

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

FACSIMILE: (781) 239-1043  
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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 24, 2020

1. 7:00 Call to Order – Open Session
2. 7:01 Citizen Speak
3. 7:03 Announcements
4. 7:05 Discuss and Approve Traffic Box Painting Project and Grant
5. 7:25 Discussion with Director of Diversity, Equity, and Inclusion of Wellesley Schools
6. 7:55 Annual Town Meeting Preparation
  - Discuss Article 25 Update to Human Resource Board Policies
  - Discuss and Vote Budget
7. 8:45 Discuss and Vote Acceptance of Easement at 64 Fuller Brook Road
8. 8:55 Executive Director's Update
  - Discuss and Vote Minutes
  - Discuss and Accept Gifts
  - Discuss and Vote Resolution for Herlda Senhouse
9. 9:00 Liaison Updates
10. 9:10 New Business and Other Correspondence

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

Next Meeting Dates: Wednesday, March 4, 7:00 pm  
Monday, March 9, 7:00 pm  
Monday, March 16, 7:00 pm



**Board of Selectmen Calendar – FY20**

<b>Date</b>	<b>Selectmen Meeting Items</b>	<b>Other Meeting Items</b>
		Selectmen's Office Hours 2/27 @10 am Tom Advisory – Citizen Petitions (2/26) Advisory – ATM Public Hearing (2/27 – Kingsbury) Referendum Public Forum –2/26, 7 pm @ Wakelin Room -Library SBC – 2/27 5:30 (Alternatives, MEP & Sustainability)
3/4/20 Wednesday	<b>Meeting</b> Liaison Update Lise Set Pricing for Public EV Charger – Waban Lot Executive Session – Union Contracts, Trinity, Chief Pilecki Contract STM – Special Act for Asst. Fire Chief	<b>March 2 – Wellesley Club</b> <b>March 3- Presidential Primary</b> SBC – 3/5 – Narrow of Alternatives, CM at Risk, Review Redistricting Maps ADVISORY REPORTS DUE 3/6 MOTIONS DUE 3/6
3/9/20 Monday	<b>Meeting</b> Liaison Update Marjorie	Selectmen's Office Hours 3/10 @ 9 am Marjorie Town Dem. Committee Night 3/9 LWV Candidate Night 3/12, 6:30 WMS
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 Legislative Update – Peisch, Rausch, Creem at 6:30 pm Sign Green Communities Grant	Selectmen's Office Hours 3/26 @ 10 am Beth SBC – 3/26 @ 5:30 pm (3 Alt. for cost estimating, Discuss community meeting)
3/30/20 Monday	<b>ATM</b>	
3/31/20 Tuesday	<b>ATM</b>	SBC- 4/2 @ 5:30 pm (Vote preferred Schematic Design)
4/6/20 Monday	<b>ATM</b> Arbor Day 2020 proclamation	<b>SBC -4/9 Joint SBC, BOS, SC to discuss preferred alternatives</b>
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>	SC and BOS Votes on preferred alternatives?
4/28/20 Monday	<b>ATM?</b>	
5/4/20 Monday	<b>Meeting</b> Historic District Commission appointment?	

2/21/2020

5/11/20 Monday	<b>Meeting</b> Approve Borrowing	
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>	Summer Hours start this week
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>	Summer Hours end this week
9/8 Tuesday		
9/14 Monday		

**Notes**

*Quarterly updates*

- *Traffic Committee (Deputy Chief Pilecki)*
- *Facilities Maintenance (Joe McDonough)*

**Motions 2/24/20**

- 4 MOVE to authorize the painting of three traffic control boxes and to accept the grant of \$5,000 to the Wellesley Police Department for the art project.**
  
- 6 MOVE to approve the Fiscal Year 2021 Budget at \$ 179, 975, 309 with the use of \$139,066 in Free Cash.**
  
- 7. MOVE to approve the abandonment of existing drainage easement and to grant of drainage easement at 64 Fuller Brook Road by and between BTE Development, LLC and the Town of Wellesley, Massachusetts.**
  
- 8. MOVE to approve the minutes of February 3, 2020 and February 10, 2020.**
  
- 8. MOVE to accept the gift of two picnic tables to be located at the Hunnewell Tennis Courts from the Wellesley Court Club in the amount of \$3340.00.**
  
- 8. MOVE to approve the resolution in honor of Herlda Senhouse to recognize her as the oldest living resident of Wellesley on her 109<sup>th</sup> birthday.**



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MEGHAN C. JOP

EXECUTIVE DIRECTOR OF GENERAL GOVERNMENT SERVICES

**Monday, February 24, 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 Approve Traffic Box Painting Project and Grant**

Chief Jack Pilecki will be joining the Board to discuss a project to paint the Town's traffic boxes. The Chief has received a \$10,000 grant from the Community Fund for Wellesley in the amount of \$10,000 (paid in 2 installments) to do the work. Working with the Public Arts Committee, artists for the work have been solicited and three artists have been selected. The first three boxes selected for painting include:

- 1) The intersection of Washington Street and Wellesley Ave on the North side.
- 2) Washington Street and State Street on the Southeast corner.
- 3) Washington Street in Wellesley Hills (to the right of the Clock tower) on the North side.

The Chief is seeking permission to proceed with the art project and for the Board to accept the initial \$5,000 grant from the Community Fund for Wellesley.

#### **MOTION:**

**MOVE to authorize the painting of three traffic control boxes and to accept the grant of \$5,000 to the Wellesley Police Department for the art project.**



# Wellesley Electrical Box Art Program!



## Statement of Purpose:

Wellesley is home to an active creative community - of working artists, independently owned businesses, cultural organizations, and dynamic town government – that host events regularly through the year and positively contributes to our shared physical and social environment.

The Public Art Committee (PAC) works to create opportunities for public art within Wellesley.

In the interest of enhancing the visual experience for residents and visitors to our town, the PAC, working with the Wellesley Police Department, is inviting artists to help transform local traffic signal electric boxes into visual and graphic delights that will provide an entertaining and stimulating experience to passersby. We are pleased to announce the first round of the Electrical Box Art Program (EBAP) that will focus on transforming three electric boxes along Wellesley's most bustling corridors!

