

TOWN OF WELLESLEY



MASSACHUSETTS

## BOARD OF SELECTMEN

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

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

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MEGHAN C. JOP  
EXECUTIVE DIRECTOR OF GENERAL GOVERNMENT

### SELECTMEN'S MEETING

#### TENTATIVE AGENDA

Juliani Room, Town Hall

7:00 pm Monday, February 3, 2020

1. 7:00 Call to Order
2. 7:01 Citizen Speak
3. 7:03 Announcements
4. 7:05 Discuss and Appoint COA Member
5. 7:15 Discuss Budget and Budget Book
6. 7:45 Discuss and Vote Verizon Petition
7. 7:55 Presentation of Citizen Petition on Sustainability
8. 8:15 Executive Director's Update
  - Discuss and Vote Minutes
  - Discuss and Approve Gifts
  - Discuss and Approve One Day Licenses for Babson College
9. 8:25 Annual Town Meeting Preparation
10. 8:35 Liaison Updates
11. 8:45 New Business and Other Correspondence
12. 8:50 Executive Session under M.G.L. c. 30A, §21(A), exemption #3 to discuss strategy with respect to collective bargaining with all municipal union and under M.G.L. c. 30A, §21(A), exemption #2 – to discuss strategy with respect to contract negotiations with nonunion personnel (Police Chief Jack Pilecki)

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

Next Meeting Dates: Wednesday, February 5, 7:00 pm – Complete Streets Meeting  
Thursday, February 6, 5:30 pm – Joint Meeting with SBC  
Monday, February 10, 7:00 pm



**Board of Selectmen Calendar – FY20**

<b>Date</b>	<b>Selectmen Meeting Items</b>	<b>Other Meeting Items</b>
		<b>ATM: PUBLIC ZONING HEARING</b> Complete Streets Meeting 2/5 @ Kingsbury  Joint Meeting with SBC 2/6 @ 5:30 in Great Hall
2/10/20 Monday	<b>Meeting</b> Set Pricing for Public EV Charger – Waban Lot ATM Zoning Update – Planning Board  Liaison Update Tom Approve mins: 1/21 1/27	Selectmen’s Office Hours 2/11 @ 9 am Beth
2/17/20 Monday	<b>TOWN HALL CLOSED</b> <b>Presidents’ Day</b>	
2/24/20 Monday	<b>Meeting</b> Liaison Update Beth PD – Chief – Traffic Box painting project update (20mins 1 <sup>st</sup> please) HR to present HR Policies	Selectmen’s Office Hours 2/27 @10 am Tom
3/4/20 Wednesday	<b>Meeting</b> Liaison Update Lise	<b>March 2 – Wellesley Club</b> <b>March 3- Presidential Primary</b>
3/9/20 Monday	<b>Meeting</b> Liaison Update Marjorie	Selectmen’s Office Hours 3/10 @ 9 am Marjorie
3/16/20 Monday	<b>Meeting</b> Liaison Update Tom	<b>March 17 – Town Election</b>
3/23/20 Monday	<b>Meeting</b> Liaison Update Jack	Selectmen’s Office Hours 3/26 @ 10 am Beth
3/30/20 Monday	<b>ATM</b>	
3/31/20 Tuesday	<b>ATM</b>	
4/6/20 Monday	<b>ATM</b> Arbor Day 2020 proclamation	
4/7/20 Tuesday	<b>ATM</b>	
4/13/20 Monday	<b>ATM</b>	
4/14/20 Tuesday	<b>ATM</b>	
4/20/20 Monday	<b>Patriot’s Day – Town Hall Closed</b>	
4/21-4/24 Week	<b>School Vacation Week</b>	
4/27/20 Monday	<b>ATM?</b>	
4/28/20 Monday	<b>ATM?</b>	

1/31/2020

5/4/20 Monday	Historic District Commission appointment?	
5/11/20 Monday		
5/18 Monday	Public Hearing on Verizon Ascertainment?	
5/25 Monday	<b>Memorial Day – Town Hall Closed</b>	
6/1 Monday	<b>Meeting</b>	
6/8 Monday		
6/15 Monday	<b>Meeting</b>	
6/22 Monday		
6/29 Monday	<b>Meeting</b>	
7/3 Friday	<b>TOWN HALL CLOSED – JULY 4<sup>TH</sup> OBSERVED</b>	
7/7 Tuesday		
7/14 Tuesday		
7/21 Tuesday		
7/28 Tuesday		
8/4 Tuesday		
8/11 Tuesday		
8/18 Tuesday		
8/25 Tuesday		
9/1 Tuesday		
9/7 Monday	<b>TOWN HALL CLOSED – LABOR DAY</b>	
9/8 Tuesday		
9/14 Monday		

**Notes**

*Quarterly updates*

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

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MEGHAN C. JOP

EXECUTIVE DIRECTOR OF GENERAL GOVERNMENT SERVICES

**Monday, February 3, 2020**

Our meeting will begin on Monday 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 Appoint COA Board Member**

The COA continues to seek to find members for vacant positions. Currently the COA has two vacancies and is recommending Robert Ferrell be appointed to fill one of the vacant positions. Please find an email from Beth with a summary from Robert (Bob) Ferrell.

#### **MOTION:**

**MOVE to appoint Robert Ferrell to the Council on Aging for a term to expire on June 30, 2022.**



**From:** [Beth Sullivan Woods](#)  
**To:** [Marjorie Freiman](#)  
**Cc:** [Kathleen Vogel](#); [Jop, Meghan](#)  
**Subject:** COA board member  
**Date:** Friday, January 31, 2020 11:38:49 AM

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Good morning Marjorie. The COA Board would like to recommend appointment of Robert Farrell to fill an existing opening on the Board. I met with Bob along with the Chair and Vice Chair of the COA and the collective belief is that he will be a very strong addition to the Board. His professional background will enhance the expertise level on the COA Board and bring new insight into how to grow the organization and its service to our seniors. Below is a brief overview Bob prepared to introduce himself to our Board.

\*\*\*\*\*

Hello, I'm Bob Ferrell. I am a father of 2 wonderful daughters, granddad of 3 grandsons who keep me hopping, husband of Mimi, a ballet instructor, who has constantly reminded me in loving ways of all my foibles for 54 years during our journeys through graduate school, medical school and a career of many twists and turns in the field of psychiatry. We lived on the west coast during medical school training, only to rush back east to Boston after the earthquake in 1971, when I studied psychiatry at Massachusetts General Hospital. We missed the changes of season after those years in LA, if you can believe that after returning to the harsh winters in the 70's.

I am now spending 2 days a week in the Riverside Clinic serving every corner of the psychiatric field, and 2 days in a private practice of geriatric patients with several consultation hours at long term care facilities and organizational consulting. I love my patient contact and continue to learn from my patients how we all continue to grow despite the aging process.

Since my days at Bowdoin College where I studied philosophy and literature, I have maintained a passion for engaging in social justice activities. I started a newspaper in medical school and worked with community organizers to establish neighborhood clinics in East Harlem, as well as engaging in field work in the greater Los Angeles underserved communities while a medical student.

I spend many hours in a totally diversionary activity of singing with an all male chorus, Boston Saengerfest Chorus, also in an a capella group, Sound Investment, and in the church choir. The Saengerfest chorus has travelled all over the country and to England every few years for festivals of Welch choirs at Royal Albert Hall. Music has always been my preferred outlet to help me maintain my sanity. I also write poetry and pursue any chance I can to hike in the white mountains or ski or kayak. We may not hike as much now, but the brook path nearby has become our favorite escape from the routine.

I hope to bring my background serving the elderly for the past 20 years to add a dimension of concern and respect for the needs of the fastest growing segment of our society. The Board position will be a new challenge for me to share a perspective that brings people together from diverse backgrounds but with shared interests and aspirations.

Respectfully,

Robert ( Bob) Ferrell



##### **5. Discuss Budget and Budget Book**

Sheryl Strother, Finance Director, will be joining the Board to continue to discuss the status of the budget. Since last week, the School Department has not made any formal vote on reductions in the budget, although there was some discussion of reducing the budget by \$75,000. Under the attached budget proposal, we have reduced the budget to a deficit just over \$200,000 with pulling out of the North 40 from Capital and funding that with an article 7 transfer of FY20 funds from the Exec. Director Personal Services fund and from free cash. The health insurance numbers will be finalized February 27<sup>th</sup>, but we may have a more informed update from Marc Waldman the week prior (2/20).

Additionally, the initial format of the Budget Book is here for your review. We continue to have to adjust the write up, pending the closure of the budget and any modifications to departmental requests. You will see areas highlighted for verification and a few tables that remain outstanding. Comments are encouraged.



**2021 Budget**

	Fav/(Unfav)	
September - Guideline Meeting	\$ (457,152)	
Departmental Capital/Debt Reductions	\$ 616,447	*No School reductions
Health Insurance Under estimate	\$ 157,271	
Net revenue adjustments	\$ 28,394	
Town Departments under Guideline	\$ 138,614	
School over Guideline	\$ (303,034)	
School SPED needs	\$ (664,203)	** Separate Agreement
December Preliminary Rollup	<u>\$ (483,663)</u>	
Revised Town Departments	\$ (132,969)	Sum of Town departments in guideline
Traffic and Parking	\$ 36,085	
Net BOH Capital - late addition	\$ -	STM 2020 transfer to be proposed
Adjustments relating to MPP and Actual HR article	\$ 23,703	
One time transfer from Insurance Fund	\$ 150,000	will update with interest on 1/31/2020
Additional SEC Capital requested by BOS	\$ (55,300)	
Other Capital corrections	\$ 8,300	
North 40 Remediation added after rollup/ debt adjusted to policy	\$ 73,000	Need to get to policy
January 27, 2020 BOS	<u>\$ (380,844)</u>	
Add revenues - Governors budget	\$ 124,699	
Restore debt to amount needed/ remove N40	\$ 39,000	Need to get to policy
BOH review	\$ 3,703	
Additional transfer from insurance fund	\$ 8,120	
February 3rd, 2020 BOS	<u>\$ (205,322)</u>	



TOWN OF WELLESLEY- SOURCES AND USES OF FUNDS

Exhibit I

	<b>FY2020 Tax Rate</b>	<b>FY2021 Request</b>	<b>% Change</b>
<b>*** SOURCES OF FUNDS ***</b>			
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	10,885,003	1.59%
Local Revenue	11,352,725	12,990,000	14.42%
<b>Sub-Total (Tax &amp; Cur. Rev.)</b>	<b>156,075,796</b>	<b>163,033,712</b>	<b>4.46%</b>
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	1,224,100	20.51%
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	158,120	100.00%
Unencumbered/Transfers from other funds	154,145	120,801	100.00%
<b>Sub-Total (Available Funds)</b>	<b>18,305,567</b>	<b>15,509,350</b>	<b>-15.28%</b>
<b>TOTAL SOURCES OF FUNDS</b>	<b>174,381,363</b>	<b>178,543,062</b>	<b>2.39%</b>
<b>*** USE OF FUNDS ***</b>			
Personal Services (Non-School)			
Expenses (Non-School)	28,410,802	29,354,931	3.32%
Subtotal (Non-School)	39,069,488	40,321,532	3.20%
Personal Services (School)			
Expenses (School)	69,116,050	71,645,840	3.66%
Subtotal (School)	76,783,930	80,438,605	4.76%
<b>Sub-Total (Pers. Svcs.&amp; Exp)</b>	<b>115,853,418</b>	<b>120,760,137</b>	<b>4.24%</b>
Capital & Debt:			
Within Levy Limits			
Capital/Extraord./Special Items	5,893,417	6,027,237	2.27%
Debt Service	4,300,000	5,000,000	16.28%
<b>Sub-Total (Within Levy Limits)</b>	<b>10,193,417</b>	<b>11,027,237</b>	<b>8.18%</b>
Outside Levy Limits			
Debt Service	11,440,452	11,191,579	-2.18%
<b>SUB-TOTAL (CAPITAL &amp; DEBT)</b>	<b>21,633,869</b>	<b>22,218,816</b>	<b>2.70%</b>
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%
<b>Sub-Total (Shared Costs)</b>	<b>31,033,447</b>	<b>32,623,243</b>	<b>5.12%</b>
<b>SUB-TOTAL (OPERATIONS)</b>	<b>168,520,734</b>	<b>175,602,196</b>	<b>4.20%</b>
Special Items:			
Traffic & Parking Management	975,018	1,188,015	21.85%
Appropriated/Reserved CPA Surcharge	887,500	-	-100.00%
State & County Assessments	1,262,442	1,308,172	3.62%
Property Tax Abatements	750,000	650,000	-13.33%
Free cash	1,985,670	-	100.00%
<b>Sub-Total (Special Items)</b>	<b>5,860,630</b>	<b>3,146,187</b>	<b>-46.32%</b>
<b>TOTAL USE OF FUNDS</b>	<b>174,381,364</b>	<b>178,748,383</b>	<b>2.50%</b>
<b>TOTAL SOURCE OF FUNDS</b>	<b>174,381,363</b>	<b>178,543,062</b>	<b>2.39%</b>
<b>SURPLUS (DEFICIT)</b>	<b>(1)</b>	<b>(205,321)</b>	

**TOWN OF WELLESLEY - TOWN MEETING APPROVED ALLOCATION OF FUNDS**

<b>SOURCES OF FUNDS</b>	<b>FY20 SOURCES OF FUNDS</b>	<b>FY21 SOURCES OF FUNDS</b>	<b>CHANGE - FY20 to FY21</b>	
			<b>\$ Change</b>	<b>% Change</b>
<b>Real Estate &amp; Personal Property Tax</b>				
Within the Levy Limit	134,008,497	139,158,709	5,150,212	3.84%
Outside the Levy Limit	10,888,408	10,638,135	(250,273)	-2.30%
<b>Subtotal - Real Estate &amp; Personal Property Tax</b>	<b>144,896,905</b>	<b>149,796,844</b>	<b>4,899,939</b>	<b>3.38%</b>
<b>From the Commonwealth</b>				
Chapter 70 Aid	9,273,504	9,419,784	146,280	1.58%
Lottery Aid	1,375,608	1,414,125	38,517	2.80%
Other Aid	65,462	51,094	(14,368)	-21.95%
<b>Subtotal - From the Commonwealth</b>	<b>10,714,574</b>	<b>10,885,003</b>	<b>170,429</b>	<b>1.59%</b>
<b>Local Revenue</b>				
Motor Vehicle Excise	5,158,524	5,700,000	541,476	10.50%
Licenses and Permits	2,200,000	2,600,000	400,000	18.18%
Interest Earnings	750,000	1,100,000	350,000	46.67%
RDF Revenue	600,000	600,000	0	0.00%
Fines & forfeits	450,000	500,000	50,000	11.11%
Recreation	75,000	15,000	(60,000)	-80.00%
Meals/Hotel/Motel Tax	750,000	770,000	20,000	2.67%
Pilot Payments	76,000	76,000	0	0.00%
MLP Payment In Lieu of Taxes	1,000,000	1,000,000	0	0.00%
Other Local Revenues	293,201	629,000	335,799	114.53%
<b>Subtotal - Local Revenue</b>	<b>11,352,725</b>	<b>12,990,000</b>	<b>1,637,275</b>	<b>14.42%</b>
<b>Other Sources</b>				
MLP/Water/Sewer reimbursements to IT	307,072	314,750	7,678	2.50%
Parking Meter Receipts	1,015,728	1,224,100	208,372	20.51%
Free Cash to balance budget	2,515,000	2,500,000	(15,000)	-0.60%
Free Cash items	1,985,670	0		
Appropriated CPA Surcharge	887,500	0	(887,500)	
CPA Funds applied to North 40	552,044	553,444	1,400	0.25%
Insurance Funds		158,120		
Police detail	154,145	120,801	(33,344)	
<b>Subtotal - Other Sources</b>	<b>7,417,159</b>	<b>4,871,215</b>	<b>-2,545,944</b>	<b>-34.33%</b>
<b>TOTAL SOURCES OF FUNDS</b>	<b>174,381,363</b>	<b>178,543,062</b>	<b>4,161,699</b>	<b>2.39%</b>

Exhibit B

USES OF FUNDS	FY20 USE OF FUNDS (Tax Rate)			FY21 USE OF FUNDS (Request)			CHANGE - FY20 to FY21			
	Pers Srvs	Expenses	Total Ops	Pers Srvs	Expenses	Total Ops	Variance Pers Srvs	Variance Expenses	Variance Total - \$	Variance Total - %
<b>GENERAL GOVERNMENT</b>										
<b>Board of Selectmen - Administration</b>										
Executive Director's Office	550,628	40,800	591,428	551,929	39,500	591,429	1,301	(1,300)	1	0.00%
Sustainable Energy	37,204	3,225	40,429	51,841	3,625	55,466	14,637	400	15,037	37.19%
Central Administrative Services	0	27,700	27,700	0	27,700	27,700	0	0	0	0.00%
Finance Department	465,036	10,450	475,486	471,577	10,450	482,027	6,541	0	6,541	1.38%
Information Technology	691,763	512,750	1,204,513	679,670	548,750	1,228,420	(12,093)	36,000	23,907	1.98%
Treasurer & Collector	347,897	107,200	455,097	348,081	107,520	455,601	184	320	504	0.11%
Town Report	0	4,000	4,000	0	4,000	4,000	0	0	0	0.00%
<b>Board of Selectmen - Human Services</b>										
Council on Aging	387,241	59,176	446,417	383,320	73,100	456,420	(3,921)	13,924	10,003	2.24%
West Suburban Veterans District	0	70,502	70,502	0	70,822	70,822	0	320	320	0.45%
Youth Commission	87,370	17,090	104,460	87,228	17,090	104,318	(142)	0	(142)	-0.14%
<b>Board of Selectmen - Facilities</b>										
Facilities Management	4,735,171	3,507,730	8,242,901	4,712,168	3,579,751	8,291,919	(23,003)	72,021	49,018	0.59%
<b>Board of Selectmen - Other Services</b>										
Housing Development Corporation	0	6,500	6,500	0	6,500	6,500	0	0	0	0.00%
Historical Commission	0	750	750	0	750	750	0	0	0	0.00%
Memorial Day	0	5,000	5,000	0	5,000	5,000	0	0	0	0.00%
Celebrations Committee	0	4,700	4,700	0	4,700	4,700	0	0	0	0.00%
Zoning Board of Appeals	78,279	7,190	85,469	78,294	8,190	86,484	15	1,000	1,015	1.19%
<b>Board of Selectmen - Shared Services</b>										
Law	0	340,000	340,000	0	350,000	350,000	0	10,000	10,000	2.94%
Audit Committee	0	58,850	58,850	0	58,850	58,850	0	0	0	0.00%
Risk Management	0	548,762	548,762	0	576,335	576,335	0	27,573	27,573	5.02%
Street Lighting	0	140,000	140,000	0	142,000	142,000	0	2,000	2,000	1.43%
reclass and contracts	0	0	0	80,000	0	80,000	80,000	0	80,000	0.00%
Contract Settlements	0	0	0	500,000	0	500,000	500,000	0	500,000	NA
<b>Subtotal - Board of Selectmen - General Government</b>	<b>7,380,589</b>	<b>5,472,375</b>	<b>12,852,964</b>	<b>7,944,108</b>	<b>5,634,633</b>	<b>13,578,741</b>	<b>563,519</b>	<b>162,258</b>	<b>725,777</b>	<b>5.65%</b>

