Chair of the PPTF, from approving any recommendations from the PPTF, until such review has been completed and the outcome of which indicates that such approval of current PPTF recommendations would, in fact, be appropriate.
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- 5) Clearly define and elaborate to the public who the PPTF is accountable to. Even though the NRC Chair is the Vice Chair of the PPTF, the NRC repeatedly claims that the PPTF is an independent body and the NRC has no oversight responsibility. This makes no sense given that the PPTF, Vice Chaired by the NRC Chair, makes recommendations to the NRC, which the NRC approves (in many cases with no other Town body having any jurisdiction, as is the case with the Hunnewell Field complex)

Review, sign, and submit your complaint

I. Disclosure of Your Complaint.

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By signing below, I acknowledge that I have read and understood the provisions above and certify that the information I have provided is true and correct to the best of my knowledge.

Signed: _____

Date: 12/19/2019

For Use By Public Body
Date Received by Public Body:

For Use By AGO
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Email: jaden@jadencrawford.com

Organization or Media Affiliation (if any): _____

Are you filing the complaint in your capacity as an individual, representative of an organization, or media?

(For statistical purposes only)

Individual Organization Media

Public Body that is the subject of this complaint:

City/Town County Regional/District State

Name of Public Body (including city/town, county or region, if applicable): Playing Fields Task Force (PFTF)

Specific person(s), if any, you allege committed the violation: _____

Date of alleged violation: Ongoing
MEETING DATE 10/25/2017

Description of alleged violation:

Describe the alleged violation that this complaint is about. If you believe the alleged violation was intentional, please say so and include the reasons supporting your belief.

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I became aware of the Open Meetings Law on 11/21/2019. Upon becoming aware, I reviewed my notes from PFTF meetings which I attended, and compared them to the filed PFTF meeting minutes. Violations of ~~the~~ Open Meetings Law were not knowable to me until I was aware of the law, so I believe I have standing to file this complaint and the town has an obligation to address it. Given the 3000 character limitation of this form, I will file each of the violations I allege in separate complaints.

Violation 3:

On October 25, 2019 The PFTF held a Lights Subcommittee Meeting, specifically to hear and document the concerns and issues of neighbors and abutters of the Hunnewell Field complex. At least one member of the PFTF (I believe the Chair) asked participants if he could record the conversation. Participants agreed. The Vice Chair of the PFTF, who is the Chair of the NRC, also claimed to have taken copious notes detailing the participants concerns about lights, and concerns and complaints about the behavior of the PFTF and the NRC regarding their handling of stakeholder engagement in the past several, and current, proposed projects at the Hunnewell Field complex.

Despite having recorded the meeting and taken copious notes, there are to this day, absolutely no meeting minutes posted, or available to the public regarding that meeting or any of the discussion that took place during the meeting. The PFTF has subsequently continued to downplay or outright omitted neighbor/abutter viewpoints and concerns in requests submitted to the NRC.

I believe this omission is intentional as it is one of the few PFTF meetings for which there are no meeting minutes and are entirely consistent with the omissions outlined in my concurrently filed complains, Violation 1, and violation 2. I believe these omissions are intended to ensure passage of the PFTF recommendations, and stifle public debate.

What action do you want the public body to take in response to your complaint?

Note: This text field has a maximum of 500 characters.

I want the Town to:

- 1) Require the PFTF to post the minutes of this meeting to include detailed information regarding abutter and neighbor comments, and any ~~existing~~ recordings of that meeting ^{existing}
- 2) include in that posting acknowledgments that the minutes were not posted, in violation of Open Meeting Law
- 3) Conduct or commission an impartial review of the PFTF minutes, practices, and related complaints/concerns that neighbors of Hunnewell Fields have submitted to the PFTF and the NRC related to that property over the past 12 months, at a minimum. This review should be completed by parties who have not been part of the PFTF, which would exclude current Town Counsel, who was the former Chair.
- 3) Prohibit the NRC, whose Chair is the Vice Chair of the PFTF, from approving any recommendations from the PFTF, until such review has been completed and the outcome of which indicates that such approval of current PFTF recommendations would, in fact, be appropriate.
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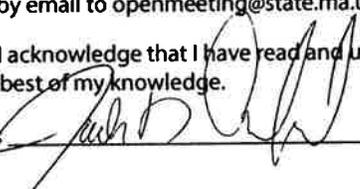
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The AGO cannot give you legal advice and is not able to be your private attorney, but represents the public interest. If you have any questions concerning your individual legal rights or responsibilities you should contact a private attorney.