**Selected artists for the Electrical Box Art Program (EBAP) will receive a \$1,000 stipend, per location, to cover time, transportation, and supplies.**

## Who Can Participate?

Anyone can apply to paint an electrical box, and invitations will be extended to anyone willing to meet the general requirements of this call for artists.

A general invitation to submit proposals is being issued to the public – both amateur and professional artists – as well as art and educational institutions. We would like to have the broadest possible reach in hopes of acquiring the highest level of talent and imagination for this project. Participants from art education institutions may consist of students, faculty and alumni.

A committee will make selection recommendations, and final approval will be made by the Public Art Committee and Wellesley's Board of Selectmen. Electric boxes that have other critical stakeholders may need additional approval.

Artists are welcome to choose one of the three electric boxes selected. Please measure and draw to scale your chosen electric box. Proposals should be based on the dimensions of your electric box and should include all sides of the electric box, including the top of the box.

#### Artists' Proposals:

Proposals should include the artist's signature on the proposal as it would appear on the actual electric box. Signatures shall not exceed 2 inches high x 8 inches wide and may include the copyright sign "©" with the date.

All submitted proposals become non-exclusive copyrights of the Wellesley PAC. Wellesley PAC will never use designs submitted by one applicant to commission another artist – unless given explicit approval by the applicant.

#### What Proposals are Eligible?

The Wellesley Public Art Committee acknowledges that everyone relates to their creative forces and respective art influences differently.

The first priority is that the boxes become high quality artworks that enliven the public realm. This can come in many forms and styles.

Proposals should be positive, original, and colorful and may (but are not required to) reflect the following:

- The immediate environment
- The character and culture of the Town of Wellesley
- The history of the area
- Community pride
- Creativity

Proposals should be designed to last a minimum of two years. However, the electric box is public property equipment and may require upgrading or need replacing at any time. There is no guarantee of how long the artwork will remain on an electric box. The Town of Wellesley has the right to move or remove the artwork at any time.

Proposals will be ineligible if they involve:

- A breach of intellectual property rights (i.e. somebody else's idea)
- Trademarks, brand or business names, logos or copyrighted images
- Collage or gluing anything onto the box

#### What About Copyright?

The artist owns the copyright of the artwork created for the electric boxes and may use for portfolio and copyright purposes. The Wellesley PAC may enter into an additional agreement with the artist if commercial products are produced by Wellesley PAC. The artists further agrees to allow the Wellesley PAC and the Town of Wellesley to use the artwork image in any non-commercial way, to promote the EBAP, the PAC, the Town of Wellesley, and any associated events. The EBAP and the Town agree to use all images in a professional manner and will label all images with artist's name attached. In addition, the

Town reserves the rights to make and use promotional footage collected for television, web publication, and other media outlets.

#### What Steps are Involved?

Applicants need to mail or deliver a complete proposal so it is received by December 1, 2019. Late submissions will not be reviewed.

1. The selection committee will review the proposals and recommend three artists, one artist for each of the three electric boxes.
2. The PAC and the Town of Wellesley will grant final approval and inform the selected artists.
3. Chosen artists will be announced February 1, 2020.
4. Selected artists will need to sign and return an Artist Contract.

#### Other Useful Information:

1. The Town will have the electric boxes primed and ready at the appropriate time.
2. The anticipated schedule is for electric boxes to be painted during the Spring of 2020. Electric box painting must be completed no later than June 30, 2020.
3. The PAC will provide standards as to the types of paint that are allowed based on durability, fading, and ability to hold up in weather.
4. Selected artists must supply their own materials based on PAC standards using the \$1,000 stipend.
5. Electric box concrete bases must be kept clean and free of paint unless approval has been granted by PAC
6. The electric meter on each box will not be painted.
7. The PAC reserves the right to terminate the agreement at any time.

#### Location of Boxes:

- 1) The intersection of Washington Street and Wellesley Ave on the North side.
- 2) Washington Street and State Street on the Southeast corner.
- 3) Washington Street in Wellesley Hills (to the right of the Clock tower) on the North side.

#### Submission Checklist:

Only complete submissions will be reviewed by the selection committee and must be received by December 1, 2019. Late submissions will not be reviewed.

Please submit the following:

1. Contact Information

Artist name, mailing address, telephone number, and email.

2. Drawing

The proposal should be submitted on your Electric Box Diagram and show all sides and top of the electric box. Include the artist's signature on the proposal.

3. Artwork Information

Name for the artwork and brief description (50 words or less) of the reasons or inspiration behind the proposal. (This information will be used for publicity about the program.)

4. Availability

Artists must be available to paint the electric box assigned to them beginning in Spring 2020 and completed by June 30, 2020.

E-mail or Deliver the Submission:

You may e-mail one printed version of the complete submission to:

wellesleycap@gmail.com

or

You may deliver submission to:

Wellesley Police Department  
c/o Chief Jack Pilecki  
485 Washington Street  
Wellesley, MA 02482

All submissions must be received by December 1, 2019 at 4:00PM to be considered.

If you have any questions concerning this project, please contact Chief Jack Pilecki at 781-235-0062.





## GRANT ACKNOWLEDGEMENT FORM

**Organization:** Wellesley Police Department  
**Grant Date:** February 3<sup>rd</sup>, 2020      **Grant Amount:** \$10,000.00

**Purpose:** To support the Electrical Box Art Program (EBAP), a community art project designed to turn traffic signal electrical boxes in Wellesley into painted art works, and create opportunities for public art within Wellesley.

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I hereby acknowledge receipt from Foundation for MetroWest of the grant described above. Furthermore, I attest that no goods or services were provided as a result of this gift.

It is understood that any portion of this grant not needed for the designated purpose will be repaid to Foundation for MetroWest unless permission to do otherwise is expressly given by the Trustees.

This grant is being provided with the following conditions:

1. An evaluation report must be submitted by September 1, 2020 for the first \$5,000.00 of funding.
2. This grant should be publicized in accordance to the 2020 Publicity Guidelines provided.

Representatives from the Community Fund for Wellesley's Community Board or Foundation for MetroWest may contact you during the grant period to schedule a site visit.

To confirm your understanding of the terms and conditions of this grant we ask that both the Executive Director (or if none, your Board President) and a member of the organization's Board of Directors sign and return the original to us as soon as possible.