Exhibit B

**USES OF FUNDS**

	FY20 USE OF FUNDS (Tax Rate)			FY21 USE OF FUNDS (Request)			CHANGE - FY20 to FY21			
	Pers Srvs	Expenses	Total Ops	Pers Srvs	Expenses	Total Ops	Variance Pers Srvs	Variance Expenses	Variance Total - \$	Variance Total - %
<b>Other General Government</b>										
Town Clerk/Election & Registration	272,927	39,815	312,742	326,357	43,390	369,747	53,430	3,575	57,005	18.23%
Board of Assessors	289,572	101,800	391,372	296,847	85,500	382,347	7,275	(16,300)	(9,025)	-2.31%
Planning Board	285,246	43,000	328,246	296,056	43,300	339,356	10,810	300	11,110	3.38%
Advisory Committee	10,000	22,000	32,000	11,000	21,500	32,500	1,000	(500)	500	1.56%
Reserve Fund	0	175,000	175,000	0	175,000	175,000	0	0	0	0.00%
Permanent Building Committee	0	0	0	0	0	0	0	0	0	
Human Resources Board	382,484	37,950	420,434	382,942	43,750	426,692	458	5,800	6,258	1.49%
HR Salary adjustments	39,182		39,182	177,500		177,500	138,318	0	138,318	NA
<b>Subtotal - Other General Government</b>	<b>1,279,411</b>	<b>419,565</b>	<b>1,698,976</b>	<b>1,490,702</b>	<b>412,440</b>	<b>1,903,142</b>	<b>211,291</b>	<b>(7,125)</b>	<b>204,166</b>	<b>12.02%</b>
<b>GENERAL GOVERNMENT TOTAL</b>	<b>8,660,000</b>	<b>5,891,940</b>	<b>14,551,940</b>	<b>9,434,810</b>	<b>6,047,073</b>	<b>15,481,883</b>	<b>774,810</b>	<b>155,133</b>	<b>929,943</b>	<b>6.39%</b>
<b>PUBLIC SAFETY - BOARD OF SELECTMEN</b>										
Police Department	5,888,463	664,810	6,553,273	5,948,414	718,752	6,667,166	59,951	53,942	113,893	1.74%
Injured on Duty	see Risk Management Dept 945			see Risk Management Dept 945						
Special School Police	129,254	3,263	132,517	130,974	3,377	134,351	1,720	114	1,834	1.38%
Fire Department	5,351,153	267,270	5,618,423	5,326,195	280,720	5,606,915	(24,958)	13,450	(11,508)	-0.20%
Building Department	541,711	41,000	582,711	543,487	41,000	584,487	1,776	0	1,776	0.30%
Sealer of Weights & Measures	15,000	2,700	17,700	15,000	2,700	17,700	0	0	0	0.00%
<b>PUBLIC SAFETY TOTAL - BOARD OF SELECTMEN</b>	<b>11,925,581</b>	<b>979,043</b>	<b>12,904,624</b>	<b>11,964,070</b>	<b>1,046,549</b>	<b>13,010,619</b>	<b>38,489</b>	<b>67,506</b>	<b>105,995</b>	<b>0.82%</b>
<b>DEPARTMENT OF PUBLIC WORKS</b>										
Engineering	545,122	65,500	610,622	559,897	65,500	625,397	14,775	0	14,775	2.42%
Highway	1,097,837	470,450	1,568,287	1,124,227	494,200	1,618,427	26,390	23,750	50,140	3.20%
Fleet Maintenance	165,000	43,462	208,462	170,775	43,462	214,237	5,775	0	5,775	2.77%
Park	1,269,377	372,570	1,641,947	1,283,430	401,300	1,684,730	14,053	28,730	42,783	2.61%
Recycling & Disposal	1,106,742	1,263,947	2,370,689	1,128,722	1,240,422	2,369,144	21,980	(23,525)	(1,545)	-0.07%
Management	382,958	24,070	407,028	378,215	24,070	402,285	(4,743)	0	(4,743)	-1.17%
Winter Maintenance	0	366,355	366,355	0	379,177	379,177	0	12,822	12,822	3.50%
<b>PUBLIC WORKS TOTAL</b>	<b>4,567,036</b>	<b>2,606,354</b>	<b>7,173,390</b>	<b>4,645,266</b>	<b>2,648,131</b>	<b>7,293,397</b>	<b>78,230</b>	<b>41,777</b>	<b>120,007</b>	<b>1.67%</b>
<b>WELLESLEY FREE LIBRARY</b>										
Library Trustees	2,032,158	585,015	2,617,173	2,060,562	616,840	2,677,402	28,404	31,825	60,229	2.30%
<b>LIBRARY TOTAL</b>	<b>2,032,158</b>	<b>585,015</b>	<b>2,617,173</b>	<b>2,060,562</b>	<b>616,840</b>	<b>2,677,402</b>	<b>28,404</b>	<b>31,825</b>	<b>60,229</b>	<b>2.30%</b>
<b>RECREATION</b>										
Recreation Commission	354,626	28,741	383,367	356,925	29,747	386,672	2,299	1,006	3,305	0.86%
<b>RECREATION TOTAL</b>	<b>354,626</b>	<b>28,741</b>	<b>383,367</b>	<b>356,925</b>	<b>29,747</b>	<b>386,672</b>	<b>2,299</b>	<b>1,006</b>	<b>3,305</b>	<b>0.86%</b>

Exhibit B

**USES OF FUNDS**

	FY20 USE OF FUNDS (Tax Rate)			FY21 USE OF FUNDS (Request)			CHANGE - FY20 to FY21			
	Pers Srvs	Expenses	Total Ops	Pers Srvs	Expenses	Total Ops	Variance Pers Srvs	Variance Expenses	Variance Total - \$	Variance Total - %
<b>HEALTH</b>										
Board of Health	637,779	82,685	720,464	656,766	90,853	747,619	18,987	8,168	27,155	3.77%
Mental Health Services	0	309,658	309,658	0	309,658	309,658	0	0	0	0.00%
<b>HEALTH TOTAL</b>	<b>637,779</b>	<b>392,343</b>	<b>1,030,122</b>	<b>656,766</b>	<b>400,511</b>	<b>1,057,277</b>	<b>18,987</b>	<b>8,168</b>	<b>27,155</b>	<b>2.64%</b>
<b>NATURAL RESOURCES</b>										
Natural Resources Commission	233,622	30,000	263,622	236,532	30,000	266,532	2,910	0	2,910	1.10%
Morses Pond Project - (NRC, DPW, Rec)	0	145,250	145,250	0	147,750	147,750	0	2,500	2,500	1.72%
<b>NATURAL RESOURCES TOTAL</b>	<b>233,622</b>	<b>175,250</b>	<b>408,872</b>	<b>236,532</b>	<b>177,750</b>	<b>414,282</b>	<b>2,910</b>	<b>2,500</b>	<b>5,410</b>	<b>1.32%</b>
<b>NON-SCHOOL TOTAL</b>										
	<b>28,410,802</b>	<b>10,658,686</b>	<b>39,069,488</b>	<b>29,354,931</b>	<b>10,966,601</b>	<b>40,321,532</b>	<b>944,129</b>	<b>307,915</b>	<b>1,252,044</b>	<b>3.20%</b>
<b>WELLESLEY PUBLIC SCHOOLS</b>										
Instruction	49,059,555	2,089,585	51,149,140	50,378,334	2,164,497	52,542,831	1,318,779	74,912	1,393,691	2.72%
Administration	1,427,465	153,741	1,581,206	1,248,611	160,812	1,409,423	(178,854)	7,071	(171,783)	-10.86%
Operations	1,530,688	1,237,484	2,768,172	1,562,487	1,323,282	2,885,769	31,799	85,798	117,597	4.25%
Special Education	17,098,342	4,187,070	21,285,412	18,456,408	5,144,174	23,600,582	1,358,066	957,104	2,315,170	10.88%
<b>SCHOOL TOTAL</b>	<b>69,116,050</b>	<b>7,667,880</b>	<b>76,783,930</b>	<b>71,645,840</b>	<b>8,792,765</b>	<b>80,438,605</b>	<b>2,529,790</b>	<b>1,124,885</b>	<b>3,654,675</b>	<b>4.76%</b>
<b>EMPLOYEE BENEFITS</b>										
Group Insurance		19,648,490	19,648,490	0	20,761,313	20,761,313	0	1,112,823	1,112,823	5.66%
Workers Compensation		245,048	245,048	0	244,149	244,149	0	(899)	(899)	-0.37%
OPEB Liability Fund		3,432,000	3,432,000	0	3,432,000	3,432,000	0	0	0	0.00%
Retirement Contribution		7,487,909	7,487,909	0	7,965,781	7,965,781	0	477,872	477,872	6.38%
Unemployment Compensation		100,000	100,000	0	100,000	100,000	0	0	0	0.00%
Compensated Absences		120,000	120,000	0	120,000	120,000	0	0	0	0.00%
Non-Contributory Pensions		0	0	0	0	0	0	0	0	0.00%
<b>EMPLOYEE BENEFITS TOTAL</b>	<b>0</b>	<b>31,033,447</b>	<b>31,033,447</b>	<b>0</b>	<b>32,623,243</b>	<b>32,623,243</b>	<b>0</b>	<b>1,589,796</b>	<b>1,589,796</b>	<b>5.12%</b>
<b>ALL PERSONAL SERVICES &amp; EXPENSES</b>										
	<b>97,526,852</b>	<b>49,360,013</b>	<b>146,886,865</b>	<b>101,000,771</b>	<b>52,382,609</b>	<b>153,383,380</b>	<b>3,473,919</b>	<b>3,022,596</b>	<b>6,496,515</b>	<b>4.42%</b>

Exhibit B

**USES OF FUNDS**

	FY20 USE OF FUNDS (Tax Rate)			FY21 USE OF FUNDS (Request)			CHANGE - FY20 to FY21			
	Pers Srvs	Expenses	Total Ops	Pers Srvs	Expenses	Total Ops	Variance Pers Srvs	Variance Expenses	Variance Total - \$	Variance Total - %
<b>CAPITAL &amp; DEBT</b>										
<i>Departmental Cash Capital</i>										
Public Works Capital	0	2,276,000	2,276,000	0	2,236,000	2,236,000	0	(40,000)	(40,000)	-1.76%
School Capital	0	1,101,028	1,101,028	0	1,104,921	1,104,921	0	3,893	3,893	0.35%
Facilities Capital - School	0	937,000	937,000	0	1,335,000	1,335,000	0	398,000	398,000	42.48%
Facilities Capital - Town	0	913,000	913,000	0	665,000	665,000	0	(248,000)	(248,000)	-27.16%
Planning Board	0	30,000	30,000	0	0	0	0	(30,000)	(30,000)	-100.00%
Board of Health	0	0	0	0	0	0	0	0	0	0.00%
Selectmen Capital	0	452,089	452,089	0	451,016	451,016	0	(1,073)	(1,073)	-0.24%
Library Capital	0	109,300	109,300	0	94,300	94,300	0	(15,000)	(15,000)	-13.72%
Town Clerk	0	0	0	0	36,000	36,000	0	36,000	36,000	0.00%
Recreation	0	0	0	0	0	0	0	0	0	0.00%
NRC Capital	0	75,000	75,000	0	105,000	105,000	0	30,000	30,000	40.00%
Morses Pond Capital	0	0	0	0	0	0	0	0	0	#DIV/0!
<b>Subtotal - Cash Capital</b>	<b>0</b>	<b>5,893,417</b>	<b>5,893,417</b>	<b>0</b>	<b>6,027,237</b>	<b>6,027,237</b>	<b>0</b>	<b>133,820</b>	<b>133,820</b>	<b>2.27%</b>
<i>Debt Service</i>										
<b>Current Inside Levy Debt Service - Issued</b>	<b>0</b>	<b>4,300,000</b>	<b>4,300,000</b>	<b>0</b>	<b>5,000,000</b>	<b>5,000,000</b>	<b>0</b>	<b>700,000</b>	<b>700,000</b>	<b>16.28%</b>
<b>Outside Levy Debt Service - Issued/Unissued</b>		<b>11,440,452</b>	<b>11,440,452</b>	<b>0</b>	<b>11,191,579</b>	<b>11,191,579</b>	<b>0</b>	<b>(248,873)</b>	<b>(248,873)</b>	<b>-2.18%</b>
<b>Subtotal - Debt Service</b>	<b>0</b>	<b>15,740,452</b>	<b>15,740,452</b>	<b>0</b>	<b>16,191,579</b>	<b>16,191,579</b>	<b>0</b>	<b>451,127</b>	<b>451,127</b>	<b>2.87%</b>
<b>CAPITAL &amp; DEBT TOTAL</b>		<b>21,633,869</b>	<b>21,633,869</b>	<b>0</b>	<b>22,218,816</b>	<b>22,218,816</b>	<b>0</b>	<b>584,947</b>	<b>584,947</b>	<b>2.70%</b>
<b>SPECIAL ITEMS</b>										
<i>Receipts Reserved for Appropriation</i>										
Traffic & Parking Operations	312,418	662,600	975,018	280,265	907,750	1,188,015	(32,153)	245,150	212,997	21.85%
Community Preservation Appropriated	0	887,500	887,500	0	0	0	0	(887,500)	(887,500)	0.00%
Free Cash items - Electronic voting service	0	15,000	15,000	0	0	0	0	(15,000)	(15,000)	0.00%
Free Cash items -	0	1,970,670	1,970,670	0	0	0	0	(1,970,670)	(1,970,670)	0.00%
Property Tax Abatements	0	750,000	750,000	0	650,000	650,000	0	(100,000)	(100,000)	-13.33%
State & County Assessments	0	1,262,442	1,262,442	0	1,308,172	1,308,172	0	45,730	45,730	3.62%
<b>SPECIAL ITEMS TOTAL</b>	<b>312,418</b>	<b>5,548,212</b>	<b>5,860,630</b>	<b>280,265</b>	<b>2,865,922</b>	<b>3,146,187</b>	<b>(32,153)</b>	<b>(2,682,290)</b>	<b>(2,714,443)</b>	<b>-46.32%</b>
<b>TOTAL USES OF FUNDS</b>			<b>174,381,364</b>			<b>178,748,383</b>			<b>4,367,019</b>	<b>2.50%</b>
<b>TOTAL SOURCES OF FUNDS</b>			<b>174,381,363</b>			<b>178,543,062</b>			<b>4,161,699</b>	<b>2.39%</b>
<b>SURPLUS (DEFICIT)</b>			<b>-1</b>			<b>(205,321)</b>				

**Total FY21 Operating Costs by Department**

Department	FY21 Art 8		Modeled MPP 2.5% COLA	FTE	Added Benefits New FTE	FY21 Total With MPP	FY20-FY21 Change inc MPP	
	FY20 Budget	Request						
Executive Director's Office	\$591,428	\$591,429	\$8,528	5	\$0	\$599,957	1.44%	
Sustainable Energy	\$40,429	\$55,466	\$791	1.5	\$0	\$56,257	39.15%	
Central Administrative Services	\$27,700	\$27,700	\$0	0	\$0	\$27,700	0.00%	
Finance Department	\$475,486	\$482,027	\$5,531	5.5	\$0	\$487,558	2.54%	
Information Technology	\$1,204,513	\$1,228,420	\$16,991	8	\$0	\$1,245,411	3.40%	
Treasurer & Collector	\$455,097	\$455,601	\$5,952	4.5	\$0	\$461,553	1.42%	
Town Report	\$4,000	\$4,000	\$0	0	\$0	\$4,000	0.00%	
Council on Aging	\$446,417	\$456,420	\$5,125	8.3	\$0	\$461,545	3.39%	
Veterans' Services	\$70,502	\$70,822	\$0	1.6	\$0	\$70,822	0.45%	
Youth Commission	\$104,460	\$104,318	\$1,975	1.5	\$0	\$106,293	1.75%	
Facilities Management	\$8,242,901	\$8,291,919	\$21,374	72.6	\$0	\$8,313,293	0.85%	*
Housing Development Corporation	\$6,500	\$6,500	\$0	0	\$0	\$6,500	0.00%	
Historical Commission	\$750	\$750	\$0	0	\$0	\$750	0.00%	
Memorial Day	\$5,000	\$5,000	\$0	0	\$0	\$5,000	0.00%	
Celebrations Committee	\$4,700	\$4,700	\$0	0	\$0	\$4,700	0.00%	
Zoning Board of Appeals	\$85,469	\$86,484	\$1,419	1.5	\$0	\$87,903	2.85%	
Law	\$340,000	\$350,000	\$0	0	\$0	\$350,000	2.94%	
Audit Committee	\$58,850	\$58,850	\$0	0	\$0	\$58,850	0.00%	
Risk Management	\$548,762	\$576,335	\$0	0	\$0	\$576,335	5.02%	
Street Lighting	\$140,000	\$142,000	\$0	0	\$0	\$142,000	1.43%	
Town Clerk	\$312,742	\$369,747	\$1,523	3.5	\$0	\$371,270	18.71%	
Board of Assessors	\$391,372	\$382,347	\$4,203	4.3	\$0	\$386,550	-1.23%	
Planning Board	\$328,246	\$339,356	\$3,876	4.1	\$0	\$343,232	4.57%	
Advisory Committee	\$32,000	\$32,500	\$0	0	\$0	\$32,500	1.56%	
Reserve Fund	\$175,000	\$175,000	\$0	0	\$0	\$175,000	0.00%	
Human Resources Board	\$420,434	\$426,692	\$6,659	5.5	\$0	\$433,351	3.07%	
HR Article	\$39,182	\$125,000	\$0	0	\$0	\$125,000	0.00%	
	\$14,551,940	\$14,849,383	\$83,947	127.4	\$0	\$14,933,330	2.62%	
Provision for all open contracts	\$0	\$500,000	\$0	0	\$0	\$500,000	100.00%	*
Police Department	\$6,553,273	\$6,667,166	\$1,676	61	\$0	\$6,668,842	1.76%	*
Special School Police	\$132,517	\$134,351	\$0	18	\$0	\$134,351	1.38%	*
Fire Department	\$5,618,423	\$5,606,915	\$0	57	\$0	\$5,606,915	-0.20%	*
Building Department	\$582,711	\$584,487	\$10,851	8	\$0	\$595,338	2.17%	
Sealer of Weights & Measures	\$17,700	\$17,700	\$0	0.4	\$0	\$17,700	0.00%	
	\$12,904,624	\$13,010,619	\$12,527	144.4	\$0	\$13,023,146	0.92%	
Public Works	\$7,173,390	\$7,293,397	\$34,016	88.0	\$0	\$7,327,413	2.15%	*
Library Trustees	\$2,617,173	\$2,677,402	\$7,365	37.7	\$0	\$2,684,767	2.58%	*
Recreation Commission	\$383,367	\$386,672	\$4,736	5.4	\$0	\$391,408	2.10%	
Board of Health	\$720,464	\$747,619	\$8,881	7.8	\$0	\$756,500	5.00%	
Mental Health Service Initiative	\$309,658	\$309,658	\$0	0	\$0	\$309,658	0.00%	
Natural Resources Commission	\$263,622	\$266,532	\$4,731	3.5	\$0	\$271,263	2.90%	
Morses Pond	\$145,250	\$147,750	\$0	0	\$0	\$147,750	1.72%	
Wellesley Public Schools	\$76,783,930	\$80,436,105	\$0	887.9	\$2,500	\$80,438,605	4.76%	

\* Denotes open contract(s). Additional funding will be required



## **6. Discuss and Vote Verizon Petition**

Verizon is seeking a grant of location to lay and maintain underground conduit, with the wires and cables to be placed therein, under the surface of Livermore Road. The project proposes the following:

**Place 230 feet of 1-4" PVC conduit and 2 concrete hand holes, from existing pole, P.14 located on the easterly side of Livermore Road in a northerly direction to proposed Hand Hole location #1 Livermore Road. Hand Hole #2 will be located 105' from the existing pole, P.14 and 125' from new Hand Hole #1.**

**This petition is necessary to place overhead facilities underground by customer request**

At the last meeting the Board raised several questions with regards to the impact placing the cable line underground may have on three trees situated on abutting land owned by the Natural Resources Commission at 61 Abbott Street. I reached out to Brandon Schmitt and Cricket Vlass. Brandon has prepared a memo for the Board's review with some suggested conditions to assist with maintaining the health of the trees in question.

As the Board may recall, in addition to the suggested conditions for the Trees, the MLP and Engineering Division also called out specific conditions. I have added those conditions into the motion below for the Board's consideration.

### **MOTION:**

**MOVE that the Board approve the petition to Place 230 feet of 1-4" PVC conduit and 2 concrete hand holes, from existing pole, P.14 located on the easterly side of Livermore Road in a northerly direction to proposed Hand Hole location #1 Livermore Road. Hand Hole #2 will be located 105' from the existing pole, P.14 and 125' from new Hand Hole #1 provided the following conditions are met:**

- **Verizon shall provide a schedule and obtain a street permit from DPW.**
- **No work shall take place within the paved portion of the right of way.**
- **Verizon shall coordinate with the MLP to ensure adequate street lighting with the removal of the streetlight.**
- **Verizon shall use an airspade to dig the trench along the frontage of 61 Abbott Road and shall have an arborist present for the digging of said trench.**



**Karen Levesque**  
Right of Way Manager



385 Myles Standish Blvd  
Taunton, MA 02780

Office 774-409-3170  
Mobile 774-504-1279  
Karen.levesque@one.verizon.com

November 27, 2019

Wellesley Selectmen  
525 Washington St, 3<sup>rd</sup> Floor  
Wellesley, MA 02482

**RE: Petition for Verizon job # 4A0JH1S  
Livermore Road**

Dear Honorable Board of Selectmen:

Enclosed find the following items in support of the above-referenced project:

1. Petition;
2. Petition Plan;
3. Order;
4. Abutters.

A Public Hearing and notice to abutters is required. A Verizon representative will attend the Public Hearing. Should any questions or comments arise concerning this matter prior to the hearing, please contact me at 774-409-3170. Your assistance is greatly appreciated.

Sincerely,

A handwritten signature in cursive script that reads "Karen Levesque".

Karen Levesque  
Right of Way Manager

Enc

**PETITION FOR CONDUIT LOCATION**

November 27, 2019

To the Board of Selectmen

in **WELLESLEY**, Massachusetts

VERIZON NEW ENGLAND INC. requests permission to lay and maintain underground conduits, with the wires and cables to be placed therein, under the surface of the following public way or ways:

**Livermore Road:**

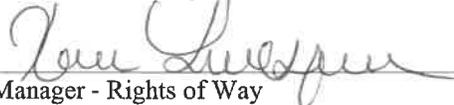
**Place 230 feet of 1- 4" PVC Conduit and 2 concrete hand holes, from existing pole, P.14 located on the easterly side of Livermore Road in a northerly direction to proposed Hand Hole location #1 Livermore Road. Hand Hole #2 will be located 105' from existing pole, P.14 and 125' from new Hand Hole #1**

**This petition is necessary to place overhead facilities underground by customer request.**

Also for permission to lay and maintain underground conduits, manholes, cables and wires in the above or intersecting public ways for the purpose of making connections with such poles and buildings as it may desire for distributing purposes.

Plan marked-VZ N.E. Inc. No. **4A0JH1S** dated **November 27, 2019** showing location of conduit to be constructed is filed herewith.

VERIZON NEW ENGLAND INC.