III. Submit Your Complaint to the Public Body.

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By signing below, I acknowledge that I have read and understood the provisions above and certify that the information I have provided is true and correct to the best of my knowledge.

Signed: 

Date: 12/19/2019

For Use By Public Body

Date Received by Public Body:

For Use By AGO

Date Received by AGO:

TOWN OF WELLESLEY



RECREATION DEPARTMENT

WARREN BUILDING
90 WASHINGTON STREET
WELLESLEY, MASSACHUSETTS 02481

DIRECTOR
MATTHEW G. CHIN

TELEPHONE: 781-235-2370
FAX: 781-237-3558
WWW.WELLESLEYMA.GOV/RECREATION

DEPUTY DIRECTOR
BRANDON G. FITTS

January 7, 2020

**Board of Selectmen
Town Hall
525 Washington Street
Wellesley, MA 02482**

To the Wellesley Board of Selectmen,

On behalf of the Recreation Commission, we ask the Wellesley Board of Selectmen to accept two donations received from:

Dr. Matthew R. Fantasia, in the amount of \$50

Drs. Ali & Ali, Wellesley Dental Group, in the amount of \$50

The checks have been deposited and a thank you letter has been sent to each donor. These donations are for the **SUMMERTIME 2020 Special Events**.

Thank you in advance for your assistance.

Matthew G. Chin
Director of Recreation

MC/kb

TOWN OF WELLESLEY



RECREATION DEPARTMENT

WARREN BUILDING
90 WASHINGTON STREET
WELLESLEY, MASSACHUSETTS 02481

DIRECTOR
MATTHEW G. CHIN

TELEPHONE: 781-235-2370
FAX: 781-237-3558
WWW.WELLESLEYMA.GOV/RECREATION

DEPUTY DIRECTOR
BRANDON G. FITTS

January 14, 2020

**Board of Selectmen
Town Hall
525 Washington Street
Wellesley, MA 02482**

To the Wellesley Board of Selectmen,

On behalf of the Recreation Commission, we ask the Wellesley Board of Selectmen to accept the donations received from *The Cottage* in the amount of **\$1,200.00**

The check has been deposited and a thank you letter has been sent. These donation is for the **SUMMERTIME 2020 Concerts & Special Events.**

Thank you in advance for your assistance.

A handwritten signature in black ink, appearing to read "Matthew G. Chin".

Matthew G. Chin
Director of Recreation

MC/kb



J. Raymond Miyares Thomas J. Harrington Christopher H. Heep Donna M. Brewer Jennie M. Merrill
Rebekah Lacey Bryan Bertram Ivria Glass Fried Alexandra B. Rubin Katherine E. Stock Ethan B. Dively

January 14, 2020

Clerk, Civil Business
Middlesex County Superior Court
200 Trade Center
2nd Floor
Woburn, MA 01801

Re: U.S. Pavement Services, Inc. v. Town of Wellesley, No. 1881CV01372

To the Clerk:

Enclosed for filing is the parties' Stipulation of Dismissal.

Very truly yours,

A handwritten signature in blue ink that reads 'Donna M. Brewer'.

Donna M. Brewer

Enc.

cc: Paul Thomas Sheils, Esq.
Meghan Jop

COMMONWEALTH OF MASSACHUSETTS

MIDDLESEX, ss.

SUPERIOR COURT DEPT.
CIVIL ACTION NO. 1881CV01372

_____))
 U.S. PAVEMENT SERVICES, INC.))
 Plaintiff/Counterclaim))
 Defendant,))
 v.))
 TOWN OF WELLESLEY,))
 Defendant/Counterclaim))
 Plaintiff.))
 _____)

STIPULATION OF DISMISSAL

The parties hereby stipulate and agree that all claims and counterclaims in the above matter are dismissed with prejudice and without costs or fees, with all parties waiving all rights of appeal.