**Please sign and return the original of this acknowledgment form as soon as possible, and no later than 30 days after receipt.** We ask that you save a copy for your records.

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Accepted and Agreed:

**Signature\*:** Chief Jack Pillocki      **Date:** 2/11/20  
*\*if no Executive Director, Board President may sign.*  
**Name:** Jack Pillocki      **Position:** Chief of Police and Chair of the EBAP Committee

**Signature\*:** Meghan Jap      **Date:** 2/11/20  
*\*if no Executive Director, Board President may sign.*  
**Name:** Meghan Jap      **Position:** Executive Director



February 7, 2020

Jack Pilecki, Chief of Police  
Wellesley Police Department  
485 Washington Street  
Wellesley, MA 02482

Dear Chief Pilecki,

Congratulations! I am pleased to inform you that Community Fund for Wellesley (CFFW), an endowed fund of the Foundation for MetroWest, has approved a grant for your organization through the Al Robinson Fund for the Arts. This award was based on the recommendation of our Community Board and approved by the Foundation for MetroWest's Board of Trustees.

**Amount of Grant:** \$10,000.00; to be paid in two installments of \$5,000.00

**Purpose of Grant:** To support the Electrical Box Art Program (EBAP), a community art project designed to turn traffic signal electrical boxes in Wellesley into painted art works, and create opportunities for public art within Wellesley.

#### **Grant Acknowledgement Form**

To confirm your understanding of the terms and conditions of this grant we ask that both the Executive Director (or if none, your Board President) and a member of the organization's Board of Directors or their counterparts, sign and return the original to us as soon as possible. Please make and retain a copy for your records.

#### **Use of Grant Funds**

Please note that the grant funds are to be used only for the designated purpose in this award letter. If the project changes, and/or you intend to spend funds in ways not described in your proposal, please contact the Foundation for MetroWest immediately for approval.

#### **Evaluation Report**

CFFW requires that you send an evaluation report by September 1, 2020 on the first \$5,000.00 of funding. **We will send you an additional communication in the next six weeks outlining what details need to be included in your report in order to receive the second installment of \$5,000.00.** Please email a 1-2 page narrative [grants@foundationformetrowest.org](mailto:grants@foundationformetrowest.org) by September 1, 2020.

In addition, in order to further understand the needs in our town and the work that is being done by our grantees, CFFW may contact you to discuss your plans, events and/or progress on your programs. Please note that this may or may not be in the form of a site visit to your organization with you and/or your staff.



**Publicity**

We require that all grantees publicize both the grant made by CFFW and the program our grant is funding. Please see the 2020 Publicity Guidelines for more information, as well as any special notes associated with this particular grant.

Your grant is made possible because of the generosity of the CFFW donors who care about improving the quality of life in our community.

Sincerely,

Caroline Murphy  
Director of Programs  
Foundation for MetroWest

Jamie Ebersole  
Chair  
Community Fund for Wellesley



**5. Discussion with Director of Diversity, Equity, and Inclusion of Wellesley Schools**

Charmie Curry will be joining the Board to discuss her role as the Wellesley Public Schools first director of Diversity, Equity and Inclusion. Ms. Curry will discuss her work in the schools, her broader perspective on DE&I, and how the Town could apply the principles she teaches.

**NO MOTION**



## **6. Annual Town Meeting Preparation**

### **Discuss Article 25 Update to Human Resource Board Policies**

John Hussey and Scott Szczebak will be joining the Board to discuss the proposed modification to several HR Policies. The Town Bylaw currently requires Town Meeting to approve any addition, changes, or modifications to HR Policies. Based upon the materials submitted and speaking to Scott, there will be two motions for Town Meeting. The first motion would be to approve the policy changes. The second motion would be to authorize the HR Board to amend policies on their own motion when required to effect timely revisions to incorporate new or changed federal or state statutory or regulatory requirements. Should the Board be supportive of HR's motions, the Board may want to consider joint approval of the policies and recommend a modification to the motion to require all policies to be approved by both the HR Board and the Board of Selectmen as chief elected officials.

As for the policies, based upon the PowerPoint provided, the HR Board will be seeking to update FMLA Leave, Military Leave, Parental Leave, Policy against Discrimination, Harassment, and Retaliation, Affirmative Action and Equal Employment Opportunity, and MA Pregnant Works Fairness Act. Those are the items listed in red. The items listed in blue that include Overtime Compensation, Conflict of Interest, Drug Free Workplace Policy, and Technology Use Policy are reorganized, modified or updated in the future.

## **NO MOTION**

### **Discuss and Vote Budget**

Working with Financial Services, please find updated sources and uses that include revisions to date on the budget. At this time, we have closed the budget deficit with Free Cash. I have placed discuss and vote the budget on the agenda to finalize the budget numbers. Our goal is to release the budget book by the end of next week publicly and to submit hard copies to the Board and Advisory the following week. The Board has the option of holding on any votes until the next meeting on March 4<sup>th</sup>. If changes arise, the Board can always revoke the budget number and will have to vote motions prior to release. I anticipate motions to be voted at the Board's March 9<sup>th</sup> meeting.

## **MOTION (if appropriate)**

**MOVE to approve the Fiscal Year 2021 Budget at \$ 179,975, 309 with the use of \$139,066 in Free Cash.**



# Human Resources Board

## Human Resource Policies



# Warrant Article

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



# Bylaw

30.10. Personnel Policies Nonunion Employees. The Board shall recommend personnel policies and procedures to all boards, officers and officials relating to their employees, and shall establish subject to approval by Town Meeting and administer such procedures and policies for all Town employees not covered by collective bargaining agreements.