By   
Manager - Rights of Way

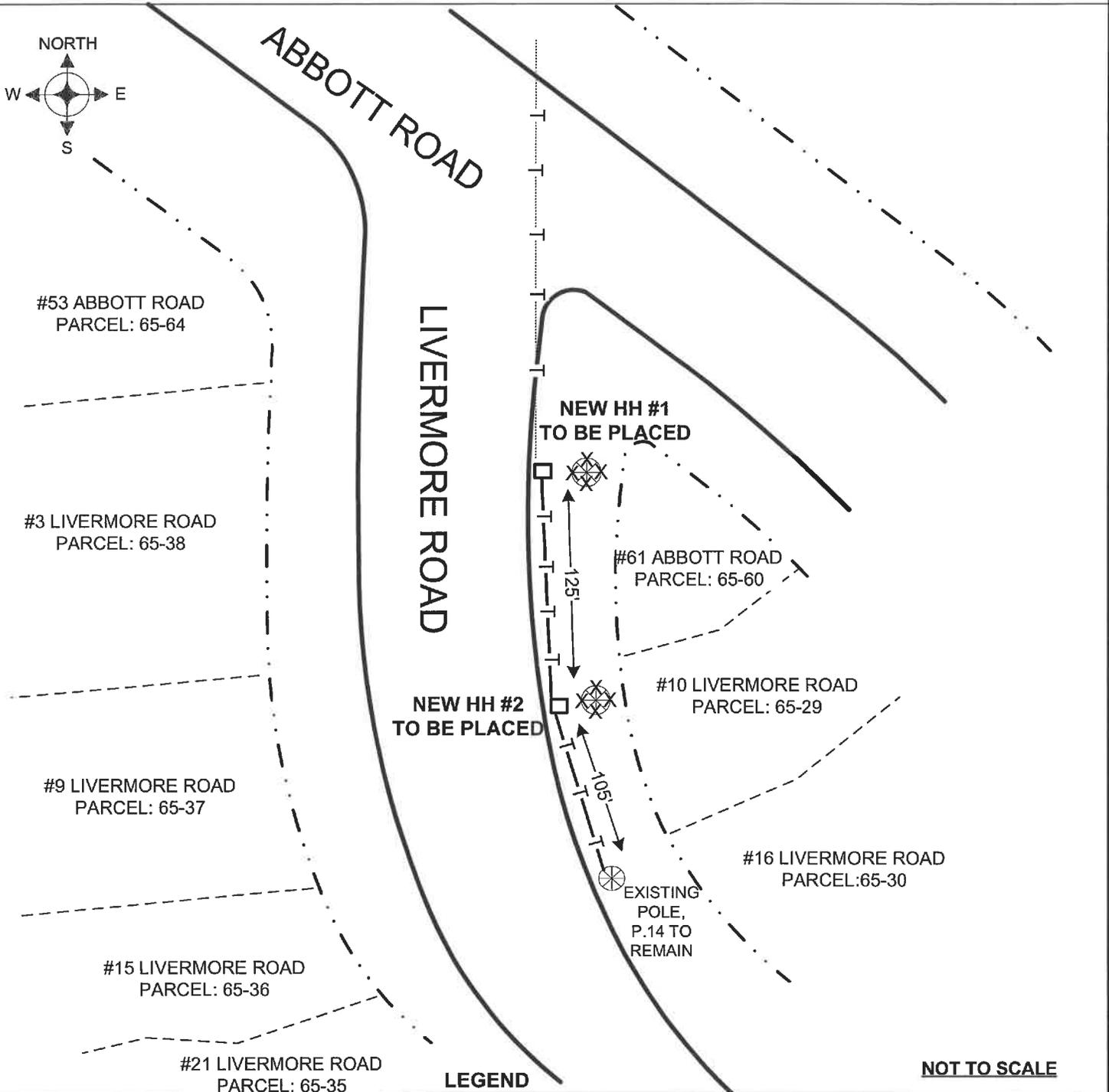
Dated this 27<sup>th</sup> day of November, 2019.

MUNICIPALITY WELLESLEY VZ. N.E. INC. NO. 4A0JH1S

VERIZON NEW ENGLAND, INC

DATE : NOVEMBER 27, 2019

SHOWING PROPOSED INSTALLMENT OF TWO HANDHOLES AND 230' OF 1-4' CONDUITS ON LIVERMORE RD



—T—T—T—

PROPOSED CONDUIT TO BE PLACED



EXISTING JOINTLY OWNED POLE TO BE REMOVED



EXISTING JOINTLY OWNED POLE TO REMAIN



PROPOSED HAND HOLE



EDGE OF PAVEMENT



EDGE OF ROADWAY



PROPERTY LINE



EXISTING CONDUIT TO REMAIN

## ORDER FOR CONDUIT LOCATION

By the Board of Selectmen of the Town of WELLESLEY,

Massachusetts. Notice having been given and a public hearing held, as

provided by law,

It is HEREBY ORDERED:

That permission be and hereby is granted VERIZON NEW ENGLAND INC. to lay and maintain underground conduits and manholes, with the wires and cables to be placed therein, under the surface of the following public way or ways as requested in petition of said Company dated the **27th** day of **November, 2019**.

### **Livermore Road:**

**Place 230 feet of 1- 4" PVC Conduit and 2 concrete hand holes, from existing pole, P.14 located on the easterly side of Livermore Road in a northerly direction to proposed Hand Hole location #1 Livermore Road. Hand Hole #2 will be located 105' from existing pole, P.14 and 125' from new Hand Hole #1**

**This petition is necessary to place overhead facilities underground by customer request.**

Substantially as shown on plan marked- VZ N.E. Inc. No. **4A0JH1S** dated **NOVEMBER 27, 2019** - filed with said petition. Also, that permission be and hereby is granted said VERIZON NEW ENGLAND INC. to lay and maintain underground conduits, manholes, cables and wires in the above or intersecting public ways for the purpose of making connections with such poles and buildings as it may desire for distributing purposes.

The foregoing permission is subject to the following conditions:

1. The conduits and manholes shall be of such material and construction and all work done in such manner as to be satisfactory to such municipal officers as it may appoint to the supervision of the work, and a plan showing the location of conduits constructed shall be filed with the Town when the work is completed.
2. In every underground main line conduit constructed by said Company hereunder one duct not less than three inches in diameter shall be reserved and maintained for the limited purpose of attaching one-way low voltage fire and police signaling wires owned by the municipality or governmental entity for public safety purposes only.
3. Said Company shall indemnify and save the Town harmless against all damages, costs and expense whatsoever to which the Town may be subjected in consequence of the acts or neglect of said Company, its agents or servants, or in any manner arising from the rights and privileges granted it by the Town.
4. In addition said Company shall, before a public way is disturbed for the laying of its wire or conduits, execute its bond in a penal sum of Ten Thousand Dollars (\$10,000) (reference being had to the bond already on file with said City) conditioned for the faithful performance of its duties under this permit.
5. Said Company shall comply with the requirements of existing by-laws and such as may hereafter be adopted governing the construction and maintenance of conduits and wires, so far as the same are not inconsistent with the laws of the Commonwealth.
6. Prior to the commencement of work said Company shall provide a schedule and obtain a street opening permit from the Wellesley Department of Public Works.
7. No work shall be performed within the paved portion of the Livermore Road right of way.
8. Said Company shall coordinate with the Wellesley Municipal Light Plan to ensure adequate street lighting will be retained with the removal of a streetlight.
9. Said Company shall use an airspade to dig the trench along the Livermore Road frontage of the parcel designated as lot 65-60 also known as 61 Abbott Road and also have an arborist present for the digging of said trench.

I hereby certify that the foregoing order was adopted at a meeting of the Board of Selectmen of the Town of WELLESLEY, Massachusetts, held on the 3<sup>rd</sup> day of February 2020.

---

Town Clerk

**ORDER FOR CONDUIT LOCATION**

We hereby certify that on January 27, 2020, at 7:05 PM. at Wellesley Town Hall \_\_\_\_\_ a public hearing was held on the petition of the VERIZON NEW ENGLAND INC. for permission to lay and maintain underground conduits, manholes and connection, with the wires and cables to be placed therein, described in the order herewith recorded, and that we mail at least seven days before said hearing a written notice of the time and place of said hearing to each of the owners of real estate (as determined by the last preceding assessment for taxation) along the ways or parts of ways upon which the Company is permitted to construct the lines of said Company under said order. And that thereupon said order was duly adopted.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Board of Selectmen of the Town of WELLESLEY, Massachusetts

**CERTIFICATE**

I hereby certify that the foregoing is a true copy of location order, and certificate of hearing with notice adopted by the Board of Selectmen of the Town of WELLESLY, Massachusetts, on 3<sup>rd</sup> the day of February. 2020 and recorded with the records of location orders of said Town, Book

\_\_\_\_\_ Page\_. This certified copy is made under the provisions of Chapter 166 General Laws and any additions thereto or amendments thereof.

Attest:

\_\_\_\_\_  
Town Clerk

## Meagher, Cathryn

---

**From:** Newell, Donald  
**Sent:** Tuesday, December 10, 2019 10:25 AM  
**To:** Meagher, Cathryn; Tobin, Jason  
**Cc:** Cohen, David; Hickey, David; Jop, Meghan  
**Subject:** RE: Petition from Verizon - Livermore Rd.

Cay,

No comments or restrictions.

Don

---

**From:** Meagher, Cathryn <[cmeagher@wellesleyma.gov](mailto:cmeagher@wellesleyma.gov)>  
**Sent:** Tuesday, December 10, 2019 10:22 AM  
**To:** Tobin, Jason <[jtobin@wellesleyma.gov](mailto:jtobin@wellesleyma.gov)>  
**Cc:** Cohen, David <[dcohen@wellesleyma.gov](mailto:dcohen@wellesleyma.gov)>; Hickey, David <[dhickey@wellesleyma.gov](mailto:dhickey@wellesleyma.gov)>; Newell, Donald <[dnewell@wellesleyma.gov](mailto:dnewell@wellesleyma.gov)>; Jop, Meghan <[mjop@wellesleyma.gov](mailto:mjop@wellesleyma.gov)>  
**Subject:** RE: Petition from Verizon - Livermore Rd.

Thank you Jason.

Don, does MLP have any comments/restrictions for the permit?

Thanks,  
Cay

---

**From:** Tobin, Jason  
**Sent:** Monday, December 9, 2019 3:47 PM  
**To:** Meagher, Cathryn <[cmeagher@wellesleyma.gov](mailto:cmeagher@wellesleyma.gov)>  
**Cc:** Cohen, David <[dcohen@wellesleyma.gov](mailto:dcohen@wellesleyma.gov)>; Hickey, David <[dhickey@wellesleyma.gov](mailto:dhickey@wellesleyma.gov)>; Newell, Donald <[dnewell@wellesleyma.gov](mailto:dnewell@wellesleyma.gov)>; Jop, Meghan <[mjop@wellesleyma.gov](mailto:mjop@wellesleyma.gov)>  
**Subject:** RE: Petition from Verizon - Livermore Rd.

Cay,

The DPW has the following comments regarding the petition from Verizon:

1. Verizon shall provide a schedule and obtain a street permit
2. No work will be permitted in the roadway
3. Work shall be coordinated with MLP and ensure adequate street lighting with the removal of a street light

Thank you,  
Jason

**Jason W. Tobin, E.I.T.**

Civil Engineer – Street Permits  
781.235.7600, x3313

**Town of Wellesley - Department of Public Works - Eng. Div.**  
20 Municipal Way, Wellesley, MA 02481

When responding, please be advised that the Town of Wellesley and the Office of the Secretary of State have determined that E-mail could be considered a public record.



---

**From:** Meagher, Cathryn

**Sent:** Wednesday, December 04, 2019 8:50 AM

**To:** Hickey, David <[dhickey@wellesleyma.gov](mailto:dhickey@wellesleyma.gov)>; Cohen, David <[dcohen@wellesleyma.gov](mailto:dcohen@wellesleyma.gov)>; Newell, Donald <[dnewell@wellesleyma.gov](mailto:dnewell@wellesleyma.gov)>; Jop, Meghan <[mjop@wellesleyma.gov](mailto:mjop@wellesleyma.gov)>

**Subject:** Petition from Verizon - Livermore Rd.

Hello all,

Please see the attached petition from Verizon and let us know your thoughts.

Thank you,

Cay

**From:** SEL: Konica Minolta c658

**Sent:** Wednesday, December 4, 2019 8:46 AM

**To:** Meagher, Cathryn <[cmeagher@wellesleyma.gov](mailto:cmeagher@wellesleyma.gov)>

**Subject:** Message from KM\_C658

**NATURAL RESOURCES COMMISSION**

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

Brandon Schmitt, Director  
Telephone: 781.431.1019, Ext. 2298  
Website: [www.wellesley.ma.gov/NRC](http://www.wellesley.ma.gov/NRC)

**Memorandum**

TO: Wellesley Board of Selectmen  
FROM: Brandon Schmitt, NRC Director  
CC: Meghan Jop, Executive Director; Cricket Vlass, Landscape Planner  
DATE: January 30, 2019  
RE: Verizon Petition for Conduit at North Peabody Park

Greetings,

Thank you for the opportunity to provide feedback regarding a recent petition for conduit location from Verizon, and potential impact to the adjacent parkland and trees at Peabody Park North. I have reviewed the petition information with Landscape Designer Cricket Vlass, and we agree about the following assessment.

The plans propose new underground conduit along the East side of Livermore Road and in the vicinity of three trees within the park. From north to south, there are the following trees:

- 18" diameter at breast height (DBH) *Gleditsia triacanthos* (Honeylocust)
- 27" DBH *Quercus rubra* (Red oak)
- 60" DBH *Fagus grandifolia* (American Beech)

I do not believe the proposal will impact the Honeylocust, but do have substantial concerns about the Red oak and Beech.

It is true that the above-ground portion of the trees may benefit from removal of the overhead utility wires and the reduced need for pruning. However, if not done properly, trenching within the critical root zone of the Oak and Beech could have serious impacts on the health of the trees, as well as their structural integrity.

Beeches are particularly sensitive to construction damage, and all care should be taken to minimize disturbance of the roots of this tree. Red oaks, on the other hand, are more tolerant of construction damage, but would still be impacted by trenching within that critical root zone.

Best practices for optimum protection would avoid or limit disturbance within the critical root zone of each of these trees, typically 1 foot per inch. Clearly, with a 60" DBH beech tree, a 60' critical root zone exclusion is impractical. At best, the proposed trench would be within 18' of the oak, and 20' of the beech, likely closer.

My recommendation is that if the petition is honored, the trench should be dug with an airspade, which would provide visual access to the root system and the ability to preserve the roots but also allow for installation of the conduit. Should certain roots need to be cut, an arborist could be on site to determine which ones are critical, and ensure that any cuts are made cleanly to promote proper healing. This approach would also improve soil compaction and allow for post-construction soil amendment. For your reference, I have attached an image of what is possible with an airspade and is recommended in this case. I also believe this work should be planned and completed in consultation with a Town or 3<sup>rd</sup> party arborist.



Location of Trees within Peabody Park North



Airspade Trench Excavation

**7. Presentation of Citizen Petition on Sustainability**

Phyllis Theerman will be present to discuss Sustainable Wellesley's Citizen Petition. She has provided the powerpoint that she intends to give to the Board on Monday night.

**NO MOTION**



# Warrant Article: Opt-Out Voluntary Renewable Energy Program



Provided to Wellesley Board of Selectmen January 31, 2020

# Draft Motion\*

Move that the Town express its support for the Wellesley Municipal Light Plant to: a) to enroll all town electricity customers in the WMLP Voluntary Renewable Energy Program (VREP) by Jan 1, 2021, with options that would include: a) opt out, thereby eliminating the VREP monthly VREP fee; participate with 50% or 100% renewable electricity generated in Massachusetts for their home or business; or direct a monthly VREP fee of a similar amount to 50% or 100% renewable, to a fund managed by the WMLP to support investment in local projects in Wellesley that directly reduce greenhouse gas emissions, such as installation of solar panel arrays and battery storage, incentives for electric vehicles, heat pumps, peak-load shaving, and energy efficiency.

*\*The draft motion is evolving through ongoing discussions with the WMLP, SEC, Advisory and Board of Selectmen. This most recent draft reflects our effort to incorporate feedback. We intend to continue these collaborative discussions in pursuit of a motion that can garner the greatest support possible from Town boards, Town Meeting Members and Town residents and businesses.*

# Goals of the Opt-Out VREP Proposal

1. Dramatically increase the participation of Town residents and institutions in greenhouse gas (GHG) emissions reduction by transforming the current WMLP Voluntary Renewable Energy Program (VREP) into a unique innovative opt-out program.
2. To address issues raised by the WMLP and SEC, provide additional options to VREP participants who prefer to target their support to projects within Wellesley that directly reduce GHG emissions.
3. Initiate immediate, town-wide, participatory action, to complement the Board of Selectmen Article, the Climate Action Plan and ongoing and planned WMLP initiatives.
4. Express clear Town support for the WMLP to take these measures, through the Town Meeting mechanism of representative government.

# Evolution of the Motion

1. We have eliminated reference to the Town Goal, as there are mixed views on whether the goal provides the best rationale for an opt-out program. We have refocused on the inherent benefits to the Town of implementing an opt-out VREP program at this time.
2. We have reworded the 80% non-emitting target (equals around 53% renewable electricity) to 50% renewable to continue the current structure of VREP.
3. We have incorporated an option for direct investment in local Wellesley GHG emissions reductions measures because: a) there are diverse strongly held views about the relative efficacy of renewable electricity in reducing GHG emissions at this time; b) several members of SEC and MLP favor direct investment, and the MLP is studying potential changes of VREP in this direction in the near future; c) it will provide an innovative VREP offering participants both renewable electricity and local direct investment as options.

# Importance of increasing town participation in GHG emissions reduction

1. The Board of Selectmen is proposing that the Town recognize the urgency of taking action on climate change.
2. The SEC is pursuing a comprehensive Climate Action Plan to be developed over the coming 2 years. It will establish even more ambitious goals for the Town.
3. Meeting the level of GHG emissions required will require a much higher level of participation by all stakeholders.
4. Effective voluntary action requires a critical mass of participation. Automatic enrollment in VREP will immediately involve most Town residents, likely achieving 85-95% participation.

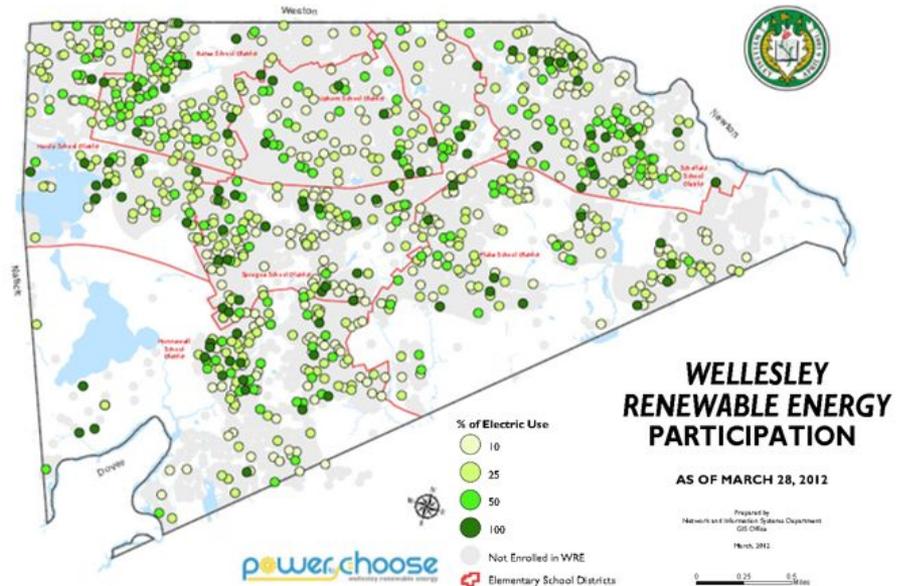
# Examples of Opt-Out VREP in MA Towns

1. “*Voluntary green power sales in Illinois and Massachusetts are led by numerous communities that offer Opt-Out voluntary green power products, often at 100% renewable energy.*” (O’Shaughnessy et al, 2019, p. 9, National Renewable Energy Laboratory, US DoE)
2. Examples of opt out:
  - Lowell: 59% renewable (voted to add 45% in Oct 19). Opt-Out.
  - Newton: 60% renewable, Opt-Out.
  - At least 30 other communities throughout MA.
3. There are many similar examples of communities investing in direct local measures, renewable electricity purchases, and a combination of both.

# Wellesley's Voluntary Renewable Energy Program (VREP)

1. Provides customer with 50% or 100% renewable electricity.
2. Participation requires customer to contact MLP to enroll ("opt in").
3. Current participants:
  - a. >1,000 residents (>10%)
  - b. WMLP, Town of Wellesley.
  - c. Babson, Mass. Bay and Wellesley College.
4. Ranked #4 in US for participation rate in utility VREP.
5. Current cost (estimate for 2020):
  - a. 50% renewable: \$7/month.
  - b. 100% renewable: \$18/month.

[www.WellesleyRenewableEnergy.com](http://www.WellesleyRenewableEnergy.com)  
Choose renewable energy  
and put your dot on the map today...



# US DoE: “Opt-Out” Voluntary Programs are the Gold Standard

1. A 2019 US Department of Energy publication reviewed the efficacy of opt-out (community choice) versus opt-in (utility green-pricing) voluntary programs. Following are representative excerpts summarizing their findings.
2. The opt-out structure *“is far more effective than opt-in structures in terms of voluntary green power customer acquisition and retention.”*
3. *“The efficacy of opt-out can be measured through program participation rates...*
  - a. Typical **opt-out** rates are on the order of 5%–15%, meaning about **85%–95%** of eligible customers remain in... [enrolled].*
  - b. In contrast, top-performing [**opt-in**] utility green pricing programs achieve program participation rates... of **5%–20%**.*

(O’Shaughnessy et al, 2019, page 12, Section 4.1 Opt-Out Structures, NREL of DoE).

# Wellesley electricity cost would remain about 30% lower than MA average.



1. For VREP participants, electricity cost would remain 30% below MA average.
2. The cost would still be lower than 80% of MA towns.
3. Average 2020 Wellesley monthly cost: 700 kWh at 14.5 cents = **\$102-**.
4. Proposed 2020 renewable would **add about 8% (\$8-)**.
5. Cost of renewable electricity could rise or fall in future years. The current projected price for 2021 would add about 7% (\$7-) to the monthly cost.

Note: Cost calculations currently undergoing verification with SEC and MLP.

**Thank you.**

## **8. Executive Director's Update**

### Minutes

The Board has five sets of minutes for review and approval from December 2019 and January 2020.