Dated: January 14, 2020

Respectfully submitted,

PLAINTIFF/COUNTERCLAIM
DEFENDANT
U.S. PAVEMENT SERVICES,
INC.

DEFENDANT/COUNTERCLAIM PLAINTIFF
TOWN OF WELLESLEY

By its attorney,

By its attorneys,

Paul T. Sheils by DMB
 Paul T. Sheils, BBO #457240
 10 Tremont St., Suite 300
 Boston, MA 02108
 (617) 973-0600
 PTSheils@aol.com

Donna M. Brewer
 Thomas J. Harrington, BBO #556741
 Donna M. Brewer, BBO#545254
 MIYARES AND HARRINGTON LLP
 40 Grove Street, Suite 190
 Wellesley, MA 02482
 (617) 489-1600
 tom@miyares-harrington.com
 dbrewer@miyares-harrington.com

CERTIFICATE OF SERVICE

I hereby certify that a true copy of the above document was served upon the counsel of record for the plaintiff by mail on January 14, 2020.

Donna M. Brewer
 Donna M. Brewer



TOWN OF WELLESLEY POLICE DEPARTMENT

WELLESLEY, MA 02482
Telephone 781-235-1212

JACK PILECKI
Chief of Police

MEMORANDUM

TO: OFFICER JANET POPOVSKI
FROM: JACK PILECKI
CHIEF OF POLICE
SUBJECT: COMMENDATION FROM SUSAN KAGAN LANGE
DATE: JANUARY 14, 2020

I was pleased to see a copy of a letter which was sent to me by Susan Lange. She wanted share her appreciation for the assistance you provided to her husband when he went to retrieve his iPhone could not get up off of the floor. She was amazed at the quick response of both the Police as well as the Fire Department.

She went on to say her husband was lifted quickly, comfortably and safely off the floor and into a chair and how grateful they were.

The comments of Ms. Lange are indicative of the level of professional services provided by the Wellesley Police Department and it is a reflection of your personal commitment.

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

AUTHORIZED:

JACK PILECKI
CHIEF OF POLICE

cc: Board of Selectmen
Bulletin Board
Personnel File

Susan Kagan Lange
24 Cornell Road
Wellesley, MA 02482
suze1063@aol.com

January 8, 2020

Chief Jack Pilecki
Chief Rick DeLorie
Wellesley, MA 02482

Dear Chief Pilecki and Chief DeLorie:

Several days ago at the end of 2019, my husband dropped his iPhone under our bed by accident. He got down on the floor to retrieve it and then found that his knees - which are soon to be scheduled for replacement - would not support his getting up off the floor on his own steam.

Knowing that I could never support my husband by myself, I called our son-in-law who lives a few doors down from us. He is a physician and early in his training learned about lifting people. He quickly determined that he and I were not sufficient for lifting my husband safely. We did not want to bother the police and firefighters in town, but we decided we had no choice but to call on trained personnel.

After placing the phone call, we hardly had time to turn around when the fire truck appeared on our street, followed soon after by the police car and ambulance. We welcomed a police woman and several firefighters into our home. Within seconds, the situation was assessed, and my husband was lifted quickly, comfortably, and safely off the floor and into a chair, and all was well again. We were so grateful.

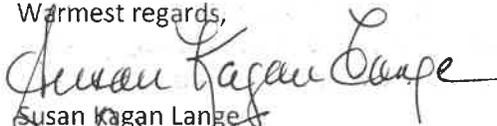
In my role as Chair of the Wellesley Council on Aging several years ago, I learned that we in Wellesley are blessed with a thoroughly professional and knowledgeable team of experts on the police force and fire department. On the few occasions when we have had to call on you, we have been not only impressed with your expertise but also touched by your compassion.

We do not have the names of those who helped us but perhaps you know who they are. We hope you will pass this letter along to them - and to their colleagues - for we are grateful every day for each and every one of you who keep our community safe with your signature intelligence and kindness.

Thank you so much for everything.

We wish you a very healthy, safe, and joyous New Year.

Warmest regards,


Susan Kagan Lange

Susan Kagan Lange

Julian E. Lange