- Previously only an appendix to the Classification Plan including benefits information has been brought to ATM for approval (2012)
- Other policies were adopted by vote of the HRB and BOS



# HR Board History and Practice

- Policies have been established in Personnel Guidebook and Municipal Policies and Procedures Handbook
- Additional material developed to meet federal and state statutory requirements and regulations



# Policy Issues

- Policies need to be approved by Town Meeting
- Policies need to be updated to address legal requirements
- Policy organization is not logical with related policy elements in different sections
- Policies referenced in multiple places, sometimes with conflicting information



# Objectives

- Integrated and comprehensive Human Resource policies
- Update policies to address federal and state statutory and regulatory requirements
- Organize, update and modernize other Town policies



# Human Resource Policy Outline

## Recruitment and Compensation

- Recruitment and Selection
- Classification and Salary Plan
- Performance Evaluations
- Merit Increases
- Performance Recognition Award Program
- Overtime Compensation
- Length of Service Pay (Longevity)

## Employee Benefits

- Vacation Policy
- Personal Leave Policy
- Holidays
- FMLA Leave
- Sick Time
- Absence Due to Illness or Injury
- Work Related Illness and Accident Insurance
- Bereavement Leave
- Jury Duty Pay
- Military Leave
- Parental Leave



# Human Resource Policy Outline

## Employment Policies and Practices

**Policy against Discrimination, Harassment and Retaliation**

**Affirmative Action and Equal Employment Opportunity**

**Americans with Disability Act and Employment**

**MA Pregnant Workers Fairness Act**

**Policy on Handling Complaints against Town Officials, Staff and Volunteers**

## Employee Responsibilities and Conduct

**Standard of Conduct**

**Conflict of Interest**

**Workplace Violence**

**Drug and Alcohol Testing Policy**

**Drug Free Workplace Policy**

**Physical Examination**

**Technology Use Policy**

## Benefits Administration

**Education Benefit**

**Travel and Transportation**

**Meal Allowance**



# Equal Employment Opportunity

- Expanded set of protected categories based on statutory requirements
- Expanded coverage to all aspects of employment



# Policy Against Discrimination, Harassment and Retaliation

- Policy expanded beyond Sexual Harassment to include any type of Harassment as well as Discrimination and Retaliation



# Family Medical and Leave Act (FMLA)

- Current policy has an incomplete description of types of leave that qualify for FMLA
- Current policy does not specify required documentation
- Current policy combines FMLA leave with other Leaves of Absence



# Parental Leave

- No previous policy



# Pregnancy and Lactation Accommodation

- MCAD guidance document provided to employees



# Military Leave

- More specific conditions to apply for Leave
- Clear policy on reemployment



# Disability Accommodation

- No previous policy



# Motion

- Authorize HRB to amend policies on their own motion when required to effect timely revisions to incorporate new or changed federal or state statutory or regulatory requirements



## TOWN OF WELLESLEY PERSONNEL POLICY UPDATES

EQUAL EMPLOYMENT OPPORTUNITY	1
PREVIOUS LANGUAGE	2
POLICY AGAINST DISCRIMINATION, HARASSMENT AND RETALIATION	3
PREVIOUS LANGUAGE	7
FAMILY MEDICAL LEAVE	10
PREVIOUS LANGUAGE	13
PARENTAL LEAVE (NEW)	15
PREGNANCY AND LACTATION ACCOMMODATION (NEW)	16
MILITARY LEAVE	17
PREVIOUS LANGUAGE	18
DISABILITY ACCOMMODATION (NEW)	19

## **EQUAL EMPLOYMENT OPPORTUNITY**

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The Town of Wellesley is an equal employment opportunity employer. It will not discriminate against employees or applicants for employment on any legally recognized basis, including race, color, religious creed, sex (including pregnancy, childbirth and related medical conditions), gender identity or expression, sexual orientation, national origin or ancestry, physical or mental disability/handicap, age (40 and over), military or veteran status, marital status, certain criminal records, genetic information or testing, or HIV testing. The Town of Wellesley will not tolerate discrimination or harassment based upon these characteristics or any other characteristic protected by applicable federal, state, or local law. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training. Employees may discuss equal employment opportunity-related questions with the Director of Human Resources. Employees can raise concerns and make reports without fear of reprisal or retaliation.

## PREVIOUS LANGUAGE

The policy of the Town of Wellesley is to achieve equal opportunity in employment and selection:

1. By the recruitment and consideration of applicants without regard to factors unrelated to ability to perform the requirements of the job such as race, creed, color, sex, age, national origin, disability, veterans status, or sexual orientation.
2. By the employment of individuals who meet the physical and mental requirements, with reasonable accommodation, and who have the education, training and experience, established and necessary for the performance of the job, without regard to race, creed, color, sex, age, national origin, disability, veterans status, sexual orientation, or other factors unrelated to ability to perform the requirements of the job.
3. By taking such affirmative action as may be necessary to identify any conditions or employment practices which may have contributed to underrepresentation of protected classes in the workforce and to correct any such conditions including but not limited to the pursuit of the hiring goals established in Appendix A to this policy, Affirmative Action Plan.
4. By the retention, promotion and termination of employees on a non-discriminatory basis, and by non-discrimination in compensation and in terms, conditions, and privileges of employment.

## **POLICY AGAINST DISCRIMINATION, HARASSMENT AND RETALIATION**

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The Town of Wellesley is committed to promoting and maintaining a workplace that is free of harassment. The Town of Wellesley strictly prohibits discrimination and/or harassment based on an applicant's or employee's race, color, religious creed, sex (including pregnancy, childbirth and related medical conditions), gender identity or expression, sexual orientation, national origin or ancestry, physical or mental disability/handicap, age (40 and over), military or veteran status, marital status, certain criminal records, genetic information or testing, HIV testing, or any other characteristic protected by law.

All employees, regardless of position, are covered by, and are expected to comply with, this policy and to take appropriate measures to ensure that prohibited conduct does not occur. This policy against harassment also covers other individuals who have a relationship with the Town and may include residents, independent contractors, vendors, and visitors.

Conduct is considered harassment and is prohibited by this policy when it has the purpose or effect of unreasonably interfering with an employee's work performance, or creating an intimidating, hostile, or offensive work environment. Harassment can be physical, visual, electronic, verbal, or nonverbal behavior, and can include stereotypical terms, derogatory statements, abusive language, and discriminatory remarks that are offensive or objectionable to the recipient and involve a protected characteristic. While in some cases individuals may make harassing comments or jokes or engage in physical conduct without intending harm, such actions can be unwanted, offensive, threatening, and perceived as harassment.