**MOVE to approve the minutes of December 2, 2019, December 2, 2019 AM, December 9, 2019, December 16, 2019, and January 6, 2020.**

### Gifts

The Board has several gifts to accept. Middlesex Savings Bank, as previously noted the Board, has given both the Police and Fire Departments \$10,000. The intention is to accept these gifts on Monday, but when the departments determine the expenditures of the gifts, to have Middlesex Savings in before the Board to offer the Town's thanks.

**MOVE to accept the following gifts to the Town from Middlesex Savings Bank \$10,000 to the Police Department and \$10,000 Fire Department to be expended on any non-personnel related expense.**

The DPW has received two donations by the Wellesley Youth Baseball and Softball organization for the Hunnewell Field Softball Renovation. The first amount is from the Avery Family in the amount of \$71,000 to construct dugouts similar to those at Reidy Field. The second donation in the amount of \$2,275 is specific to the cost of reimbursing the project for engraved landscape bricks which recognize donations of \$500 or more from over 125 families. I can accept the smaller donation but will recognize the many contributions.

**MOVE to accept the gift of \$71,000 from the Avery Family to construct brick dugouts at Lee Field.**

### One Day Licenses

The Board has received four one-day license requests from Babson College. The first is for February 25, 2020 for the Waseda MBA's Visit to be held in the Arthur Blank Center. The second event is to be held on February 29, 2020 for the Black Affinity Network Conference Gala to be held in Knight Auditorium. The third event is to be held on April 24, 2020 for the Athletics Senior Banquet to be held in Knight Auditorium. The fourth is to be held on June 10, 2020 for the Alumni event "Diner en Blanc" to be held in Centennial Park. Staff has reviewed the applications and recommends approval.

**MOVE to approve the One-Day Licenses for Babson College to be held on February 25, 2020 at the Arthur Blank Center, on February 29, 2020 at Knight Auditorium, on April 24, 2020 at Knight Auditorium, and on June 10, 2020 in Centennial Park.**



1 **Approved:**

2  
3 **Board of Selectmen Meeting: December 2, 2019**

4 **Present: Freiman, Sullivan Woods, Ulfelder, Olney, Morgan**

5 **Also Present: Jop**

6  
7 **Warrants approved: 2020-020 \$5,153,616.23**

8 **2020-021 \$4,030,598.69**

9  
10 **Meeting Documents:**

- 11 1. Agenda
- 12 2. BOS Calendar
- 13 3. Draft Motions
- 14 4. Memo re: Wellesley Housing Authority Appointment
- 15 5. Draft Presentation – Tax Classification Hearing
- 16 6. Draft MLP Presentation
- 17 7. Draft Town Hall Annex Presentation
- 18 8. Town Hall Annex Feasibility Study Preferred Materials information
- 19 9. Town Hall Annex Draft potential department locations
- 20 10. Eaton Court RFP Response
- 21 11. SPED Stabilization Expenditure Request
- 22 12. Green Communities Annual Report
- 23 13. Memo re: Election Workers
- 24 14. Invitation from DPW
- 25 15. Townsman Letter to the Editor
- 26 16. Correspondence from Framingham Mayor’s Office
- 27 17. MassBay CC Press Release
- 28 18. MassBay CC Press Release
- 29 19. Correspondence re: The Upper Crust
- 30 20. Correspondence re: Comcast
- 31 21. Monthly Parking Meter Collections
- 32 22. Monthly Animal Control Report

33  
34 **1. Call to Order**

35  
36 Ms. Freiman, Chair, called the meeting to order at 7:00 pm in the Juliani Room.

37  
38 Ms. Freiman announced the meeting was being telecast live on Comcast channel 8 and Verizon channel 40  
39 and streamed live by Wellesley Media and is recorded for subsequent viewing on the cable channels or at  
40 wellesleymedia.org.

41  
42 **2. Public Comment**

43 None

44  
45 **3. Announcements**

46  
47 Ms. Freiman congratulated Ms. Blouwolff, a French teacher at the Middle School, who was awarded the  
48 National Language Teacher of the Year Award. Ms. Freiman announced that on December 3<sup>rd</sup> at 6:30pm  
49 in the Main Library a joint event with MassBay Community College and the Wellesley Rotary Club would  
50 be held called “Food for Thought, Fighting Student Hunger on College Campuses”. She noted that  
51 MassBay’s Student Nourishment and Care Committee had awarded 48 students with meal cards to address

52 food insecurity. She stated that the MassBay Community College STEM Expo would take place on  
53 December 11<sup>th</sup> from 1-2pm. She announced that a Town Meeting Member Special Town Meeting Prep  
54 Session would be held at Town Hall on December 8<sup>th</sup> from 1-3pm.  
55

56 Ms. Sullivan Woods stated that the Annual Tree Lighting had taken place on December 1<sup>st</sup> following the  
57 Holiday Stroll and noted that many residents expressed their thanks for the free parking. She thanked the  
58 Merchants, MLP, the Fire Department, and Park and Tree Division. She noted a resident provided an  
59 anonymous gift to the Town to assist with lighting the trees in Town.  
60

61 Ms. Olney stated that on December 3<sup>rd</sup> from 7-8:30pm the community was invited to discuss Climate  
62 Change at the Kingsbury Room as part of the initiative by Town staff to prepare for climate change through  
63 the Municipal Vulnerability Preparedness program. She stated that Dana Hall would hold a reception on  
64 December 5<sup>th</sup> from 5:30-7pm to celebrate Frances Perkins and Molly Dewson. She noted the exhibit would  
65 be on display through December 18<sup>th</sup> at the Dana Hall Library.  
66

67 **4. Joint Meeting with Wellesley Housing Authority**  
68

69 Ms. Renzella, Mr. Kelley, Ms. Chalmers and Mr. Barnicle of the Wellesley Housing Authority joined the  
70 Board. Ms. Renzella, Chair of the Wellesley Housing Authority called the Authority to Session.  
71

72 Ms. Renzella reviewed the memo she had provided to the Board, noting that in 2015 the State mandated  
73 that a tenant be a member of local Housing Authority Boards. She reviewed the process of Mr. Kelley's  
74 appointment in 2013 and subsequent changes in legislation that followed from the 2015 mandate and  
75 recommendations from DHCD. She noted that the appointment would become an elected position in the  
76 Town election in March 2020.  
77

78 **Upon a motion by Mr. Morgan and seconded by Mr. Ulfelder, the Boards voted (9-0) to convene a**  
79 **Joint meeting with the Housing Authority.**  
80

81 **Upon a motion by Mr. Morgan and seconded by Mr. Ulfelder, the Boards voted (9-0) to elect**  
82 **Marjorie Freiman as chair of the joint meeting.**  
83

84 **Upon a motion by Mr. Morgan and seconded by Mr. Ulfelder, the Boards voted (9-0) to elect Maura**  
85 **Renzella as secretary of the joint meeting.**  
86

87 **Upon a motion by Mr. Morgan the Boards were polled and voted (9-0) to appoint Donald Kelley to**  
88 **the Housing Authority until the next Town Election.**

89 **Ms. Sullivan Woods – Aye**

90 **Mr. Ulfelder – Aye**

91 **Ms. Freiman – Aye**

92 **Mr. Morgan – Aye**

93 **Ms. Olney – Aye**

94 **Ms. Renzella – Aye**

95 **Ms. Chalmers – Aye**

96 **Mr. Barnicle – Aye**

97 **Mr. Kelley - Aye**  
98

99 **Upon a motion by Mr. Morgan and seconded by Mr. Ulfelder, the Boards voted (9-0) to dissolve the**  
100 **joint meeting of the Board of Selectmen and the Housing Authority**  
101

102 **5. Tax Classification – Public Hearing**

103  
104 Ms. McCabe, Chief Assessor and Board of Assessors, Mr. Garrity, Mr. Mahoney, and Mr. Chapin joined  
105 the Board.

106  
107 Mr. Mahoney reviewed the matrix used for the proposed assessment for both single family and commercial  
108 property. He stated that the tax rate proposed was a total of the assessed value and the total levy. Mr. Chapin  
109 stated that property taxes make up 85% of the total budget. He continued to review the property makeup of  
110 the Town. Mr. Garrity reviewed the FY2020 tax rate calculation and a summary of various tax rate options  
111 and implications of each.

112  
113 The Board discussed the proposed tax rate and the tax rate presentation. Ms. McCabe described the tax  
114 work-off program coordinated through the Council on Aging.

115  
116 **Upon a motion by Mr. Morgan and seconded by Mr. Ulfelder, the Board voted (5-0) to adopt a**  
117 **residential factor of 1.0 for the purposes of determining the fiscal year 2020 tax rate.**

118  
119 **6. MLP Update**

120  
121 Mr. Newell, MLP Director and Mr. Criswell of the MLP Board joined the Board.

122  
123 Mr. Criswell reviewed the MLP vision and mission statements and provided an overview of the MLP  
124 structure. He noted that all MLP expenditures are non-tax impact. He stated that 2020 would be a year of  
125 transition with the retirement of longtime MLP Director, Assistant Director, and MLP Board member. He  
126 continued to provide an overview of the MLP services and the reliability of its services. He noted that 53%  
127 of power purchased by the MLP is sourced from traditional gas turbines while 22% comes from renewable  
128 sources and 25% from nuclear. He reiterated the MLP commitment to sustainability and reviewed the  
129 FY2020 sustainability initiatives including offering appliance rebates, conducting energy audits with  
130 National Grid, and encouraging developers to move away from using natural gas. Mr. Criswell described  
131 partnering with John Hancock for the Wellesley Office Park project to revise the proposed housing  
132 development to electrical sources rather than gas. He discussed the MLP's process of reviewing capacity  
133 and determination of whether additional sources would be needed to supply the demand as additional people  
134 switch from gas to electricity.

135  
136 Mr. Criswell discussed the major sources of revenue for MLP. He stated non-operating revenue included  
137 pole-mounted antennas for wireless carriers and the continued operation and maintenance services for a  
138 facility at Fort Devens. He stated that the MLP continued to roll out municipal broadband service to the  
139 Town. He noted that the residential broadband offering would not be offered for a time.

140  
141 Mr. Criswell reviewed the MLP budget noting that the largest part of the budget consists of uncontrollable  
142 costs from purchasing power. He stated that the challenges and goals of the MLP continued to be providing  
143 reliable and inexpensive energy, expanding cellular coverage, and encouraging public participation in  
144 energy efficiency programs.

145  
146 The Board discussed the contributions of the MLP to the Town.

147  
148 **7. Town Hall Annex Addendum Presentation**

149  
150 Mr. McDonough, FMD Director; Kevin Kennedy, FMD Project Manager; and Mr. Marshall and Mr.  
151 Schwartz of Schwartz Silver Architects joined the Board.

152

153 Mr. McDonough provided an overview of the previous presentations and feedback received from the Board  
154 and the PBC. He stated that revising the original proposal would not compromise the historic integrity of  
155 the current Town Hall building. He reviewed the open questions for the project and the decision for the  
156 supplemental study, adding that it would not compromise the overall project schedule. He stated the  
157 funding for the supplemental study was included in the FY21 capital budget request and designer  
158 selection/RFQ process would begin in late spring of 2020. He provided an overview of the RFQ scope of  
159 work for the new study.

160  
161 Mr. Marshall reviewed the programming reexamination for the annex and how to maximize the annex as  
162 an office building without large public meeting spaces while locating similar departments together. He  
163 reviewed the proposed annex departmental floor plans, and the differences in program distribution between  
164 the original and the updated plans. The Board discussed the proposed programming, floor plans, and the  
165 capacity for the annex to be revised in the future in necessary. Ms. Freiman stated that departmental record  
166 digitizing was a priority which would eliminate the need for excessive storage space at the annex.

167  
168 The Board discussed the comments from the PBC and the Board's commitment to the scope of work for  
169 Town Hall and the annex. Mr. McDonough discussed the necessity of building the annex prior to beginning  
170 the work on the interior of Town Hall, including needing swing space for Town Hall employees while the  
171 interior is completed. He noted that if the projects were delayed, the requirements for accessibility triggered  
172 by the Town Hall exterior project would be impacted. He stated that any delay would require an additional  
173 lease of the space at 888 Worcester Street. Mr. McDonough reviewed the anticipated project schedule. The  
174 Board continued to discuss the annex project and the Town Hall interior project.

175  
176 **Upon a motion by Mr. Morgan and seconded by Mr. Ulfelder, the Boards voted (5-0) to approve the**  
177 **general approach outlined in Option 1 for the annex that does not add a basement and to bring the**  
178 **project for an appropriation at 2020 Annual Town Meeting.**

179  
180 **8. Approve SEC Green Communities Annual Report**

181  
182 Ms. Martello, Sustainable Energy Committee Administrator, joined the Board. She discussed the Green  
183 Communities Annual Report for the Board's approval. She clarified language used in the "other notes"  
184 section of the report. She discussed the percentage of municipal buildings renewable energy sources. The  
185 Board discussed the Green Communities Annual Report.

186  
187 **Upon a motion by Mr. Morgan and seconded by Mr. Ulfelder, the Board voted (5-0) to approve the**  
188 **Green Communities 2019 Annual Report.**

189  
190 **9. Accept and Award Eaton Court RFP**

191  
192 Ms. Jop reviewed the RFP process for the 240 square foot portion of land that had been under a license  
193 agreement rather than a lease. She stated that the Town had received one response to the RFP. She reviewed  
194 the next steps of the approval process. She noted that the final step would be to prepare to present the lease  
195 before Annual Town Meeting.

196  
197 **Upon a motion by Mr. Morgan and seconded by Mr. Ulfelder, the Board voted (5-0) to approve the**  
198 **bid from Haynes Management to lease 240 square feet of 24 Eaton Court and to authorize Meghan**  
199 **Jop to prepare and submit the requisite disclosure to the Central Register.**

200  
201 **10. Discuss and Approve SPED Stabilization Fund Expenditure**

202

203 Ms. Jop provided an overview of the expenditure before the Board. She stated the School Committee had  
204 approved the bill at its meeting on November 12<sup>th</sup>.

205  
206 **Upon a motion by Mr. Morgan and seconded by Mr. Ulfelder, the Board voted (5-0) to that the Board**  
207 **vote to authorize payment of an invoice in the amount of \$602.68 to New England Medical Billing for**  
208 **the Town’s Medicaid filing from the SPED Stabilization Fund.**

209

210 **11. Executive Director’s Update**

211

212 Ms. Jop reviewed the memo and appointment list from the Town Clerk’s Office.

213

214 Ms. Jop briefly reviewed the proclamation for the Board.

215

216 **Upon a motion by Mr. Morgan and seconded by Mr. Ulfelder, the Board voted (5-0) to appoint the**  
217 **election workers identified in the memo from KC Kato, Town Clerk to the Board of Selectmen dated**  
218 **November 26, 2019 for a term to expire on June 30, 2020.**

219

220 **Upon a motion by Mr. Morgan and seconded by Mr. Ulfelder, the Board voted (5-0) to approve the**  
221 **proclamation as circulated.**

222

223 **12. New Business and Other Correspondence**

224 None.

225

226 The meeting was adjourned at 10:01 pm

227

228 The next regular meeting is scheduled for Monday, December 16, 2019 at 7:00 pm in the Juliani Room.



1 **Approved:**

2  
3 **Board of Selectmen Departmental Budget Summit Meeting: December 2, 2019**

4 **Present: Freiman, Sullivan Woods, Ulfelder, Olney, Morgan**

5 **Also Present: Jop, Strother, Dwinell**

6  
7 **Meeting Documents:**

8 1. Agenda

9 2. Budget Book

10  
11 At 9:00 a.m. Ms. Freiman opened the meeting.

12  
13 Ms. Freiman announced the meeting was being telecast live on Comcast channel 8 and Verizon channel 40  
14 and streamed live by Wellesley Media and is recorded for subsequent viewing on the cable channels or at  
15 wellesleymedia.org.

16  
17 **1. Facilities Management Department**

18  
19 Mr. McDonough, FMD Director, and Ms. Gariepy, FMD Financial Manager, joined the Board.

20  
21 Mr. McDonough reviewed the FMD budget request. He stated the overall increase in the budget request  
22 was 0.85% and within guideline. He noted COLA had not been assumed for the union employees, adding  
23 that Ms. Gariepy provided models for increases that would keep the FMD within the guidelines.

24  
25 Ms. Gariepy reviewed the personnel services and stated that \$10,000 had been added for reclassification of  
26 the design and construction manager position. Mr. McDonough stated that he felt the reclassification was  
27 appropriate given the additional responsibilities of the position and reclassifying it would bring it in line  
28 with a similar position in Lexington. Mr. McDonough reviewed the expenses and stated that utility increases  
29 made up a considerable component of expenses. He noted that while electricity had not increased there  
30 were secondary costs for local distribution of gas through National Grid. He explained the third-party  
31 contracting process for natural gas. He stated that sewer expenses had increased but not water. He added  
32 that the lease for 888 Worcester Street would end in June 2020, and a new 3-year lease with a 2-year renewal  
33 option would be necessary. He reviewed the procurement process of a lease agreement.

34  
35 Mr. McDonough reviewed the trash and recycling costs for the schools and noted discussions with the RDF  
36 for potentially taking over the process. He stated that current rates for trash and recycling were favorably  
37 negotiated with EL Harvey. He discussed the coordination between FMD and SEC. The Board discussed  
38 the proposed FMD budget.

39  
40 **2. Capital & Debt**

41  
42 Ms. Strother reviewed the Town's debt policy. She stated the 5-year capital plan represented capital requests  
43 from all departments with little reductions. She noted that DPW and FMD were contacted to reduce cash  
44 capital for FY21 in order to stay within guidelines; both departments reduced their requests, which set the  
45 whole budget just short of guideline at approximately 6 million in cash capital and 5 million in inside- the-  
46 levy-debt service. Ms. Strother stated that she had not had conversations with the Schools but had used  
47 information received from the Schools. She noted that the requests were being reviewed to see what can be  
48 borrowed or reduced. She added that most requests were planned for projects, and all were subject to Town  
49 Meeting action. Ms. Jop stated that she and Ms. Strother were working together on how best to reduce the  
50 gap without reducing projects.

51  
52 Mr. Morgan stated he would ask the Board to consider over the next few weeks to consider a forward  
53 planning capital plan that would provide more of a guide map. The Board discussed the capital budget.  
54

55 **3. Police – Traffic & Parking**

56  
57 Chief Pilecki and Lieutenant Cleary joined the Board. Chief Pilecki stated that three contracts were under  
58 negotiation and the budget was 1.6% over guideline assuming a transfer of funds for salary adjustments  
59 being approved at Town Meeting. He added that training had been increased as the department was working  
60 on a 3-year plan to increase training for officers including training for mental health calls. He noted that the  
61 other major increase was for cruisers and that Ford was producing hybrid cruisers. He stated that within  
62 this budget was the cost of purchasing one hybrid cruiser to test before purchasing additional hybrid cruisers  
63 in the future. He noted each hybrid vehicle would provide savings on gas, oil changes, brake replacement,  
64 and emissions. Chief Pilecki explained that the upgrades in vehicles by Ford necessitates a replacement of  
65 all Police Department vehicles. He noted that the increase in cost per vehicle would be approximately  
66 \$8,000. Lt. Cleary added that the difference in price does not take into account the savings on gas, oil  
67 changes, or other maintenance.  
68

69 Chief Pilecki reviewed the personnel line of the budget and noted the department had five vacancies for  
70 officers. He stated that two current dispatchers would likely go through the academy which will create  
71 vacancies in dispatch. He discussed the shortage in crossing guards and the difficulty finding applicants.  
72 Ms. Jop discussed the elimination of the Cale system for parking meters and transitioning to two mobile  
73 phone apps. The Board discussed the Police Department budget.  
74

75 **4. Building Department**

76  
77 Mr. Grant, Building Inspector, joined the Board. He reviewed the budget request for the Building  
78 Department. He stated that Viewpoint Cloud, the online permitting system, had been purchased by Open  
79 Gov. which was more of a municipal budget program. He stated the Town would become a large user and  
80 had made suggestions on how the program would be more beneficial not just to Wellesley but other towns  
81 as well. Mr. Grant added that with the introduction of the online permitting system, foot traffic to the office  
82 had been reduced by approximately 80%. He stated that staff was working on uploading data to the system  
83 to make it more accessible and funding remains in the budget to digitize records. He noted that overall the  
84 budget was flat with expenses and would begin to assess permit fees in the upcoming year. Ms. Jop  
85 discussed the anticipated schedule for permitting with the Wellesley Office Park Project. The Board  
86 discussed the budget for the Building Department.  
87

88 **5. Fire Department**

89  
90 Chief DeLorie, Assistant Chief Peterson, and Deputy Chief Mortarelli joined the Board.