The Town of Wellesley takes all allegations of harassment seriously and responds promptly to complaints of harassment. The Town of Wellesley will not tolerate retaliation against an individual who, in good faith, has complained about harassment or against an individual who cooperates with an investigation into a complaint of harassment. Retaliation is a serious violation of this policy and should be reported immediately. Anyone who is found to have retaliated against an employee for complaining about or reporting a harassment complaint, or for cooperating or otherwise participating in a harassment investigation, will be subject to discipline, up to and including termination of employment.

When the Town of Wellesley determines that inappropriate conduct has occurred, it will act promptly to eliminate the conduct and impose such corrective and remedial action as is necessary, including disciplinary action and termination where appropriate. Corrective action taken will be proportionate to the offensiveness of the conduct. For example, sexual assault or a demand for sexual favors in return for a promotion may result in termination of an employee; the continued use of derogatory gender-based language after an initial warning may result in a suspension; and the first instance of telling an inappropriate joke may warrant a warning. Remedial action, such as training or re-training, may be in order as well. These are examples only; each circumstance will be judged on its own merits and may warrant different corrective action.

While this policy sets forth the Town's goals of promoting a workplace that is free of harassment, the policy is not designed or intended to limit its authority to discipline or take remedial action for workplace conduct which it deems unacceptable, regardless of whether that conduct satisfies the definition of harassment.

Sexual harassment, one of the most common forms of harassment, is unwelcome verbal or physical behavior based upon a person's gender/sex and includes unwanted verbal or physical sexual advances, requests for sexual favors or visual, verbal, or physical conduct of a sexual nature when:

- Submission to such conduct is made a term or condition of employment; or

- Submission to, or rejection of, such conduct is used as a basis for employment decisions affecting the individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment, even if the individual making the report is not the intended target of such conduct.

Sexual harassment is a form of unlawful discrimination under federal and state law and Town policy. Determinations of whether particular language or conduct is subject to disciplinary action under this policy are made on an individual basis in light of all of the circumstances. The following, however, are some additional examples of conduct that all employees of the Town of Wellesley are cautioned to avoid. Such conduct may violate the Town of Wellesley's policy against sexual harassment, whether or not it constitutes sexual harassment under the law.

***This is not an exhaustive list.***

- Unwelcome sexual flirtations, advances, or propositions, whether or not they involve sexual touching;
- Comments to, or about, any employee or their appearance that are sexual in nature or would otherwise tend to be degrading;
- Offensive sexually-oriented verbal comments, name-calling, whistling, epithets, slurs, mockery, ridicule, insults, put-downs, or teasing;
- Offensive physical contact such as unwanted patting, grabbing, pinching, brushing against another's body, hugging, tickling, cornering, impeding or blocking movement, or forced sexual intercourse or assault;
- Jokes or other remarks with sexual content that are graphic or that may otherwise be offensive to others;
- Viewing, displaying or distributing inappropriate or sexually-explicit material in any medium;
- A repetition of any words or conduct of a sexual or gender-based nature;
- Repeated unwelcome invitations to social engagements or non-work-related activities;
- Discussion of or inquiries into one's sexual activities or experiences, gossip regarding one's sex life, or comment about an individual's sexual activity, deficiencies, or prowess; or
- Texting, sending picture messages, or otherwise communicating inappropriately in a sexual manner via cell phones, smartphones, over the internet, using social media, or the like.

Examples of other forms of harassment include the following:

- Conduct that unreasonably interferes with an individual's work performance that creates an intimidating or offensive work environment, that otherwise adversely affects an individual's employment opportunities, and that implicates an employee's protected characteristic. This can include conduct via texting, sending picture messages, or otherwise communicating inappropriately via cell phones, smartphones, over the internet, using social media, or the like.
- Hostile physical contact, intimidating acts, threats of such actions or violence, or any other actions that may be considered threatening or hostile in nature and that implicate an employee's protected characteristic.
- Derogatory remarks, epithets, slurs, negative stereotyping, offensive jokes, cartoons, teasing, the display or circulation of offensive printed, visual, or electronic materials, or similar misconduct that implicates an employee's protected characteristic.

Any employee who believe that they have been subject to behavior prohibited under this policy is encouraged to promptly report the matter using the complaint procedure described below. It is a violation of the Town of

Wellesley's policy and it is unlawful to retaliate against an employee who in good faith makes or files a complaint of harassment or cooperates in an investigation of a complaint of harassment. Any such retaliation will also result in disciplinary action, up to and including termination of employment. An employee who engages in sexual harassment is subject to disciplinary action, up to and including termination of employment. A manager who knowingly allows sexual harassment or retaliation to continue is subject to disciplinary action, up to and including termination of employment.

### Internal Complaint Procedure

Common workplace-based responses by those who experience harassment are to avoid the harasser, deny or downplay the gravity of the situation, or attempt to ignore, forget, or endure the behavior. The Town urges employees, instead, to speak up and report any harassment. This applies whether the harassment is by any employee or other individual who has a relationship with the Town which enables it to exercise some control over the individual's conduct in places and activities that relate to the Town's work. This reporting system applies to those individuals who have *experienced* harassment, as well as those employees who have *observed* harassment.

Employees subjected to harassment are encouraged to directly inform the offending person(s) that such conduct is offensive and must stop if they are comfortable in so doing. If, however, the employee does not wish to communicate directly with the alleged harasser(s), or if direct communication has been ineffective, then that employee is encouraged and expected to utilize this procedure.

If an employee believes that they have been subjected to sexual or other forms of harassment or discrimination, whether by a supervisor, a co-worker, or any other person with whom the employee comes in contact with during work for the Town of Wellesley, the employee should report the incident immediately to their Department Head or the Human Resources Director, Town Hall, 525 Washington Street, Wellesley, MA (617-431-1019, x2244). If the complaint is against a member of the Human Resources Department staff, employees may also contact Town Counsel.

### Harassment Investigation

The Town of Wellesley's policy is to support anyone who makes a good-faith complaint of harassment or discrimination. When we receive a complaint, we will promptly and thoroughly investigate the allegation, and will strive to maintain confidentiality to the extent practicable under the circumstances. The investigation will include interviews with the person making the complaint, the alleged harasser, and any witnesses. It is the responsibility of every employee who participates in the investigation to cooperate fully and to refrain from discussing the matter with persons other than those conducting the investigation so that confidentiality is maintained to the greatest extent possible while the investigation is ongoing. When the Town has completed its investigation, it will, to the extent appropriate, inform the person filing the complaint and the person alleged to have committed the conduct of the results of that investigation.

### External Complaint Procedure

In addition to the above, if you believe you have been subjected to harassment or discrimination, you may file a complaint with either or both of the government agencies set forth below. Using the Town of Wellesley's complaint process does not prohibit you from filing a complaint with these agencies. Each of the agencies has a short time period for filing a claim (300 days).

The United States Equal Employment Opportunity Commission (EEOC)  
John F. Kennedy Federal Building

475 Government Center  
Boston, MA 02203  
(617) 565-3200

The Massachusetts Commission Against Discrimination (MCAD)

Boston Office:  
One Ashburton Place, Rm. 601  
Boston, MA 02108  
(617) 994-6000

Springfield Office:  
424 Dwight Street, Rm. 220  
Springfield, MA 01103  
(413) 739-2145

Worcester Office:  
488 Main Street, Rm. 320  
Worcester, MA 01608  
(508) 453-9630

New Bedford Office:  
128 Union Street, Suite 206  
New Bedford, MA 02740  
(774) 510-5801

## PREVIOUS LANGUAGE

### *SEXUAL HARASSMENT POLICY*

#### I. Introduction

It is the goal of the Town of Wellesley to promote a workplace that is free of sexual harassment. Sexual harassment of employees occurring in the workplace or in other settings in which employees may find themselves in connection with their employment is unlawful and will not be tolerated. Further, any retaliation against an individual who has complained about sexual harassment or retaliation against individuals for cooperating with an investigation of a sexual harassment complaint is similarly unlawful and will not be tolerated. To achieve our goal of providing a workplace free from sexual harassment, the conduct that is described in this policy will not be tolerated and we have provided a procedure by which inappropriate conduct will be dealt with, if encountered by employees.

Because Town of Wellesley takes allegations of sexual harassment seriously, we will respond promptly to complaints of sexual harassment and where it is determined that such inappropriate conduct has occurred, we will act promptly to eliminate the conduct and impose such corrective action as is necessary, including disciplinary action where appropriate.

Please note that while this policy sets forth our goals of promoting a workplace that is free of sexual harassment, the policy is not designed or intended to limit our authority to discipline or take remedial action for conduct which we deem unacceptable, regardless of whether that conduct satisfies the definition of sexual harassment.

#### II. Definition of Sexual Harassment

Sexual harassment means sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature when:

- a) submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of employment or as a basis for employment decisions; or
- b) such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile, humiliating or sexually offensive work environment.

Under these definitions, direct or implied requests by a supervisor for sexual favors in exchange for actual or promised job benefits such as a favorable review, salary increases, promotions, increased benefits, or continued employment constitutes sexual harassment. The legal definition of sexual harassment is broad and in addition to the above examples, other sexually oriented conduct, whether it is intended or not, that is unwelcome and has the effect of creating a work place environment that is hostile, offensive, intimidating, or humiliating to male or female workers may also constitute sexual harassment.

While it's not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct which if unwelcome, may constitute sexual harassment depending upon the totality of the circumstances including the severity of the conduct and its pervasiveness;

- \* Sexual advances--whether they involve physical touching or not;
- \* Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life; comment on an individual's body, comment about an individual's sexual activity, deficiencies, or prowess;

- \* Displaying sexually suggesting objects, pictures, cartoons;
- \* Leering, whistling, brushing against the body, sexual gestures, suggesting or insulting comments;
- \* Inquiries into one's sexual experiences; and
- \* Discussion of one's sexual activities.

All employees should take special note that, as stated above, retaliation against an individual who has complained about sexual harassment, and retaliation against individuals for cooperating with an investigation of a sexual harassment complaint is unlawful and will not be tolerated.

### III. Complaints of Sexual Harassment

If any of our employees believes that he or she has been subjected to sexual harassment, the employee has the right to file a complaint with our organization. This may be done in writing or orally.

If you would like to file a complaint you may do so by contacting your Department Head or the Personnel Director, Town Hall, 525 Washington Street, Wellesley, MA (617-431-1019, x244) or Town Counsel, Attorney Albert Robinson, 40 Grove Street, Wellesley, MA 02181 (617-235-3300). These persons are also available to discuss any concerns you may have and to provide information to you about our policy on sexual harassment and our complaint process.

### V. Sexual Harassment Investigation

When we receive a complaint of sexual harassment we will promptly investigate the allegation in a fair and expeditious manner. The investigation will be conducted in such a way as to maintain confidentiality to the extent consistent with a fair and full investigation and practicable under the circumstances. Our investigation will include private interviews with the person filing the complaint, and with witnesses. We will also interview the person alleged to have committed sexual harassment. When we have completed our investigation, we will, to the extent appropriate inform the person filing the complaint and the person alleged to have committed the conduct of the results of that investigation.

If it is determined that inappropriate conduct has occurred, we will act promptly to eliminate the offending conduct, and where it is appropriate we will also impose disciplinary action.

### V. Disciplinary Action

If it is determined that inappropriate conduct has been committed by one of our employees, we will take such action as is appropriate under the circumstances. Such action may range from counseling to termination from employment, and may include such other forms of disciplinary action as we deem appropriate under the circumstances.

### VI. State and Federal Remedies

In addition to the above, if you believe you have been subjected to sexual harassment, you may file a formal complaint with either or both of the government agencies set forth below. Using our complaint process does not prohibit you from filing a complaint with these agencies. Each of the agencies has a short period for filing a claim (EEOC: 180 days; MCAD: 6 months).

1. The United States Equal Employment Opportunity Commission (EEOC)  
1 Congress Street, 10th Floor  
Boston, MA 02114 (617)565-3200

## 2. The Massachusetts Commission Against Discrimination (MCAD)

### Boston Office:

1 Ashburton Place, Rm. 601  
Boston, MA 02108  
(617) 994-6000

### Springfield Office:

424 Dwight Street, Rm. 220  
Springfield, MA 01103  
(413)739-2145

## **FAMILY MEDICAL LEAVE (FMLA)**

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### Eligibility for FMLA Leave

Employees are eligible for FMLA leave if they have worked for Town of Wellesley for at least one year, and for 1,250 hours over the previous twelve (12) months.