91  
92 Chief DeLorie asked the Board to consider approving an additional firefighter position in his budget. He  
93 stated that the national standard of staffing is 14-15 personnel, while the Town is currently at 12-13 per  
94 shift. He added that there were federal opportunities where up to 75% of a salary could be paid for by the  
95 government for three years that other nearby towns had taken advantage of. Chief DeLorie reviewed the  
96 budget noting that permitting fees were lower than previous years. He reviewed the expenses and personnel  
97 services for the Board. Assistant Chief Peterson stated that the communications maintenance budget had  
98 increased \$3,000 and training and professional development had increased \$2,000. He reviewed additional  
99 expense increases for the budget. Mr. Morgan noted that expenses were 5% above the budget. The Board  
100 discussed the Fire Department budget request.  
101

102 Chief DeLorie discussed staffing shortages per shift and reviewed the nationally recognized standards of  
103 staffing. He stated that several years ago the department had created a Lieutenant position to assist with fire  
104 prevention services, which then created a need to backfill on shifts. He stated his recommendation would  
105 be to have 14 personnel on shift to stabilize all shifts, utilizing the federal grant program. He noted that  
106 there had been no staffing growth in the department in twenty years. The Board discussed the budget and  
107 the request to add a firefighter position.  
108

## 109 **6. IT**

110  
111 Mr. DuPont, IT Director, joined the Board. He reviewed the IT budget, noting that most expenses were  
112 replacements for aging equipment. He stated that the majority of increases in the budget came from support  
113 and maintenance as well as subscription costs for software services. He added that the budget request was  
114 within guideline and was consistent with other years. Mr. DuPont reviewed personnel, noting some turnover  
115 and reclassification of job descriptions. Ms. Strother stated that the request for IT was within guideline and  
116 there would be no need for revisions based on any union contracts. Mr. DuPont described the work with  
117 MLP, DPW, and GIS to provide more public access to Town information such as street trees, or “adopt a  
118 hydrant”. The Board discussed the IT Budget and projects for the upcoming fiscal year.  
119

## 120 **7. COA**

121  
122 Ms. Vogel, COA Chair, Ms. Allen, COA Vice-Chair, and Ms. Webster, Interim Director of the COA, joined  
123 the Board.  
124

125 Ms. Webster stated that there was a 7% increase of new participants at the COA from the previous fiscal  
126 year. She noted that there had been 155 check-ins daily and the services were becoming more popular. She  
127 stated that the COA planned to increase the non-fee based programs. Ms. Webster reviewed the budget and  
128 stated that the reorganization of the existing support staff was continuing. She noted the budget request was  
129 a 3.39% increase from the previous fiscal year. She added that some of the increase would be offset by  
130 grants. Ms. Webster reviewed the anticipated staffing reorganization. She stated that the planned change of  
131 using MWRTA transportation services would necessitate creating two volunteer coordinator positions. She  
132 stated that the two current transportation coordinator positions would be restructured as front desk  
133 assistants. The Board continued to review and discuss the COA budget and potential service changes at the  
134 COA.  
135

## 136 **8. Finance & Treasurer**

137  
138 Ms. Strother stated that the next budget book update would include organizational charts. She added that  
139 the proposed budget was level funded, noting that within the upcoming five years there would be several  
140 personnel changes due to anticipated retirements. She stated that personnel services had been increased due  
141 to the retirements, noting staff was being educated and cross-trained requiring additional funding. Ms. Jop  
142 stated that during FY21 job descriptions would be reviewed and possibly reclassified. Mr. Morgan  
143 expressed concern about the overall budget due to union contract negotiation impacts. Ms. Strother  
144 reviewed the West Suburban Veteran’s District offset within the finance budget. The Board discussed the  
145 Finance and Treasurer’s budgets.  
146

## 147 **9. Executive Director**

148  
149 Ms. Jop stated the Executive Director’s Office budget was level funded. She noted that the office continued  
150 to have two vacant positions, and that interviews for the Assistant Director position would begin shortly.  
151 She noted expenses for the office had remained flat. She stated that streetlights and legal budget had both

152 been increased based on anticipated litigation and the potential Tailby project. The Board discussed the  
153 budget for the Executive Director's Office.

154

155 **10. Other Departments (Group Insurance, Law, Streetlights)**

156

157 Ms. Strother stated that Group Insurance information would be expected to be updated in February when  
158 the rates would be set. She added that she believed the budget should cover any rate changes, noting that  
159 she would update the Board in January.

160

161 Ms. Jop stated that departmental narratives would be updated for the final budget book and would include  
162 departmental organizational charts. She noted that job descriptions continued to be reviewed by each  
163 department.

164

165 The Board discussed the overall budget and potential additional information and requests to be included.

166

167 **11. New Business and Other Correspondence**

168

169

170 The meeting was adjourned at 12:42pm

1 **Approved:**

2  
3 **Board of Selectmen Meeting: December 9, 2019**

4 **Present: Freiman, Sullivan Woods, Ulfelder, Olney, Morgan**

5 **Also Present: Jop**

6  
7 **Warrants approved: 2020-022 \$7,188,146.83**

8  
9 **Meeting Documents:**

- 10 1. Agenda
- 11 2. BOS Calendar
- 12 3. Draft Motions
- 13 4. Memo from Chief DeLorie re: Ambulance Contract
- 14 5. Draft Cataldo Ambulance Contract
- 15 6. Memo re: Various non-alcohol renewals
- 16 7. License renewal lists: CV, Auto, Entertainment, Club, and Lodging House
- 17 8. 900 Worcester Street Final Executed Lease
- 18 9. Correspondence re: other facilities with barber shops
- 19 10. MassBay CC Press Release

20  
21 **1. Call to Order**

22  
23 Ms. Freiman, Chair, called the meeting to order at 6:00 pm in the Wellesley Middle School Library.

24  
25  
26 **2. Public Comment**

27  
28 None.

29 **3. Announcements**

30 None

31  
32 **4. Review and Approve Cataldo Ambulance Contract**

33  
34 Chief DeLorie and Assistant Chief Peterson joined the Board.

35  
36 Chief DeLorie stated that the current contract was set to expire and the Department and Cataldo were  
37 seeking to renew the contract for an additional two years with a third year option. He noted that in 2009  
38 there was a \$122,000 subsidy by the Town but currently had no subsidy. There is no proposed change in  
39 the terms of the contract. Chief DeLorie noted the Town has received excellent service from Cataldo over  
40 the past three years. He added that there had been 7,836 ambulance responses over the past three years, and  
41 the Town received one complaint over billing. He added that overall he is pleased with the service and  
42 believed the EMT's received excellent training.

43  
44 The Board was supportive of renewing the contract under the same terms and conditions.

45  
46  
47 **Upon a motion by Mr. Morgan and seconded by Mr. Ulfelder, the Board voted (5-0) to approve the**  
48 **ambulance contract with Cataldo Ambulance Service Inc. and to authorize Meghan Jop to sign on**  
49 **behalf of the Town.**

50

51 **5. Review and Approve 2020 License Renewals: Common Victualler, Auto Dealers,**  
52 **Entertainment, Club & Lodging House**

53  
54 Ms. Jop reviewed the memo and renewals presented to the Board. She noted the closure of the Dunkin  
55 Donuts location on Central Street and the Upper Crust closure, also on Central Street.

56  
57 **Upon a motion by Mr. Morgan and seconded by Mr. Ulfelder, the Board voted (5-0) to approve the**  
58 **annual renewals detailed in the memorandum from Cathryn Meagher to Meghan Jop dated**  
59 **December 2, 2019 for the following terms:**

- 60 • **Common Victualler Food Only/Mobile Food licenses through 12/31/2020**
- 61 • **Class I & Class II Auto Dealer licenses through 1/1/2021**
- 62 • **Entertainment licenses through 12/31/2020**
- 63 • **Club licenses through 12/31/2020 and**
- 64 • **Lodging House licenses through 12/31/2020.**

65  
66 **6. Discuss Request to Allow Barber Shop at 900 Worcester Street**

67  
68 Mr. Herlihy and Mr. Walsh joined the Board.

69  
70 Mr. Walsh stated that the proposed barber shop would occupy 345 square feet and the remainder of the  
71 spaces had been leased for other amenities. He noted a local barber is seeking to locate from Wellesley  
72 Hills to this location.

73  
74 The Board noted the zoning for the property is for commercial recreational and was concerned the use was  
75 adding commercial entities not related to the recreational facility. The Board discussed the uses allowed in  
76 the lease and questioned whether a barber shop is a support facility. The Board discussed the occupancy of  
77 the building.

78  
79 Mr. Walsh and Mr. Herlihy described the success of similar small operations in other fitness and rink  
80 facilities. They identified the existing tenants including Inesperica, a tutoring service. The Board noted the  
81 Inesperica tutoring did not come before them and was not a specifically identified use allowed in the lease.

82  
83 Ms. Olney and Ms. Sullivan Woods preferred to see an amenity that is not focused on only male clientele.

84  
85 The Board agreed that there should be further discussion before voting on the proposal and would want an  
86 updated schematic of the various tenants in the recreational facility.

87  
88  
89 **7. Discuss Board of Selectmen Budgets**

90  
91 The Board discussed the budget and opportunities to add funding for transportation study. The Board also  
92 discussed adding \$50,000 to Traffic and Parking capital for the Wellesley Square amenities study.

93  
94 The Board briefly discussed the non-Selectmen budget submittals. Ms. Jop noted that the Planning  
95 Department was above the guideline and that financial services would work to assist them in reducing  
96 additional study funds for the fiscal year.

97  
98 **8. Special Town Meeting Preparation**

99  
100 The Board did not take up this agenda item.

101 **9. New Business and Other Correspondence**

102 None.

103

104 The meeting was adjourned at 7:00 pm

105

106 The next regular meeting is scheduled for Monday, December 16, 2019 at 5:00 pm in the Juliani Room.



1 **Approved:**

2  
3 **Board of Selectmen Meeting: December 16, 2019**

4 **Present: Freiman, Sullivan Woods, Ulfelder, Olney, Morgan**

5 **Also Present: Jop**

6  
7 **Warrants approved: 2020-023 \$4,685,142.28**

8  
9 **Meeting Documents:**

- 10 1. Agenda
- 11 2. BOS Calendar
- 12 3. Draft Motions
- 13 4. Memo re: 2020 Alcohol License Renewals
- 14 5. List of Alcohol Licenses
- 15 6. List of New Year's Eve Extension of Hours requests
- 16 7. Fells Market Change of Hours Request
- 17 8. Mobile Food Truck Application
- 18 9. Memo re: Indigenous People's Day
- 19 10. Preliminary Budget Rollup
- 20 11. Major Project Financing Schedule
- 21 12. Memo re: Firefighter Staffing Increase FY21 Request
- 22 13. Revised Project Narrative – Weston Road
- 23 14. Revised Project Plan – 148 Weston Road
- 24 15. Original Development Agreement – 148 Weston Road
- 25 16. HHU Referendum Citizens Petition
- 26 17. Draft ATM Article on Climate Emergency
- 27 18. Draft BOS Minutes: 10/30/19
- 28 19. Draft BOS Minutes: 11/4/19
- 29 20. Draft BOS Minutes: 11/18/19
- 30 21. Police Department Commendation to Officer Popovski
- 31 22. Police Department Commendation to Officer Tim Barros
- 32 23. Police Department Recognition to Officers Rosenberg, Poirier, and Griffin
- 33 24. Massachusetts Association of Conservation Commission Recognition Letter
- 34 25. Correspondence re: Tailby Lot Listening Tour
- 35 26. Tailby Lot Listening Tour Brochure
- 36 27. WEF Thank You Note

37  
38 **1. Call to Order**

39  
40 Ms. Freiman, Chair, called the meeting to order at 5:00 pm in the Juliani Room.

41  
42  
43 **2. Review and Approve Annual Alcohol Licenses**

44  
45 Ms. Jop reviewed the memorandum regarding the renewal of the alcohol licenses. She noted that The Upper  
46 Crust had closed and therefore had not submitted a renewal application.

47  
48 **Upon a motion by Mr. Morgan and seconded by Mr. Ulfelder, the Board voted (5-0) to approve the**  
49 **renewal of the alcohol licenses for On Premises Establishments, Off Premises Establishments, and**  
50 **Dining Halls of Incorporated Educational Institutions as outlined in the December 9, 2019 memo**

51 from Cay Meagher until December 31, 2020 under the same terms and conditions as previously  
52 approved.

53  
54 **3. Review and Approve New Year's Eve Alcohol Licenses**

55  
56 Ms. Jop noted the restaurants that had submitted requests to remain open on New Year's Eve. She stated  
57 that Fells Market had submitted a request to stay open through 9:00pm on New Year's Eve.

58  
59 **Upon a motion by Mr. Morgan and seconded by Mr. Ulfelder, the Board voted (5-0) to approve New**  
60 **Year's Eve Alcohol Service Extensions until 1:00 am to Alta Strada, Bocado, The Cottage, Door No.**  
61 **7, and Smith & Wollensky.**

62  
63 **Upon a motion by Mr. Morgan and seconded by Mr. Ulfelder, the Board voted (5-0) to approve the**  
64 **New Year's Eve sale of beer and wine until 9:00 pm for Fells Market.**

65  
66 **4. Review and Approve Change in Hours for Fells Market**

67  
68 Ms. Jop reviewed the request from Fells Market regarding their change in hours request. She stated that due  
69 to the short time-frame in addition to the permanent change in hours, Fells requested the Board approve  
70 extended hours for the two Sunday's at the end of December while they await the ABCC approval. Ms.  
71 Sullivan Woods suggested the Board extend the hours for 3 weeks to give the business the opportunity to  
72 extend hours in case the ABCC approval is delayed. The Board was agreeable to Ms. Sullivan Woods  
73 suggestion.

74  
75 **Upon a motion by Mr. Morgan and seconded by Mr. Ulfelder, the Board voted (5-0) to approve the**  
76 **change in hours for Fells Market located at 326 Weston Road to Monday to Saturday 8:00 am to**  
77 **10:00 pm and Sunday from 10:00 am to 8:00 pm and should the ABCC not affirm the license change**  
78 **prior to December 30, 2019, to allow Fells Market to operate on December 22, 2019, December 29,**  
79 **2019, and January 5, 2020 from 10:00a.m. to 8:00pm.**

80  
81 **5. Review and Approve Mobile Food Vendor – The Liege Belgium Waffle Truck**

82  
83 Mr. Fink, proposed operator of the Mobile Food Truck joined the Board. He reviewed his proposal for the  
84 food truck, noting he had been operating at private events locally. Mr. Fink gave a brief description of his  
85 proposed product which is a yeast-based waffle.

86  
87 Ms. Olney asked Mr. Fink if he proposed any compostable materials to reduce or climate waste. Mr. Fink  
88 indicated he uses compostable cups and that the staff would pour milk and sugar for hot drinks. He indicated  
89 he did not use plastic and would have a recyclable container. Ms. Olney recommended having separate  
90 compostable and recycling or trash to not create contamination of the compostable materials.

91  
92 The Board asked if the truck would be in operation every day. Mr. Fink indicated the current proposal is to  
93 operate Tuesday to Sunday.

94  
95 **Upon a motion by Mr. Morgan and seconded by Mr. Ulfelder, the Board voted (5-0) to issue a mobile**  
96 **food vendor license to Josh Fink dba The Liege Belgium Waffle Factory, pending final sign off from**  
97 **the Health Department.**

98  
99 **6. Planning Discussion on Diversity Summit**

101 Ms. Olney noted the Board had discussed having a facilitated discussion around the two proposals going to  
102 Town Meeting on Indigenous People’s Day earlier in the year. Ms. Olney identified a consultant who works  
103 to facilitate difficult community discussions. Ms. Olney stated she had reached out to Essential Partners in  
104 Cambridge. They have facilitated community discussions like the Indigenous People’s Day in Gloucester  
105 and Groton. Ms. Olney described the consultant’s facilitation approach. Ms. Olney stated she had spoken  
106 to the Moderator, who was supportive of the idea given the potential conversation at Town Meeting.  
107

108 The Board discussed the proposal and several members were concerned that the residents who have come  
109 to past meetings on the topic were limited in number. The Board discussed the challenges with break out  
110 group’s verses listening to a moderated discussion. The Board questioned the cost of the consultant. Ms.  
111 Olney stated the costs vary depending on the number of employees/residents trained for the facilitation and  
112 number of pre-meetings but in general was in the range of \$5,000 to \$7,000.  
113

114 The Board discussed the decline in civil discourse and noted the training and facilitation could be beneficial  
115 to improve town-wide discourse. The Board was more inclined to support the town-wide approach and did  
116 not come to a conclusion on whether a facilitated discussion on Indigenous People’s Day should proceed.  
117

118 **7. Break**

119  
120 **8. Call to Order**

121  
122 Ms. Freiman Ms. Freiman announced the meeting was being telecast live on Comcast channel 8 and  
123 Verizon channel 40 and streamed live by Wellesley Media and is recorded for subsequent viewing on the  
124 cable channels or at [wellesleymedia.org](http://wellesleymedia.org).  
125

126 Ms. Freiman expressed the Board’s condolences to the friends and family of Senator David Locke, a former  
127 Wellesley resident with a long record of service to the Town and the state.  
128

129 **9. Citizen Speak**

130  
131 A resident came before the Board. He stated that he was asking the Board to support including a ballot  
132 question on the potential closure of an elementary school and redistricting on the 2020 Town Election  
133 ballot. He read a prepared statement to the Board. He added that he believed that building a large school  
134 on the Hunnewell site would require redistricting and closure of one school.  
135

136 **10. Announcements**

137 None.  
138

139 **11. Audit Committee Update**

140  
141 Ms. Strother, Town Finance Director and Audit Committee members, Ms. McDonnell, Chair, Ms. Aufranc,  
142 Mr. Manguso, Ms. O’Shea and Mr. St. Thomas joined the Board. Ms. Davis and Mr. Warren of Powers &  
143 Sullivan joined the Board.  
144

145 Ms. McDonnell reviewed the summary of the reports that had been approved by the Audit Committee. She  
146 stated that the Audit Committee had accepted the audit reports at their previous meeting. She reviewed the  
147 separate reports, noting that the audit was clean with no material weaknesses found in controls. She stated  
148 that the free cash balance had improved. She noted that the Committee had discussions with the School  
149 Business Office, Treasurer’s Office and the IT Department regarding comments received previously from  
150 Powers & Sullivan. She stated that the Committee believed the Town had good policies and practices in  
151 place but recommended an external audit of cyber/data security procedures and practices. Ms. McDonnell

152 reviewed comments received from Powers & Sullivan. She stated documentation of financial policies and  
153 procedures at the Council on Aging was recommended as good practice. She reviewed some additional  
154 comments received previously such as documenting internal controls in cash handling procedures in the  
155 Treasurer's Office. The Board discussed the Audit Committee update and reports from Powers & Sullivan.  
156

157 **12. Discuss and Vote Selectmen's Budget**  
158

159 Ms. Jop reviewed stated that all budgets had been received and were continuing to be reviewed by the  
160 Finance Department. Ms. Strother reviewed the timeline of the budget process and discussions with the  
161 School Department. She stated that there was a provision in the budget for open union contracts and that it  
162 would be updated as negotiations were settled. She added that the Town was currently under guideline by  
163 approximately \$139,000. She stated that the schools remained over guideline with a budget of 3.5% and  
164 requested funding for unanticipated SPED costs, additional staff, and reductions in grants. Ms. Strother  
165 stated that the budget remained out of balance and there would need to be additional conversations to make  
166 additional cuts. Ms. Freiman stated that the School Department would hold budget summits during the week  
167 of December 16<sup>th</sup>. She added that there were also unanticipated SPED needs for FY2020. She added that  
168 conversations would continue with the Planning Department to reduce expenses.  
169

170 Ms. Jop stated that one proposal included a request of \$50,000 to be added to Traffic and Parking fund for  
171 a study of Wellesley Square, particularly the streetscapes of the square. She reviewed the background of  
172 the proposal. She noted that the North 40 remediation had been received and provided the Town with three  
173 scenarios for the work. She provided an overview of the remediation and added that the work must be  
174 completed by December 2020. The Board discussed the Wellesley Square proposal and the North 40 work.  
175 The Board discussed the pending request for adding a firefighter to the Fire Department budget and the  
176 overall budget for General Government Services. Ms. Freiman proposed the Board vote on the current  
177 budget proposal and to inform the Advisory Committee that the Board would provide an update as they  
178 review forthcoming information regarding the Fire Department staffing request.  
179

180 **Upon a motion by Mr. Morgan and seconded by Mr. Ulfelder, the Board voted (5-0) to approve the**  
181 **Board of Selectmen – General Government Budget for FY21 as adjusted for a non-tax impact Capital**  
182 **Study.**  
183

184 **13. Discuss and Vote Modification to 148 Weston Road Development Agreement**  
185

186 Mr. Sheen and Mr. Holland, developers of the 148 Weston Road Project, and Mr. Brown, architect of the  
187 project, joined the Board.  
188

189 Ms. Jop briefly reviewed the background of the project, adding that the project developers had purchased  
190 an additional parcel of land at 144 Weston Road. She stated that based on the additional parcel, the project  
191 had been revised.  
192

193 Mr. Sheen discussed the revised plan. He stated that 8,100 square feet of land area had been added with the  
194 144 parcel and the project would eliminate the existing home at 144 and potentially add a second entryway  
195 to Weston Road that could be used for a secondary emergency access point. Mr. Brown described the  
196 proposed design for the use of the 144 Weston Road parcel. He stated the team had developed two options  
197 for the building design changes. Mr. Sheen stated that the proposed plan increased the building by 10,000  
198 square feet and added smaller one bedroom units to create more housing options. The Board discussed the  
199 potential addition to the building and additional units. Mr. Sheen stated that the 10,000 square feet included  
200 not only units but also underground parking, storage, and amenity space. He added that the residential  
201 portion would be less than the 10,000 square feet. He added that the modifications allowed the development  
202 team to address earlier concerns such as emergency access points and providing diverse housing options.