### Types of FMLA Leave

Eligible employees can take FMLA leave for the following reasons:

#### *Parental Leave*

Employees may take FMLA leave for incapacity due to pregnancy, prenatal medical care or childbirth. Such leave may also be used by male and female employees to care for the employee's child after birth, or placement for adoption or foster care.

#### *Leave due to the Employee's Own or a Family Member's Serious Health Condition*

Employees may take FMLA leave for a serious health condition that makes the employee unable to perform their job. Employees may also take FMLA leave to care for the employee's spouse, son, daughter, or parent who has a serious health condition.

#### *Qualifying Exigency Leave*

Eligible employees with a spouse, son, daughter, or parent on active duty or called to active duty status in (a) the National Guard or Reserves in support of a contingency operation, or (b) the regular armed forces who are in or called to active duty in a foreign country may use FMLA leave to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial or legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

#### *Military Caregiver Leave*

Eligible employees may take FMLA leave to care for a son, daughter, parent or next of kin who is a covered service member. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform their duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list. Covered service members also include veterans who are undergoing medical treatment, recuperation or therapy for serious injuries or illnesses that were incurred or aggravated in the line of duty during the preceding five (5) years.

### Length of FMLA Leave

Employees may take up to 26 weeks of Military Caregiver leave during a single 12-month period.

For all other types of FMLA leave, each employee may be granted leave for a period up to twelve (12) weeks during any twelve-month period. In determining eligibility for leave, a "rolling" twelve-month period is used, measuring backward from the date the employee uses any FMLA leave.

In circumstances where both spouses work for the Town of Wellesley, the employees may be limited to a combined total of 12 weeks of leave for parental leave or for leave to care for the employee's parent with a serious health condition, or to a combined total of 26 weeks of military caregiver leave.

If an employee is eligible for FMLA leave and takes time off for an FMLA-qualifying purpose, such leave shall be counted as FMLA leave. Leaves taken pursuant to other Town of Wellesley policies (for example, workers' compensation, parental leave, short-term disability) shall be deemed to run concurrently with FMLA leave.

### Required Certifications

Different certifications are required depending on the reason for leave. Employees seeking leave due to a family member's serious health condition will be required to submit a completed "Certification of Health Care Provider for Family Member's Serious Health Condition" form. Employees seeking FMLA leave due to the employee's own serious health condition will be required to submit a completed "Certification of Health Care Provider for Employee's Serious Health Condition" form. Employees seeking Qualifying Exigency Leave will be required to submit a completed "Certification of Qualifying Exigency for Military Family Leave" form. Employees seeking Military Caregiver Leave will be required to submit a completed "Certification of Serious Injury or Illness of Covered Service member" form. In lieu of the form, the employee may provide invitational travel orders (ITOs) or invitational travel authorizations (ITAs). These forms are available from the Director of Human Resources.

In all cases of leave due to the employee's or a family member's serious health condition, the Town of Wellesley reserves the right to request a second medical opinion at the Town's expense and further medical opinion, where appropriate. Periodic recertification also may be required for requested extensions of medical leave, lengthy leaves of absence, and for such other appropriate circumstances.

The Town of Wellesley asks that employees not provide any genetic information when submitting the required certifications. Genetic information includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

### Compensation During FMLA Leave

Employees on FMLA leave are required to apply any accrued paid time off while taking FMLA leave. Employees must comply with the Town of Wellesley's existing policies for use of accrued paid time off.

If an employee does not have any accrued paid time and is not eligible for other benefits, such as workers' compensation payments, the FMLA leave will be unpaid.

### Benefits During FMLA Leave

An employee on FMLA leave will be retained on the Town of Wellesley's health plan on the same condition as active employees, except that the employee must make arrangements with Human Resources for timely payment of the employee's portion of the premium in order to continue such coverage. If any premium payment is more than thirty (30) days late, coverage may be lost during the remainder of the leave. In

circumstances where an employee is on paid leave, the appropriate deductions will be made in the same manner as the employee's regular paycheck.

Reduced Work Schedule/Intermittent FMLA Leave

For all types of FMLA leave except Parental leave, an employee does not need to use the leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the Town of Wellesley's operations. Further, where a reduced work schedule or intermittent leave is foreseeable based on planned medical treatment, the Town reserves the right to temporarily transfer the employee to a position that better accommodates the employee's recurring periods of leave.

Notifications Regarding FMLA Leave

Employees requesting leave will be notified regarding whether they are eligible under FMLA. If they are eligible, the notice will specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the Town will provide a reason for the ineligibility.

The Town will inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the Town determines that the leave is not FMLA-protected, the employee will be notified.

Return from FMLA Leave

Upon return from FMLA leave, an employee will be restored to their original or equivalent position with equivalent pay, benefits, and other employment terms, subject to the terms and conditions of the FMLA.

If an employee is unable to return from FMLA leave on the date set forth in the leave request and/or certification of healthcare provider, the employee is expected to contact the Town of Wellesley *prior to* the anticipated return to work date. If an employee fails to return from FMLA leave when scheduled and does not contact the Town in advance, the employee may be deemed to have resigned.

## PREVIOUS LANGUAGE

### *Leaves of Absence*

#### I. PURPOSE

To define the leave of absence policy of the Town of Wellesley and to establish the criteria and procedures for granting such leaves in compliance with the Federal Family and Medical Leave Act (FMLA) effective 8/5/93.

#### II. POLICY

To protect deserving employees against loss of seniority and service credit, to the extent it is practical and fair to do so, by granting leaves of absence without pay for education, military, health, or compelling personal reasons on the recommendation of the employee's Department Head and with the approval of the Personnel Board, in accordance with existing laws. Employees granted leaves in accordance with this policy and procedure shall be considered in an "inactive employment" status and time, other than military duty, spent on such leaves of 30 days or more shall not count as service or time worked for purposes of seniority, vacation, sick leave, pensions or other benefits.

#### III. APPLICATION

This policy applies to all permanent employees who have completed their respective probationary period with the Town and who regularly work twenty or more hours per week and have worked 1,250 hours (military leave exempt) in the year preceding the leave. (Special exemptions or conditions may apply to teachers and senior level managers per the FMLA).