203 Ms. Jop reviewed the history of revisions to the project plan. Mr. Brown provided additional design details  
204 to the proposed changes to the project. The Board continued to discuss the proposed changes to the project  
205 plan.  
206

207 Pete Jones of 5 Halsey Avenue came before the Board. He stated that he believed the Board should go to  
208 a site of similar size in Town to get a better idea of what the project would look like in a busy area. He  
209 stated that adding more units in a congested area would not help alleviate existing traffic problems.  
210

211 Joel Bloom of 20 Howe Street came before the Board. He stated that he was disappointed that the ~~the~~  
212 development team had not reached out to the College Heights Association and neighborhood as they had  
213 done in the past. He stated he did not feel that the acquisition of the 144 Weston Road property justified an  
214 additional 10,000 square feet of building. He added that he had concerns regarding the visitor parking plan  
215 and would like to see additional revisions to the visitor parking plan.  
216

#### 217 **14. Discuss and Vote Citizen Petition for Non-Binding Referendum Question**

218

219 Mari Passananti of 9 Oakland Street came before the Board. She stated her beliefs behind the petition she  
220 supported. She stated she had first heard of the Hunnewell School plans in the spring. She added that she  
221 believed the Hunnewell School project was too costly and too large. She stated that closing a school would  
222 not be necessary if the school was built to a smaller scale. She noted that the proposed Hunnewell project  
223 would not be aesthetically pleasing. She stated that she believed the ballot question would best gauge the  
224 communities need and desires. Mr. Morgan objected to Ms. Passananti's discussion points of view of  
225 regarding the School Committee, the School Superintendent, and Town Meeting Members. She continued  
226 to review her position in bringing forward the petition behind the petition.  
227

228 Lauren Duprey of 5 Fells Circle came before the Board. She stated recently moved to Town and believed  
229 the question should be on the ballot to survey how voters feel about the plan for the three schools.  
230

231 Johnathan Gerbode Grant of 59 Avon Road came before the Board. He stated he did not feel educated on  
232 the HHU project and had not been receiving information on the project. He stated he believed there needed  
233 to be better outreach in the community.  
234

235 Carl Nelson of 69 Temple Road came before the Board. He stated he was the chair of the Wellesley  
236 Republican Town Committee. He stated that he believed there had not been enough input from those who  
237 did not support the Hunnewell project.  
238

239 Tanya Lisowsky of 26 Fells Road came before the Board. She stated she her children attended the Hardy  
240 School and believed that all families in the Town would be affected by the HHU project. She added that  
241 she believed all families should have the opportunity to vote.  
242

243 Janie Penn of 15 Bemis Road came before the Board. She noted that at a meeting she attended several years  
244 ago there was a large consensus that no one that attended supported a closure of any school. She added that  
245 she believed the Hunnewell plan was too large and supported a town wide vote.  
246

247 The Board discussed the citizen's petition. Mr. Morgan stated that only the School Committee had the  
248 authority to close a school, not Town Meeting action. He added that voters would have the opportunity to  
249 vote on debt exclusions which would be a binding majority vote. He noted he could support a referendum  
250 question on the March 2020 ballot based on the actual plan and rephrased from the petition as presented.  
251 He added that he believed the petition as presented would mislead the community. The Board discussed the  
252 process of the Board presenting a referendum question for the March 2020 ballot. Ms. Freiman stated that  
253 the current petition would be non-binding and noted the next time a binding vote could be placed on a town-

254 wide ballot would be in March of 2021. She restated that only the School Committee could decide to close  
255 a school. The Board continued to discuss the petition presented.

256  
257 Susan Zelenko of 76 Cleveland Road came before the Board. She asked to speak regarding the Climate  
258 Emergency agenda item and stated that children were present to discuss the resolution and asked for the  
259 children to be heard before the Board voted on the petition. Ms. Freiman stated that both issues were equally  
260 important and emotional issues. She apologized for the meeting running being late and asked the children  
261 to comment on the climate emergency.

262  
263 Ms. Kapoor of 9 Greenwood Road, Ms. Smith of 9 Bryn Mawr Road, and Ms. Braun of 11 Ingersoll Road  
264 came before the Board to express their support of the schools creating additional climate action initiatives.

265  
266 The Board resumed their discussion of the citizens' petition. Ms. Sullivan Woods stated that she would  
267 prefer to have a collaborative effort to rephrase the petition, but supported the petitioners right to having  
268 their voice heard. Ms. Freiman stated that while she supported the public being heard, she believed the  
269 phrasing of the petition was misleading to the public. Mr. Morgan stated he would not make a motion for  
270 an alternative non-binding referendum but reserved the right to do so at a future meeting.

271  
272 Mr. Nelson came before the board again and thanked the Board for being open to an alternative  
273 collaborative non-binding referendum. He asked for clarification on the potential next steps. Mr. Morgan  
274 stated that the Board would be required to act in early February.

275  
276 **Upon a motion by Mr. Morgan and seconded by Mr. Ulfelder, the Board voted (1-4, Ms. Sullivan**  
277 **Woods – Aye.) to approve on the citizen's petition for a non-binding referendum at the March 17,**  
278 **2020 Town Election.**

279  
280 **15. Discuss Climate Emergency Resolution**

281  
282 Ms. Olney provided a brief overview of the climate emergency resolution. She stated that there was a  
283 mounting sense of urgency and pointed to the U.N. IPCC report that was issued in 2018. She stated that the  
284 resolution was not a comment on what the Town is already doing and noted the projects that were ongoing  
285 in Wellesley to reduce greenhouse gas emissions. She added that she believed Town Meeting Action would  
286 set a clear statement for the commitment of the Town to continue and enhance efforts and initiatives. She  
287 noted that the League of Women's Voters of Massachusetts and other health associations had asked  
288 communities throughout the state to make declarations of climate emergency. The Board discussed the  
289 ATM Warrant deadline and the proposed resolution.

290  
291 Therese Kelly of 50 Grove Street came before the Board. She stated that she believed the IPCC Report  
292 called for a sense of urgency for the general population. She added that she believed effective actions begin  
293 on a local level and stated she supported the Board presenting any language regarding climate emergency  
294 on the ATM Warrant.

295  
296 Raina McManus of 2 Mulherin Lane came before the Board. She stated that the NRC would be discussing  
297 a Climate Emergency Resolution at its next meeting. She added that as a resident she was very concerned  
298 and welcomed a debate at Town Meeting regarding the climate emergency. She stated passing a resolution  
299 would send a message that Wellesley does take the issue seriously.

300  
301 Anthony Richman a 7th grader at the Middle School came before the Board. He stated he would like to see  
302 Wellesley take action on the climate emergency.

303

304 Phyllis Theermann of 13 Aberdeen Road came before the Board. She stated that Town Meeting had set a  
305 goal for the Town to reduce gas emissions by 2020. She stated that the Town had not reached its goal and  
306 believed the SEC was working hard to reach the goal but believed other departments should take on  
307 additional responsibilities to meet the reduction goal.

308  
309 Josh Richman, a Wellesley Middle School student came before the Board. He stated he believed the Town  
310 should take action before the climate emergency became uncontrollable.

311  
312 Susan Zelenko of 76 Cleveland Road came before the Board. She stated the Town should act quickly to  
313 address climate change. She read a prepared statement regarding other climate emergency actions  
314 throughout the world.

315  
316 Janie Penn of 15 Bemis Road came before the Board. She stated she worries about climate change more  
317 than any other issue. She stated she liked the proposed language requiring all Boards to take action on the  
318 climate emergency.

319  
320 Leslie Richmond of 51 Russell Road came before the Board. She stated that her children in 7<sup>th</sup> grade just  
321 finished a unit on climate change. She added that the Town should be more committed and connected to  
322 taking the issue on as a community.

323  
324 Will Breedin of 30 Summit Road came before the Board. He stated that had been following initiatives  
325 throughout the Town and believed climate change needed to be addressed by every department. He added  
326 that it would be comforting for the Town to take on initiatives and believed it would help give faith in  
327 further action at a higher level of government.

328  
329 Scott Bender of 30 Ivy Road came before the Board. He stated that many residents are unaware that the  
330 Town has a gas emission reduction goal and that the Town was not close to meeting the goal. He added the  
331 reduction of gas emissions hadn't become a priority throughout the Town and would like to see Town  
332 Meeting acknowledge it as a priority.

333  
334 The Board discussed the proposed resolution and placing an article on the ATM Warrant regarding the  
335 climate emergency.

336  
337 **16. Executive Director's Report**

338  
339 Ms. Jop stated that revisions to the minutes had been received and distributed to the Board prior to the  
340 meeting.

341  
342 **Upon a motion by Mr. Morgan and seconded by Mr. Ulfelder, the Board voted (5-0) to approve the**  
343 **minutes of October 30, November 4, and November 18, 2019 as amended.**

344  
345 **17. New Business and Other Correspondence**  
346 None.

347  
348 The meeting was adjourned at 10:26 pm

349  
350 The next regular meeting is scheduled for Monday, January 6, 2020 at 7:00 pm in the Juliani Room.



1 **Approved:**

2  
3 **Board of Selectmen Meeting: January 6, 2020**

4 **Present: Freiman, Ulfelder, Olney, Morgan**

5 **Also Present: Jop**

6  
7 **Warrants approved: 2020-024 \$5,599,321.67**

8 **2020-025 \$4,829,881.48**

9 **2020-026 \$3,059,212.81**

10 **Meeting Documents:**

- 11 1. Agenda
- 12 2. BOS Calendar
- 13 3. Draft Motions
- 14 4. Chief Pilecki's recommendation for appointment of officers
- 15 5. Memo re: Passport Contract and Pay by Phone Contract
- 16 6. Draft Passport Contract
- 17 7. Draft Pay by Phone Contract
- 18 8. Change of Manager Application
- 19 9. Memo: FY2020 Winter Maintenance Appropriation
- 20 10. 2020 ATM Article List
- 21 11. COA Gift Email
- 22 12. COA Gift Information
- 23 13. Change in DBA Application
- 24 14. Draft 2019 Arbor Day Proclamation
- 25 15. Memo re: BYOBag Month
- 26 16. Draft BYOBag Proclamation
- 27 17. Memo re: Crossing Guard Appointment Request
- 28 18. Police Commendation – Officer Harris
- 29 19. Police Commendation – Officer Dixon
- 30 20. Gift Information – Recreation Department
- 31 21. World of Wellesley MLK Breakfast Invitation
- 32 22. Monthly Parking Meter Collections

33  
34 **1. Call to Order**

35  
36 Ms. Freiman, Chair, called the meeting to order at 7:00 pm in the Juliani Room.

37  
38 Ms. Freiman announced the meeting was being telecast live on Comcast channel 8 and Verizon channel 40  
39 and streamed live by Wellesley Media and is recorded for subsequent viewing on the cable channels or at  
40 [wellesleymedia.org](http://wellesleymedia.org).

41  
42 **2. Citizen Speak**

43  
44 Valerie Gates of 57 Cottage Street came before the Board. She encouraged the Board to take the climate  
45 emergency seriously and to address it through a resolution at Town Meeting. She stated that she believed it  
46 was a world-wide problem and more than a climate change or a climate crisis and the Town should take  
47 emergency action.

48  
49 Jill Okun of 15 Cottonwood Road came before the Board. She stated that she believed an article should be  
50 submitted before Town Meeting regarding the climate emergency. She recounted a trip to the Canadian

51 Rockies with her family and could see the changes in glacier melting over twenty years. She asked that the  
52 climate emergency be addressed by the Board at Town Meeting.

53  
54 Patrick Kenney and Jack Kenney of 38 Summit Road came before the Board. They expressed that they  
55 were in favor of using the term climate emergency as it would help with educating the Town.

56  
57 Carol Carney of 4 Essex Road came before the Board. She stated that she favored the term climate  
58 emergency. She believed that the situation was more than about change or an alert and she believed that  
59 Wellesley being proactive would encourage other communities to act and begin making a difference.

60  
61 Brooke Muggia of 15 Longfellow Road came before the Board. She stated that the climate crises throughout  
62 the world were bringing people together. She noted the environmental tragedies in Australia and California.  
63 She stated that children need advocates to address the climate emergency on their behalf.

64  
65 Lucy Elwy of 26 Laurel Avenue came before the Board. She stated that she was studying environmental  
66 science and geology and was supportive of having the term climate emergency on the warrant. She stated  
67 she believed the world had less than ten years to make an impact before permanent damage would be made.

68  
69 Emma Goldenthal of 46 Wall Street came before the Board. She stated that she believed powerful language  
70 was needed to shape the Town's actions. She expressed concerns of environmental disasters such as those  
71 in Australia and California becoming more frequent without action.

72  
73 Eleanor Cramer of 21 Laurel Avenue came before the Board. She stated that the youth in Town deserve to  
74 live on a cleaner and safer earth. She stated that she believed if carbon emissions were to stop immediately  
75 her grandchildren would witness the impacts.

76  
77 **3. Announcements**

78 None

79  
80 **4. Vote Wellesley Police Appointments – Two Patrol Officers**

81  
82 Chief Pilecki and Deputy Chief Whittemore joined the Board with the candidates for appointment; Mr.  
83 Collins and Mr. Scopa. Chief Pilecki stated that both Mr. Collins and Mr. Scopa had completed the required  
84 exam, interviews, and background checks. Both candidates introduced their families present for the  
85 meeting. Chief Pilecki reviewed the backgrounds and achievements of each candidate. He noted that both  
86 had been highly recommended for the appointments from their coworkers. Chief Pilecki noted that Mr.  
87 Scopa's father had been on the Wellesley Police Department. The Board asked questions regarding the  
88 background of the candidates. Mr. Collins described his interest in the crisis intervention team. Mr. Scopa  
89 reviewed his background in teaching and writing and how that work would influence the critical thinking  
90 required for police work.

91  
92 **Upon a motion by Mr. Morgan and seconded by Mr. Ulfelder, the Board voted (4-0) to appoint Brian**  
93 **Collins and Domenic Scopa effective January 6, 2020 to the position of Police Officer with the Town**  
94 **of Wellesley contingent upon the successful completion of the pre-screening process which includes a**  
95 **physical evaluation and psychological evaluation and a one-year probation.**

96  
97 **5. Discuss and Vote Passport Contract Renewal and Pay by Phone Contract**

98  
99 Lieutenant Showstead joined the Board. He discussed the updates and changes to payment methods that  
100 would be needed when the Cale machines were removed. He stated that the Cale machine technology was  
101 no longer supported and had become outdated. He reviewed the use of the Passport App in the Town and

102 noted that the app covered two-thirds of the payments for metered spaces in Town where the Cale machines  
103 are available. He stated that the target date to remove the Cale machines and begin using Passport at all  
104 Town lots and meter spaces was July 1<sup>st</sup> and the addition of the Pay by Phone option for payments. He  
105 added that the only difference for Pay by Phone would be for downloading the application to smart phones  
106 which many users had already done. He reviewed the information campaign that would begin for those  
107 customers that currently use the Cale machines. Lieutenant Showstead noted that Pay by Phone had been  
108 used in all commuter rail lots throughout the state. He added that non smartphone users would have an  
109 options for payment. Ms. Jop noted that the Town continued to offer yearly parking passes for residents  
110 and non-residents that use the commuter lots daily. The Board discussed the parking changes and the draft  
111 contracts.

112  
113 **Upon a motion by Mr. Morgan and seconded by Mr. Ulfelder, the Board voted (4-0) to approve the**  
114 **new three-year contract with Passport Parking and a new three-year contract with Pay by Phone for**  
115 **all Town paid parking lots and parking meter spaces pending final edits by Town Counsel, and to**  
116 **authorize Meghan Jop to sign the finalized contract on behalf of the Town.**

117  
118 **6. Discuss and Vote Change in Manager for Alcohol License – Whole Foods**

119  
120 Ms. Hall, proposed manager for Whole Foods and Mr. Libardoni, Whole Foods Counsel, joined the Board.

121  
122 Mr. Libardoni reviewed Ms. Hall’s resume and background with Whole Foods. He noted Ms. Hall had read  
123 and understood the Town alcohol regulations. The Board discussed the application and the background of  
124 Ms. Hall.

125  
126 **Upon a motion by Mr. Morgan and seconded by Mr. Ulfelder, the Board voted (4-0) to approve the**  
127 **change in manager for Whole Foods Market Group, Inc. License from Kimberly Pinelli to Kimberly**  
128 **Hall.**

129  
130 **7. Discuss and Vote Supplemental Winter Maintenance Budget Request - DPW**

131  
132 Ms. Jop reviewed the memo received from Mr. Cohen, DPW Director, regarding the winter maintenance  
133 budget. She stated that the early storm events in November, the DPW had a shortfall from their original  
134 appropriation. She noted that DPW anticipated additional storms and recognized the DPW would likely  
135 require additional appropriations for the season. The Board discussed the memo, the anticipation of  
136 additional storms, and the DPW budget process for snow and ice removal.

137  
138 **Upon a motion by Mr. Morgan and seconded by Mr. Ulfelder, the Board voted (4-0) to approve the**  
139 **supplemental winter maintenance budget request from the Department of Public Works in the**  
140 **amount of \$300,000.**

141  
142 **8. Executive Director’s Report**

143  
144 Ms. Jop reviewed the gifts received for the Recreation Commission for their summertime special events  
145 that were accepted on behalf of the Board from Roche Brothers, Henry J. Burke & Son’s Funeral Home  
146 and Green’s Hardware. She stated that the 2020 ATM article list from other departmental boards and  
147 citizen petitions were received, noting the Board would need to discuss and vote on any Board articles to  
148 be added to the warrant. The Board briefly discussed potential additional articles.

149  
150 Ms. Jop stated that the COA had received the second distribution of the gift from the Richard A. Campana  
151 Trust. She added that the amendment of the dba for “The Wok” had been received, noting the application  
152 was in order and no other changes to the license were requested. Ms. Jop reviewed the request for the

153 proclamation for 2019 Arbor Day in order to submit the proclamation as part of their annual submission  
154 for the Town’s “Tree City USA” designation. She stated that the NRC had requested that the Board  
155 proclaim January as “Bring Your Own Bag Month” for the third year in a row. Mr. Morgan read the  
156 Bring Your Own Bag Month proclamation. Ms. Jop reviewed the recommendation for appointment memo  
157 and application for the School Crossing Guard.  
158

159 **Upon a motion by Mr. Morgan and seconded by Mr. Ulfelder, the Board voted (4-0) to accept the**  
160 **gift of \$100,000 from the Richard A. Campana Revocable Trust for COA programs and facilities of**  
161 **the Tolles Parsons Center to be held in trust by the Town and that any and all interest earned be used**  
162 **for the same purposes of the original bequest.**  
163

164 **Upon a motion by Mr. Morgan and seconded by Mr. Ulfelder, the Board voted (4-0) to approve the**  
165 **change in DBA for the All Alcohol License for The Wok at 120 Worcester Street to Great Wok.**  
166

167 **Upon a motion by Mr. Morgan and seconded by Mr. Ulfelder, the Board voted (4-0) to approve the**  
168 **2019 Arbor Day Proclamation.**  
169

170 **Upon a motion by Mr. Morgan and seconded by Mr. Ulfelder, the Board voted (4-0) to proclaim**  
171 **January 2020 as Bring Your Own Bag Month in the Town of Wellesley.**  
172

173 **Upon a motion by Mr. Morgan and seconded by Mr. Ulfelder, the Board voted (4-0) to appoint**  
174 **Joshua Madden as a School Crossing Guard until June 30, 2020.**  
175

176 **9. Liaison Updates**  
177

178 Mr. Ulfelder stated that January 15<sup>th</sup> the SBC would host a community forum on Hardy and Upham from  
179 7-9pm at the Wellesley Middle School. He added that the forum would be an important event and expected  
180 many questions would be brought forward that evening. He added that a joint meeting with the SBC had  
181 been proposed for January 16<sup>th</sup> to discuss the updated potential designs for the Hardy and Upham sites and  
182 to learn of the MSBA feedback on the designs. The Board discussed the SBC meeting on January 16<sup>th</sup>.  
183

184 Mr. Ulfelder stated that the NRC requested an evaluation of the tree at the Hunnewell School to see if the  
185 tree could be relocated. He noted that the tree had formed a large crack since the site had been reviewed by  
186 the designers. He stated that the Town Arborist, in consultation with the NRC Director, had indicated that  
187 the tree would need to come down due to its deteriorated state. He added that the report would be available  
188 to the public and discussed at the upcoming School Committee meeting.  
189

190 **10. New Business and Other Correspondence**  
191

191 None.  
192

193 The meeting was adjourned at 8:29 pm  
194

195 The next regular meeting is scheduled for Tuesday, January 21, 2020 at 7:00 pm in the Juliani Room.



Mike Kuza  
Vice President

January 28, 2020

Wellesley Board of Selectman  
525 Washington Street  
Wellesley, MA 02482

To Whom It May Concern,

As part of its 2019 gift to the community, the Middlesex Savings Charitable Foundation wishes to provide the Wellesley Police and Fire Departments with a charitable contribution of \$10,000 each. Although there are no specific requirements as to how these funds are spent, we would ask that the departments not utilize them to fund personnel-related expenses.

Please direct any questions you might have with regards to these gifts to my attention at 508-315-5361.

Sincerely,

A handwritten signature in black ink, appearing to read "Mike Kuza", with a long horizontal flourish extending to the right.

Mike Kuza  
Vice President

## Meagher, Cathryn

---

**From:** Pilecki, Jack  
**Sent:** Thursday, January 30, 2020 11:15 AM  
**To:** Meagher, Cathryn  
**Subject:** FW: Middlesex Saving Bank Donation  
**Attachments:** Middlesex Saving Bank Donation 2020.pdf

-----Original Message-----

From: DeLorie, Rick  
Sent: Thursday, January 30, 2020 11:00 AM  
To: Marjorie Freiman <mfreiman@wellesleyma.gov>  
Cc: Thomas Ulfelder <tulfelder@wellesleyma.gov>; Jop, Meghan <mjop@wellesleyma.gov>; Pilecki, Jack <jpilecki@wellesleyma.gov>  
Subject: Middlesex Saving Bank Donation

Hi Marjorie,

Both Fire and Police Departments received donations of \$10,000 from Middlesex Saving Bank, letter is attached. These donations will need to be accepted by the Board. I'm suggesting that both departments identify how these funds will be utilized and after we have the items or training determined, we invite the banks representative to learn about how their donation assisted us, at a Selectmen's Meeting express our appreciation for their generous donation. Our funds will likely be used for equipment or bringing in a special trainer for all four groups. Once Chief Pilecki and I have determined each departments usage of the donations we can arrange to invite the Middlesex Official to the meeting . Please let me know if this is an acceptable plan for this donations.

Regards,  
Rick

Richard A. DeLorie  
Chief of Department  
Wellesley Fire Rescue  
457 Worcester Street  
Wellesley, MA. 02482  
Tel: 781-235-1300

Chairman, Metrofire  
Past-President, Fire Chiefs Association of Massachusetts rdelorie@wellesleyma.gov

## Meagher, Cathryn

---

**From:** Pilecki, Jack  
**Sent:** Thursday, January 30, 2020 11:21 AM  
**To:** Meagher, Cathryn  
**Cc:** Jop, Meghan; Strother, Sheryl  
**Subject:** Check

Today I received a check in the amount of \$10,000 from Middles Savings Bank as a donation to the Police Department. I am going to forward you this check today. At this point we intend to utilize this money to go towards the purchase of a Community Service Dog. Once we finalize our decision on how to use the money I will notify you and the Finance Department.

Please let me know if you have any questions.

Chief Pilecki

**Chief Jack Pilecki**  
Wellesley Police Department  
485 Washington Street  
Wellesley, MA 02482  
Phn: 781-235-0062  
**"An Accredited Police Agency"**

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## Meagher, Cathryn

---

**From:** Jop, Meghan  
**Sent:** Thursday, January 30, 2020 10:21 AM  
**To:** Hickey, David; Strother, Sheryl; Meagher, Cathryn  
**Cc:** Cusack, Christopher; Cohen, David  
**Subject:** RE: Softball Donations

Thanks Dave. I will place these on the BOS agenda for Monday 2/3.

Meghan C. Jop, AICP  
Executive Director  
Town of Wellesley  
[mjop@wellesleyma.gov](mailto:mjop@wellesleyma.gov)  
[www.wellesleyma.gov](http://www.wellesleyma.gov)  
781.431.1019 ext 2200

Please be advised the Secretary of State has determined that email is a public record.

---

**From:** Hickey, David <dhipkey@wellesleyma.gov>  
**Sent:** Thursday, January 30, 2020 9:44 AM  
**To:** Jop, Meghan <mjop@wellesleyma.gov>; Strother, Sheryl <sstrother@wellesleyma.gov>; Meagher, Cathryn <cmeagher@wellesleyma.gov>  
**Cc:** Cusack, Christopher <ccusack@wellesleyma.gov>; Cohen, David <dcohen@wellesleyma.gov>  
**Subject:** Softball Donations

Meghan, Sheryl and Cay,

We have received two donations delivered by Wellesley Youth Baseball & Softball organization for the on going Hunnewell Field Softball Renovation Project. These donations are a direct result of, and are responsive to the donors requests. The first donation, in the amount of \$71,000 is from the Avery family, who after reviewing the plans, requested that the Lee Field dugouts be modified to more closely match the existing dugouts at Reidy Field. This includes arched openings, mantled sills and asphalt shingled roof. The donation amount matches the change order proposed by our contractor to accomplish this goal. It should be noted that the Avery family previously made significant contributions to this project. The second donation, in the amount of \$2,275, is specific to the cost of reimbursing the project for engraved landscape bricks, which recognize generous donations of \$500 or more, for which about 125 families and businesses contributed.

We request that the Town accept these gifts and the checks be deposited into the gift revenue account 29041027-483000 and the funds will be expended from the existing gift expense account (29410127-557010) as per the instructions of the Finance Department. We can provide any additional information, if needed.

Thank you,

Dave



# TOWN OF WELLESLEY

## Application for Special License(s)

Date of Application: 11/25/2019

Date of Event: 2/29/2020

A special License is a temporary license issued pursuant to Chapter 635 of the Acts of 1982 to the responsible manager of any nonprofit organization conducting any indoor or outdoor activity or enterprise for the sale of alcoholic beverages.

Application fee for one or more applications filed on the same date: **\$25.00**

Fee for each license issued: **\$50.00**

Make checks payable to: Town of Wellesley

The undersigned hereby applies for a Special License for:

All Alcoholic Beverages

**Wine and Malt Beverages Only**

### APPLICANT INFORMATION

Name of Non-Profit Organization: Babson College

Address: 231 Forest Street, Babson Park, Wellesley, MA 02457-0310

Name of Event Manager: Molly Joyce Address: Babson College

Assistant Event Manager: Emily Brodeur Address: Babson College

Event Name & Description (If multiple events; See Attachment 1): Black Affinity Network Conference Gala - student led organization holds conference weeked Saturday  
is Gala - where alcohol is served.

Event Contact: Lauren Shatter

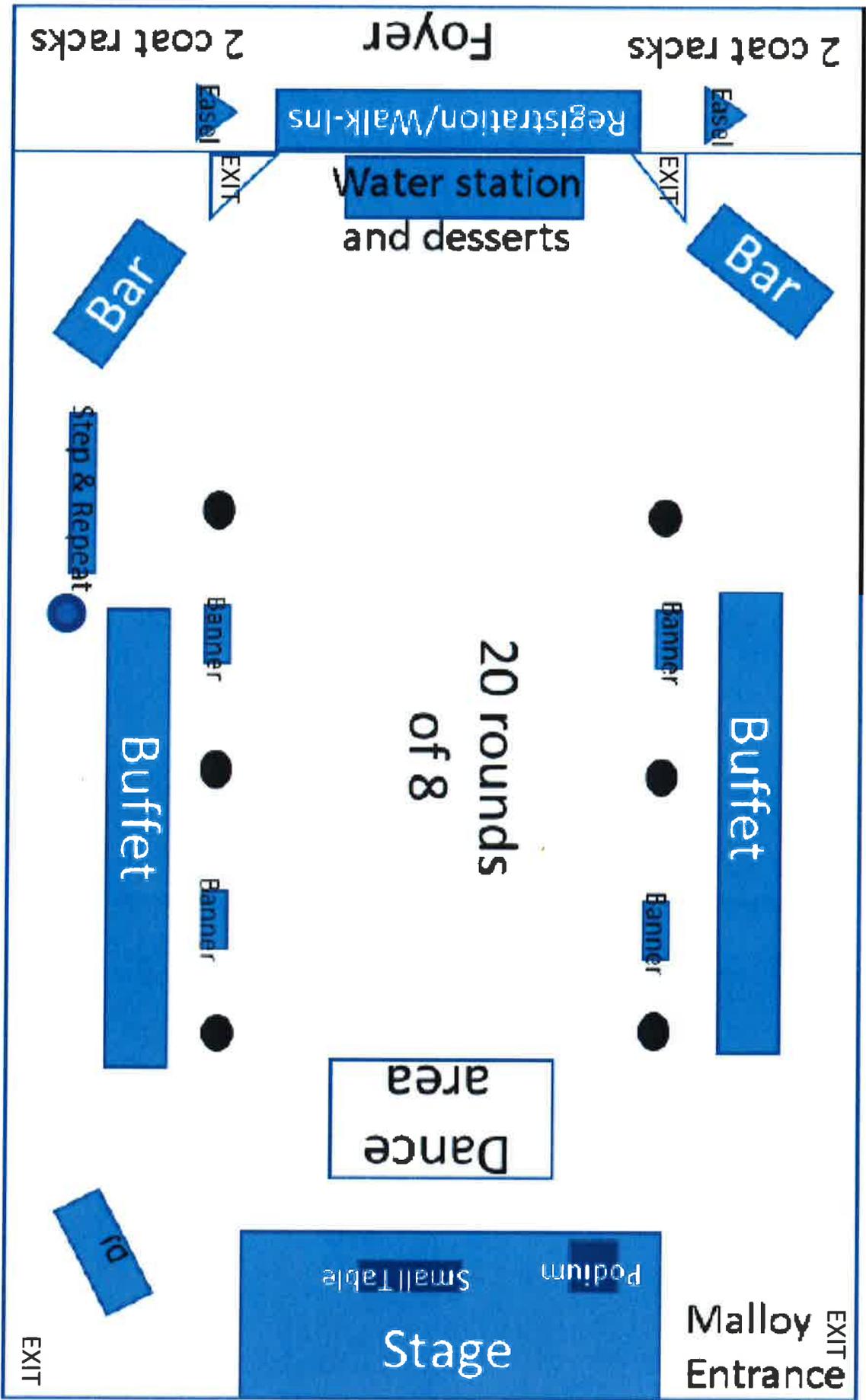
Event Date: ~~1/29/2020~~ 2/29/2020

Event Location: knight auditorium

Occupancy: 300 Estimated Attendance: 125 Indoor/Outdoor (circle one)

An 8X11" floor plan of the premises to be licensed must be submitted along with the application showing the exact location within the event area where alcoholic beverages will be sold, served, and consumed, and indicating all entrances and exits.









# TOWN OF WELLESLEY

## Application for Special License(s)

Date of Application: 1/8/2020

Date of Event: 4/24/2020

A special License is a temporary license issued pursuant to Chapter 635 of the Acts of 1982 to the responsible manager of any nonprofit organization conducting any indoor or outdoor activity or enterprise for the sale of alcoholic beverages.

Application fee for one or more applications filed on the same date: **\$25.00**

Fee for each license issued: **\$50.00**

Make checks payable to: Town of Wellesley

The undersigned hereby applies for a Special License for:

All Alcoholic Beverages

**Wine and Malt Beverages Only**

### APPLICANT INFORMATION

Name of Non-Profit Organization: Babson College

Address: 231 Forest Street, Babson Park, Wellesley, MA 02457-0310

Name of Event Manager: Molly Joyce Address: Babson College

Assistant Event Manager: Emily Brodeur Address: Babson College

Event Name & Description (If multiple events; See Attachment 1): Athletics Senior Banquet; A reception and banquet honoring senior student athletes – families invited.

Event Contact: Amanda Hellen, Events Manager

Event Date: April 24, 2020

Event Location: Knight Auditorium

Occupancy: 300 Estimated Attendance: 200 Indoor/Outdoor (circle one)

An 8X11" floor plan of the premises to be licensed must be submitted along with the application showing the exact location within the event area where alcoholic beverages will be sold, served, and consumed, and indicating all entrances and exits.

EVENT INFORMATION

Name of catering service responsible for service of alcoholic beverages:

Chartwells  
Name

Babson College Campus  
Address

Describe steps you have taken to ensure that the employees of the catering service or the individuals listed above have completed an alcoholic beverage server-training program or similar in-house training.

All servers must be TIPS trained and certified. Evidence of training must be provided prior to event.

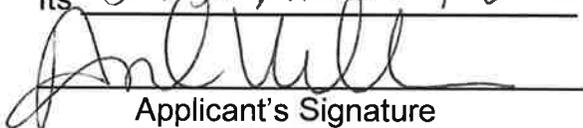
Describe security precautions or police details if any:

Babson College Public Safety Officers are assigned to each event in accordance with the College's long-standing practice. The number of officers assigned to a particular event fluctuates based upon the number of anticipated attendees. Access to event location is controlled consistent with College policies based upon the type of event, the location and the number of anticipated attendees.

Babson College

Amanda Hellen  
Printed Name of Applicant

Its Sr Asst. Director, Events

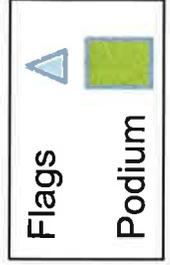
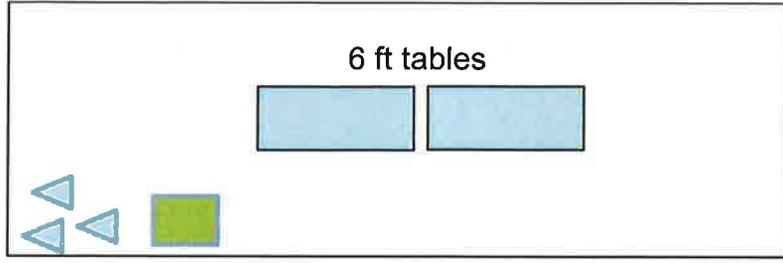
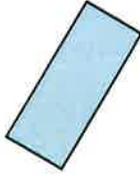
  
Applicant's Signature

1/8/20  
Date

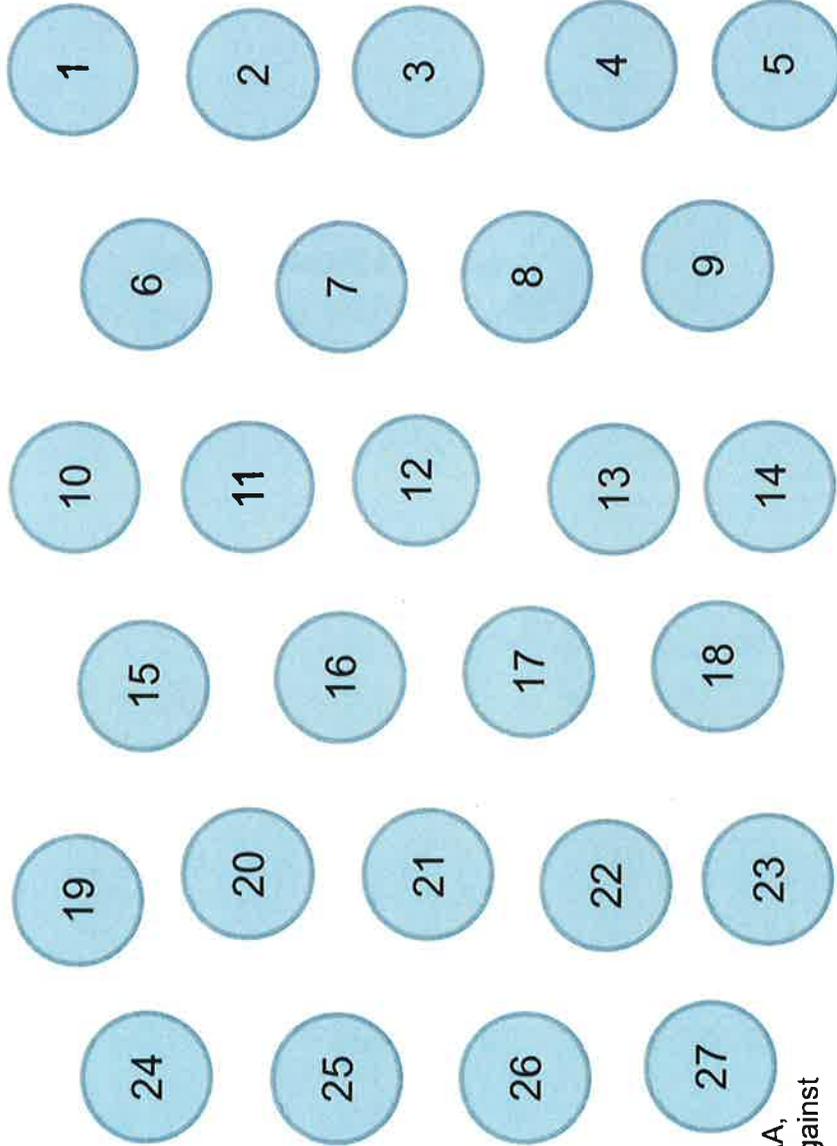
RETURN COMPLETED APPLICATION, FLOOR PLAN AND CHECK FOR FEES TO:

BOARD OF SELECTMEN  
525 Washington Street  
Wellesley, MA 02482  
781-431-1019 ext 2204

MALLOY  
ENTRANCE



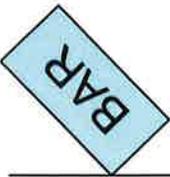
8 ppl at  
each  
table



Coffee Station

High-tops

High-tops

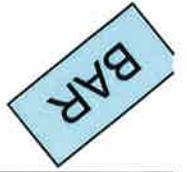


2 coat  
racks

Athletics Step and Repeat



6 ft table for BAA,  
please place against  
wall near heat.



2 coat  
racks



# TOWN OF WELLESLEY

## Application for Special License(s)

Date of Application: 11/26/19\_\_\_\_\_

Date of Event: 6/10/20\_\_\_\_\_

A special License is a temporary license issued pursuant to Chapter 635 of the Acts of 1982 to the responsible manager of any nonprofit organization conducting any indoor or outdoor activity or enterprise for the sale of alcoholic beverages.

Application fee for one or more applications filed on the same date: **\$25.00**

Fee for each license issued: **\$50.00**

Make checks payable to: Town of Wellesley

The undersigned hereby applies for a Special License for:

All Alcoholic Beverages

**Wine and Malt Beverages Only**

### APPLICANT INFORMATION

Name of Non-Profit Organization: Babson College

Address: 231 Forest Street, Babson Park, Wellesley, MA 02457-0310

Name of Event Manager: Molly Joyce Address: Babson College

Assistant Event Manager: Emily Brodeur Address: Babson College

Event Name & Description (If multiple events; See Attachment1): \_\_\_\_\_  
Diner en Blanc – alumni event that includes a picnic style dinner with wine.

Event Contact: Emily Groccia

Event Date: June 6, 2020

Event Location: Centennial Park

Occupancy: \_\_\_\_\_ Estimated Attendance: 50 Indoor/Outdoor (circle one)

An 8X11" floor plan of the premises to be licensed must be submitted along with the

EVENT INFORMATION

Name of catering service responsible for service of alcoholic beverages:

Chartwells  
Name

Babson College Campus  
Address

Describe steps you have taken to ensure that the employees of the catering service or the individuals listed above have completed an alcoholic beverage server-training program or similar in-house training.

All servers must be TIPS trained and certified. Evidence of training must be provided prior to event.

Describe security precautions or police details if any:

Babson College Public Safety Officers are assigned to each event in accordance with the College's long-standing practice. The number of officers assigned to a particular event fluctuates based upon the number of anticipated attendees. Access to event location is controlled consistent with College policies based upon the type of event, the location and the number of anticipated attendees.

Babson College

Emily Groccia

Printed Name of Applicant

Its Associate Director, EMO

Emily Groccia

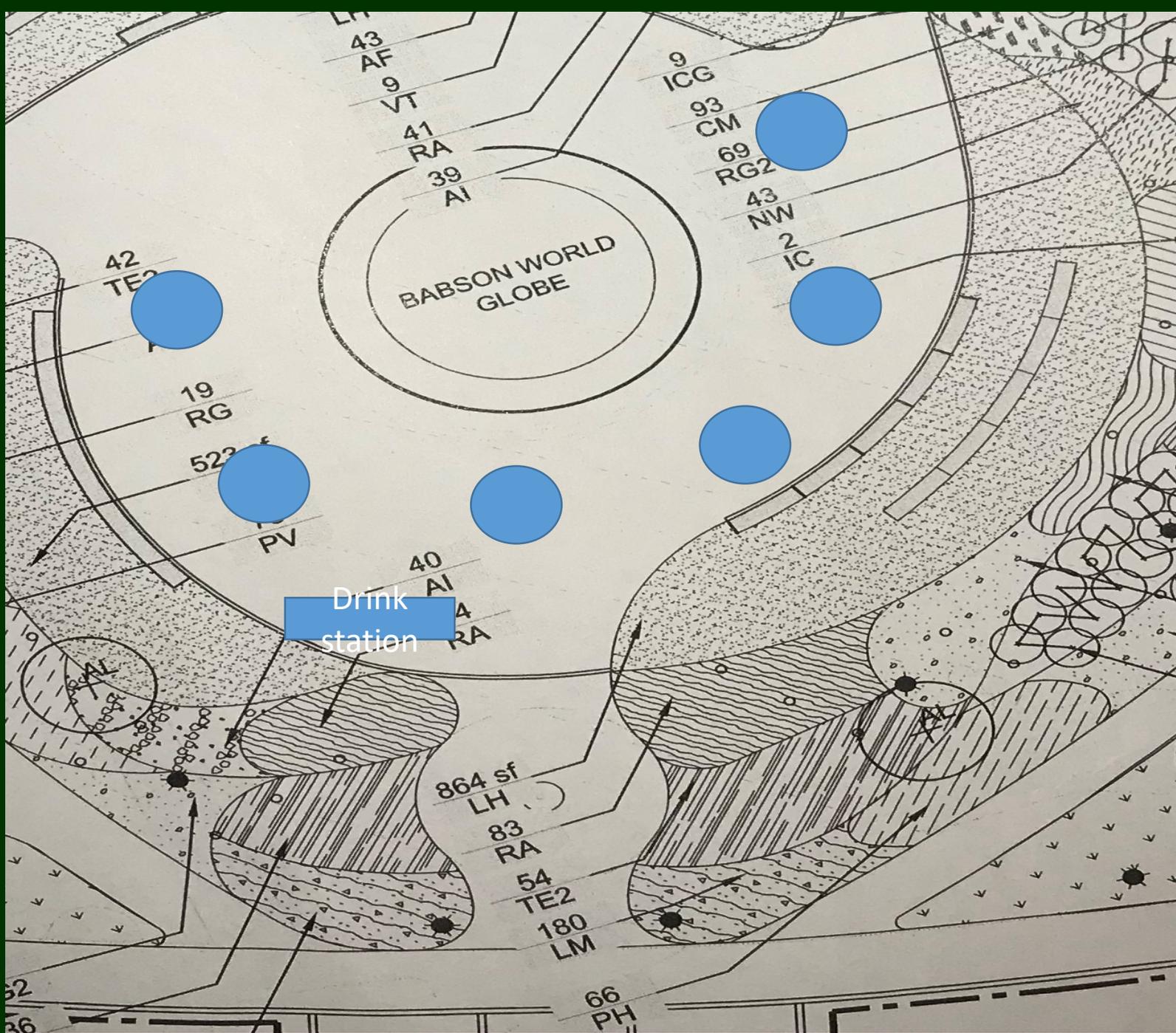
Applicant's Signature

11/20/19

Date

RETURN COMPLETED APPLICATION, FLOOR PLAN AND CHECK FOR FEES TO:

BOARD OF SELECTMEN  
525 Washington Street  
Wellesley, MA 02482  
781-431-1019 ext 2204



Drink station



# TOWN OF WELLESLEY

## Application for Special License(s)

Date of Application: 2/29/2020

Date of Event: 02/25/2020

A special License is a temporary license issued pursuant to Chapter 635 of the Acts of 1982 to the responsible manager of any nonprofit organization conducting any indoor or outdoor activity or enterprise for the sale of alcoholic beverages.

Application fee for one or more applications filed on the same date: **\$25.00**  
 Fee for each license issued: **\$50.00**  
 Make checks payable to: Town of Wellesley

The undersigned hereby applies for a Special License for:

All Alcoholic Beverages       Wine and Malt Beverages Only

### APPLICANT INFORMATION

Name of Non-Profit Organization: Babson College

Address: 231 Forest Street, Babson Park, Wellesley, MA 02457-0310

Name of Event Manager: Molly Joyce Address: Babson College

Assistant Event Manager: Emily Brodeur Address: Babson College

Event Name & Description (If multiple events; See Attachment 1): "Waseda MBA's visit"  
MBA students from Waseda university will attend a workshop at Babson college and at the end of workshop, they will also have a cocktail party

Event Contact: Mako Toyoda 508-333-6326

Event Date: 02/25/2020

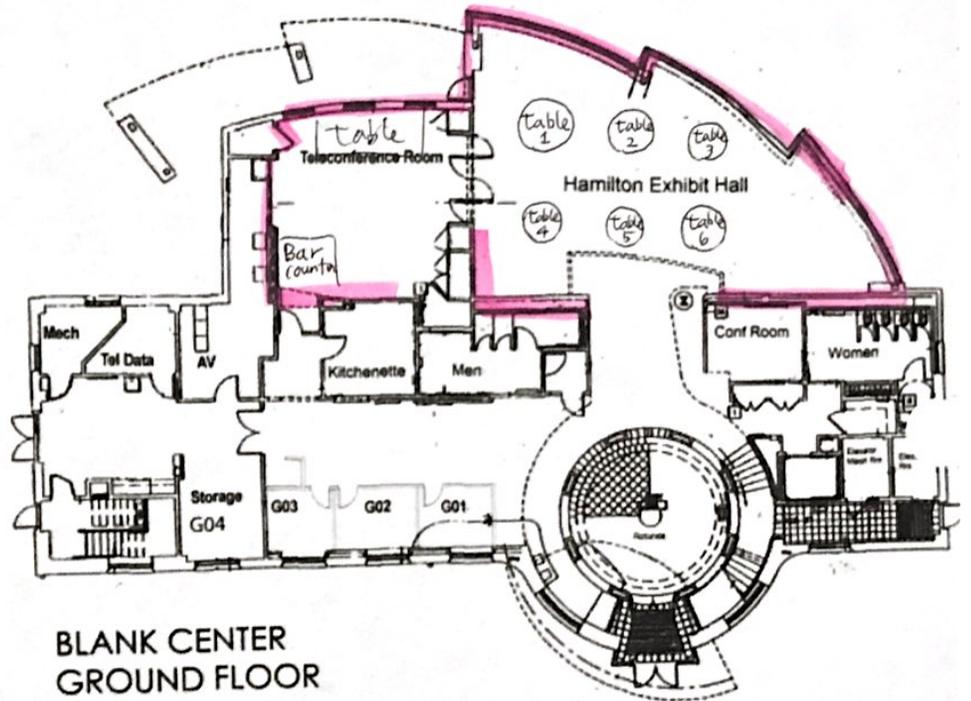
Event Location: Arthur M. Blank Center at Babson College (Teleconference Room & Ham: Hon exhibit + Hall)

Occupancy: 94 Estimated Attendance: 35-40 (Indoor/Outdoor (circle one))

An 8X11" floor plan of the premises to be licensed must be submitted along with the application showing the exact location within the event area where alcoholic beverages will be sold, served, and consumed, and indicating all entrances and exits.



Open with



BLANK CENTER  
GROUND FLOOR



**9. Annual Town Meeting Preparation**

The warrant is closed! Now the work begins. Please find attached a list of potential article assignments for the Board's discussion as well as several articles that may be considered at the initial Moderator's meeting on consent agenda items. As the motions are submitted to the Selectmen's Office, the Board will also need to determine if they would like to support or not support any of the departmental articles. With regards to the Citizen Petitions, the Board should consider if they would like to take positions on the articles. I will keep ATM Prep on the agenda moving forward.



## 2020 Annual Town Meeting Warrant Articles

1/31/2020

	Description	Sponsor	Motions
1	Choose Moderator & Receive Reports	BOS	
2	Town-Wide Financial Plan & Five Year Capital Budget Program	BOS	Marjorie
	<b>Appropriations - Operating and Outlay</b>		
3	Consent Agenda - Simple Majority vs 2/3	BOS	Jack
4	Amend Job Classification Plan	HR	*
5	Amend Salary Plan - Pay Schedule (including union contract settlements)	HR	
6	Set Salary of Elected Official	BOS	*(Jack)
7	FY20 Budget Supplemental Appropriations	BOS	Tom
8	Omnibus Budget and Capital (FY21)	BOS	Marjorie
9	Revise Revolving Funds, set amounts for the year, modify Tree Bank Fund	BOS	Beth
10	Revise Injured on Duty Stabilization and increase funding	BOS	Tom
11	Special Education Reserve Fund - Additional funding	BOS	Marjorie
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	
	<b>Appropriations - Special Capital Projects</b>		
17	Community Preservation Fund Appropriations	CPC	
18	Town Hall Annex Schematic Design through Bidding Phase	BOS/PBC	Marjorie
19	Additional Funding for Lee/Hunnewell Fields	NRC	
20	Great Plain Avenue Construction Funds	BOS/BPW	Jack
	<b>Authorizations</b>		
21	Authorize Water Fund and/or Sewer Fund Bond Authorization (MWRA)	DPW	
22	Authorize Lease Agreement - 254 Washington Street	BOS	Beth
23	Authorize Expenditure of State Transp. Infrastructure Funds (Uber/Lyft)	BOS	Jack
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 Change	BOS	Lise
27	Acceptance of Easements	DPW	
28	Authorize Schools to enter into a Tax Exempt Lease Purchase (TELP) Agreement	SC	
	<b>Amend Zoning Bylaw</b>		
29	Zoning Map Amendment Create Single Building Historic District - 323 Washington Street	PB	
30	Amend Establishment of Districts to add Large Scale Solar Overlay District (approved ATM 2017)	PB	*
31	Amend Zoning Bylaw to provide LHR review of homes in General Residence District	PB	
32	Amend the Tree Protection Bylaw	PB	
33	Amend Natural Resources Protection Bylaw	PB	
34	Delete Temporary Moratorium on Marijuana Establishments	PB	*
35	Amend Registered Marijuana Dispensary Regulations	PB	
36	Amend Drainage Review to comply with MS4 Permit	DPW	
37	Amend Board of Selectmen to Select Board	BOS	Lise
	<b>Amend Town/General Bylaws</b>		
38	Amend Board of Selectmen to Select Board	BOS	Lise
39	Amend and Reformat Town Bylaws	CLK/BOS	
40	Amend Town Bylaws to Require Meetings to be Video Recorded	BOS	Marjorie
	<b>Citizen Petitions</b>		
41	General Residence - LHR Amendment	Citizen	
42	Resolution - Designate the 2nd Monday in October Indigenous People's Day	Citizen	
43	Resolution - Designate the 2nd Monday in October Indigenous People's Day/Columbus Day	Citizen	
44	Reaffirm GHG Reduction Goal and Increase Non-Emitting Electricity Purchases	Citizen	
45	Improve Efficiency and Reduce Expenditures in Town Government	Citizen	
46	Amend Town Bylaw to Ban the Sale of Fur in Wellesley	Citizen	
	<b>General</b>		
47	Rescind or Transfer Debt; Appropriate Premiums	BOS	Beth
48	Settle Claims	BOS	
49	Disposal of Property	BOS	
50	Appoint Fire Engineers	BOS	*(Tom)
*	* Consent Agenda Recommendation		



## 10. Liaison Update

Jack – Mobility Committee

The Mobility Committee has met four times to date (9/7/19, 10/21/19, 12/15/19, and 1/21/20). Through these sessions a number of items have been discussed. Points of consideration and discussion have focused on traffic, reduction of single vehicle auto use, consideration of how to enhance existing transportation services (schools, MWRTA, COA bus), and reduction in GHG. The Mobility Committee is recommending a consultant be hired to do a study with a pricing of approximately \$50,000 - \$55,000. Funds would be aggregated from the use of \$30,000 of Planning Capital along with the use of the Uber/Lyft funds at \$24,800 (ATM approval needed). Timing of the study is that the RFP would be released in March/April with the study to commence at the conclusion of ATM in May. MAPC has assisted with identifying similar studies in which to base the scope of services. Studies identified to date include:

- **Arlington** just put out an RFP for a Sustainable Transportation Study this fall. They are spending about \$80,000 and have chosen the consulting firm Nelson Nygard. This work just got under way and includes all modes, including bike/ped. Here is the RFP: <https://www.arlingtonma.gov/home/showdocument?id=47936>
- Nelson Nygard did a similar plan for **Newton** for about \$120,000. Bigger city so more work. They are a good firm that has good transit planning capacity. They support MBTA transit planning sometimes. <https://nelsonnygaard.com/projects/newton-in-motion/>
- The work of MAPC has focused more at the sub-regional level. Here are a few studies they have done over the years. Right now their staff cannot take on a study like this. But they could potentially accept studies in Fall 2020.
  - [North Suburban Mobility Study, May 2017](#)
  - [North Shore Mobility Study, Nov 2017](#)
  - [Minuteman Advisory Group on Inter-Local Coordination Suburban Mobility Transit Study, April 2011](#)

A MAPC Transportation planner will also be joining the February 25<sup>th</sup> meeting to update the Mobility Committee on regional transportation issues.

The focus of the Mobility Committee has been to find affordable, reliable, frequent transportation options that can serve the first/last mile issues to broader transportation systems such as commuter rail, T, and bus services (Woodland, Riverside connections). We will continue to work to expand hours and use of existing services with MWRTA and COA, with the study being the first step to evaluate the inventory of services present in Wellesley and strategies to expand the Town's non-auto related forms of transportation.

Lise will update the Board on her liaison assignments.

Tom will update the Board on any SBC updates.



## **11. New Business and Correspondence**

### New Business:

Please find a letter drafted by Marjorie for the Board's consideration in support of a job group change proposed by Joe McDonough for Steve Gagosian. Joe has been working to upgrade Steve's position for nearly two years and will be presenting the information to the HR Board on February 11<sup>th</sup>.

### Correspondence:

- ❖ Revised Advisory Calendar 2019-20
- ❖ Correspondence from Amy Griffin
- ❖ Correspondence from Timothy Barret
- ❖ Correspondence from Donald Thieme



4 February 2020

Mr. Scott Szczebak, Director  
Mr. John Hussey, Chair of the Board  
Town of Wellesley Human Resources  
525 Washington Street, 2<sup>nd</sup> floor  
Wellesley, MA 02482

Re: Request for Job Group Change of FMD Design and Construction Manager

Dear Scott and John,

The Board of Selectmen expresses its support for Facilities Management Department (FMD) Director Joe McDonough's request (Feb. 27, 2019, Dec. 6, 2019, attached) to change the job group of the FMD's Design and Construction Manager (DCM) from Job Group 61 to 62.

Prior to creation of the DCM position, capital project management was frequently performed by outside consultants. Town Meeting members frequently challenged the Town's lack of internal consistency and institutional memory resulting from the outsourcing of several projects. Over time, when the Town needed to revisit prior projects for maintenance, repair and modification, owners' project managers (OPMs) were no longer available and the Town lacked internal expertise to properly address the issues. Moreover, there was no central repository of "best practices" or consistency within the FMD guiding the work and oversight of OPMs, and Town Meeting Members often lamented the high cost of repetitive outsourcing for "soft" construction costs. The organizational structure of the Town's FMD and the responsibilities assigned to the DCM may not have a 100% correlation to a position in other towns. Joe McDonough has created a unique department with distinct division heads and consideration beyond 1-to-1 financial comparable data should be given to these factors.

Over the past 3 years, the Town has conducted over \$12M of capital project construction with \$2M in design for projects totaling \$147M, over \$6M of the construction and the initial design phases been managed internally at FMD, resulting in approximate savings of \$2.5M. Over the next ten years, the projected capital project costs are nearing \$200M. FMD's annual budget has grown as anticipated to roughly \$2M and a staff Design and Construction Manager is critical to the successful administration, organization, oversight, reporting, and planning of these projects. Moreover, following the shift of Permanent Building Committee (PBC) staff to FMD, the responsibilities of the DCM to coordinate, inform, advise and collaborate with PBC as well as other project proponents such as the School Building Committee, Library Board of Trustees, Department of Public Works, Municipal Light Department, and Board of Selectmen have increased dramatically. In

addition to serving as staff support to the PBC, the DCM supervises three project managers.

The Board of Selectmen has followed closely the challenges faced by FMD in recruiting and retaining project managers of the caliber expected and required to perform these functions. There have been turnover and unsuccessful searches. In a competitive market with the Town facing looming infrastructure issues, a highly experienced and qualified DCM is a daily necessity. FMD reported in December 2019 on its benchmarking study for comparable positions to the DCM, having collected data online from four other municipalities (see December 6, 2019 letter, p.2). At that time, FMD discovered that the compensation for its DCM position was well below that of comparable municipal positions, even though our DCM has greater supervisory responsibilities and the position has grown significantly in less than three years when it was last changed (which was only one year after the current DCM was hired, indicating the dynamic nature of the position and growth in its expectations and responsibilities).

The change in job group and salary are necessary now to support the current DCM and compensate him commensurate with his responsibilities and expertise. Moreover, FMD will require appropriate positioning in the open market at such time as the DCM position needs to be filled in the future. With \$200M in projects projected over the next 10 years, it is absolutely necessary that the position be held by a highly skilled, experienced and qualified person consistently, and that there be no gap in management oversight at FMD.

The Board supports Director Joe McDonough's request that the DCM position be changed from Job Group 61 to Job Group 62, initially presented in 2017, and that the change be effective at the beginning of FY21 on July 1, 2020.

Very truly yours,

**Advisory Calendar 2019-20**

<b>Date</b>	<b>Advisory Meeting</b>	<b>Description</b>
August 28	✓	Finance Director
September 4		No Meeting
September 11		No Meeting
September 18	✓	PBC Introduction; SBC - Hunnewell Feasibility
September 25	✓	DPW/Enterprise Funds
October 2		No Meeting
October 9		No Meeting (Yom Kippur)
October 16	✓	SBC, swing space decision on Hunnewell
October 18 (Friday)		STM Public Hearing notice to Townsman
October 26 (Saturday)		Association of Town Finance Committee Saturday conference
October 23	✓	Library Introduction; SEC
October 24 (Thursday)		Public Hearing notice in Townsman
October 30	✓	MLP, Dover Amendment
November 6	✓	Advisory Public Hearing on STM/PBC Final numbers
November 8 (Friday)		First draft of STM Advisory Report and Chair letter due
November 11 (Monday)		Comments/edits on draft due
November 13	✓	Board of Health Introduction
November 15 (Friday)		STM Advisory Report and Chair letter due to printer
November 19 (Tuesday)		School Budget Introduction
November 20 (Wednesday)	✓	Printer mails Chair letter and delivers STM report to Town Hall
November 21 (Thursday)		Advisory members meet for mailing of Advisory Report
November 27	✓	No Meeting (Thanksgiving)
December 4	✓	Planning Introduction
December 9 (Monday)	✓	STM - Advisory meets beforehand if necessary
December 11	✓	Police
December 18	✓	BOS FY21 Budget/Retirement Board/Library Budget
December 25		NO MEETING
January 1		NO MEETING
January 8	✓	HR Budget/NRC Budget
January 15	✓	Recreation Budget/PFTF/BOH Budget
January 22	✓	COA Budget/SEC?
January 29	✓	DPW/MLP/FMD?
February 5	✓	Schools

February 6 (Thursday)		Public Hearing Notice submitted to Townsman (publication dates: 2/13 and 2/20) and to Town Clerk's office
February 12	✓	Planning/PBC?
February 13 (Thursday)		Public Hearing Notice published in Townsman
February 19		No Meeting (School Vacation)
February 20 (Thursday)		Public Hearing Notice published in Townsman
February 26	✓	Citizen's Petitions?
February 27 (Thursday)	✓	PUBLIC HEARING – ATM Warrant Articles
February 29 (Saturday)	✓	Additional Advisory Meeting to vote on Articles for ATM (9 am – 2 pm)
March 2 (Monday)		All Article write-ups due for inclusion in Advisory Report
March 4	✓	
March 6 (Friday)		Draft Advisory Report and Chair letter for ATM due
March 9 (Monday)		Edits to Advisory Report due
March 11	✓	
March 16 (Monday)		Advisory Report goes to printer
March 18		
March 19 (Thursday)		Advisory Reports mailed to TMMs
March 25	✓	
March 30 (Monday)	✓	ATM begins; Advisory meets beforehand
March 31 (Tuesday)	✓	ATM continues; Advisory meets beforehand
April 1 (Wednesday)	✓	
April 6 (Monday)	✓	ATM continues; Advisory meets beforehand
April 7 (Tuesday)	✓	ATM continues; Advisory meets beforehand
April 8 (Wednesday)	✓	
April 13 (Monday)	✓	ATM continues; Advisory meets beforehand
April 14 (Tuesday)		ATM continues; Advisory meets beforehand
April 15 (Wednesday)	✓	
April 22		No Meeting (School Vacation Week)

# AMY H. GRIFFIN

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Selectmen's Office  
Wellesley Town Hall  
525 Washington Street  
Third Floor  
Wellesley, MA 02482

26 January 2020

To the Board of Selectmen:

I regret to inform you of my resignation from the Wellesley Historic District Commission, effective immediately. In recent months a worsening medical condition has made it impossible for me to perform necessary duties. Although disappointed to leave before my term expires this June, I am concerned that upcoming treatments for this illness will only exacerbate the strain on my fellow Board Members and those we serve.

My appointment to the Historic District Commission has been a great privilege. I benefited from the expertise of dedicated colleagues as well as Planning Department staff, residents, and other stakeholders. Especially gratifying was our collaboration with Northland Residential on two new homes in the Cottage Street Historic District. Even unfinished, these houses are fundamentally distinct from adjacent new construction, a potential model for smart growth in Wellesley's vulnerable older neighborhoods. It was so rewarding to work for a Board that both maintains high preservation standards and genuinely welcomes community participation in the decisions that shape our built environment.

Please accept my sincere apologies for the inconvenience my resignation may cause. If I can be of any assistance during this transition, do not hesitate to contact me.

Kind Regards,



Amy Griffin

---

11 WINDING RIVER CIRCLE · WELLESLEY, MA · 02482  
(781) 330-9268 · AHG240@NYU.EDU

Timothy James Barrett  
21 Shadow Lane  
Wellesley, MA 02482  
781-489-5722; [barrett\\_bc1993@yahoo.com](mailto:barrett_bc1993@yahoo.com)

January 29, 2020

Ms. Meghan Jop  
Executive Director  
Town of Wellesley  
525 Washington Street  
Wellesley, MA 02482

Dear Meghan,

I am submitting my resignation as Director and Treasurer for the Wellesley Housing Development Corporation effective 6/30/2020. I have enjoyed this opportunity to serve the Town in this capacity over the past 9 years; however, it is a time for a change as I am pursuing other interests.

As WHDC's current Treasurer I understand the importance for bills to continue to get paid, financials prepared and the Form 990 completed annually (next due on 11/15/2020 for fiscal year ending 6/30/2020). I am happy to work over the next 6 months to transition the financial records to whomever the Board of Selectmen identifies.

In recent history, WHDC's transactional volume has been low. Currently, the Corporation has around \$450K in a bank balance at Wellesley Bank (\$100K unrestricted and \$350K restricted to Inclusionary Zoning). It also has a sizable unused CPC appropriation. The invoices that we are paying primarily consist of Sean's Lawns for 10 Boulevard upkeep (\$500 annual), and the annual Form 990 prep fee with Baumann and Baumann (~\$3K annual). Bob Kenney, Dona Kemp and I are authorized signers on the bank account.

Please let me know the next steps to ensure a smooth transition.

Sincerely,



Timothy J. Barrett

CC: Bob Kenney; Bob Goldkamp; Dona Kemp

Donald Thieme  
20 Woodland Road  
Wellesley, MA 02481  
781-424-0930  
[Dthieme01@gmail.com](mailto:Dthieme01@gmail.com)

January 20,2020

Selectman  
Town of Wellesley

To whom it may concern:

My vehicle was damaged by an apparent manhole explosion on November 14, 2019. I am trying to understand if there is a way to recover this damage. I would appreciate any communication so I can take the next steps to recovery.

Facts as I know it as of this writing:

1. After my car was damaged I took control of the intersection to help others avoid the open hole on Washington St. until police arrived.
2. I put in a report to the police soon after by phone. The officer said he couldn't deal with me just then due "exploding manhole covers."
3. I filed a formal report at the station the next morning
4. . I went to the office of selectmen that day and received a claim form but no instructions.
5. Many weeks later, when damages were fully known, after the car was repaired I submitted a claim to the town with

photos and invoices and a completed liability claim form.(MIAA)

6. I recently received a letter from the insurance company covering Wellesley declining Wellesley's request for payment citing a provision that all claims had to be submitted within 30 days of the incident even though it is impossible to get damages determined within that time period.
7. I have contacted Town Counsel and asked for a conversation, no reply.
8. I contacted the liability insurance representative. No reply.

I would appreciate reimbursement of \$3,541.

Thank you for your attention to this matter.

Ps. My dog was traumatized by this event and he would appreciate a waiver of his dog license annual fee for life.

Very truly yours,

  
Don Thieme