#### IV. DEFINITIONS

- A. Department Head: An employee responsible for the administration of a function or activity under the direction of an elected or appointed Board, Committee, or Commission.
- B. Teaching Personnel: Professional personnel in the schools whose duties and responsibilities are academic rather than administrative (personnel in bargaining units A & B).
- C. Senior Level Management: As defined in the Federal Family and Medical Leave Act, those administrative positions which are paid in the top 10% of Town salaries. Town of Wellesley Personnel Guidebook 6/19/98 Page 81

#### V. PROCEDURE

- A. Employees unable to report to work because of military duty; maternity; serious personal health; serious illness of a spouse, child or parent; or for compelling personal reasons, or those who wish to attend school, shall submit an application for a Leave of Absence on the form attached to this policy. The application must specify dates and time for which leave is requested and set forth the reasons in detail. Whenever possible, application must be submitted at least thirty (30) days in advance of the intended leave. In the case of military, health, and education leaves, supporting documents shall be required.
- B. A supervisor will verify and substantiate the reasons submitted by the employee whenever possible, and after due consideration of the requirements of the Department and the employee's length of service/successful completion of probationary period, will forward the request with his recommendations to his Department Head for transmittal to the Personnel Office.
- C. A Department Head recommending approval of the leave of absence should do so on a Personnel Action Form and attach the Application for Leave of Absence with supporting documents.

D. Leaves of Absence may be granted as follows:

1. for extended active military service in accordance with appropriate statutes.
2. for 17 calendar days per year for Reserve or National Guard duty for training.
3. until the completion of the course of instruction but not more than one semester.
4. for up to a total of twelve (12) weeks in a twelve month period for a, b, or c, or combinations of a, b, or c:

a) the birth or adoption of a child as set forth in applicable law. (NOTE: When the employee herself is incapacitated for medical reasons due to pregnancy, it shall be treated as any other physical incapacity for which extensions may be granted on the recommendation of the attending physician.)

b) serious personal illness rendering an employee incapable of performing the functions of the job.

c) serious illness of a spouse, child, or parent as specified in the FMLA.

5. for up to thirty (30) days in a 12 month period for compelling personal reasons.

E. The twelve month cycle will begin with the first actual day of the employee's leave.

F. Accrued sick and vacation time may be used during leaves for serious personal illness, serious illness of a spouse, child or parent, or the birth/adoption of a child.

G. Leaves that qualify as conditions under the Federal Family and Medical Leave Act which are taken under any other provision shall run concurrently.

H. Employees granted leave of absence in accordance with this policy may remain in their Town of Wellesley Group Health Insurance Plan, provided arrangements are made with the Treasurer of the Town for payment of the employee portion of the current monthly premium for the duration of the leave of absence. Employees who fail to make a monthly payment in a timely manner for the employee contribution portion of the premium will be notified and automatically dropped from the plan once they become thirty (30) days in arrears.

## VI. ENFORCEMENT

Failure to return to work on or before the expiration date of a leave of absence shall constitute a voluntary termination of employment. Acceptance of employment of any kind for pay while on leave of absence (other than military) shall be considered to be voluntary resignation on the part of the employee. The respective Department Head and the Director of Personnel are responsible for uniform and impartial administration of this policy and

## **PARENTAL LEAVE**

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Eligible full-time employees are entitled to take up to eight (8) weeks of unpaid leave for the:

- Birth of a child; or
- Placement for adoption or placement pursuant to a court order of a child under eighteen (18) years of age (or under 23 years of age if the individual is mentally or physically disabled).

Employees are entitled to up to eight (8) weeks of leave per child. If both spouses work for the Town of Wellesley and are eligible for leave under this policy, the spouses will be limited to a total of eight (8) work weeks off between the two.

Employees are eligible for leave under this policy if they are full-time and have been employed by the Town of Wellesley for at least three (3) consecutive months.

### Notice of Leave

Employees must give at least two (2) weeks' notice of their anticipated date of departure and intention to return to work. If the need for leave arises under circumstances that, for reasons beyond the employee's control, do not allow for two (2) weeks' notice, employees must give notice as soon as practicable.

### Terms of Leave

Parental leave is unpaid, unless an employee chooses to use accrued paid vacation, personal and/or sick leave concurrently with all or part of the leave. Sick leave may only be used during portions of the parental leave that qualify for leave under the Town of Wellesley's sick leave policy. The Town will not require an employee to use accrued paid vacation or sick leave concurrently with any part of a parental leave. However, if an employee's parental leave qualifies as leave under the Family and Medical Leave Act, the two (2) leaves will run concurrently. Eligible employees may apply for disability benefits related to their childbirth and/or pregnancy-related disabilities under the same terms and conditions that apply to other medical disabilities.

### Return to Work

At the conclusion of parental leave, employees will be reinstated to their previous position or a similar position with the same status, pay, length of service credit and seniority as of the date of their leave, unless other employees of equal seniority and status in the same or similar position were laid off due to economic conditions or other changes in operating conditions during the employee's parental leave. If an employee requests and is granted an extension of parental leave beyond eight (8) weeks, and if this extension is not covered by any other statute such as the FMLA, the employee's job will not be protected beyond the initial 8-week period. Under these circumstances, the Town of Wellesley provides no assurance the employee will be restored to their previous position or a similar position when the extension expires.

### Anti-Discrimination and Retaliation

The Town of Wellesley will not discriminate or retaliate against employees because they request or take leave in accordance with this policy.

## **PREGNANCY AND LACTATION ACCOMMODATION**

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Employees and applicants with needs related to pregnancy, childbirth or related conditions (including lactation) may request a reasonable accommodation to enable them to perform their job. A reasonable accommodation may include, but is not limited to, the following: more frequent or longer breaks; acquisition or modification of equipment or seating; assistance with manual labor; job restructuring; light duty; private non-bathroom space for expressing breast milk; modified work schedules; temporary transfers to a less strenuous or hazardous position; or time off to attend to a pregnancy complication or recover from childbirth. The Town of Wellesley will provide a reasonable accommodation for needs related to pregnancy, childbirth or a related medical condition so long as the requested accommodation does not impose an undue hardship on the Town's programs, or business.

The Town of Wellesley will not deny employment opportunities or take adverse employment action against otherwise qualified applicants or employees who request or use such reasonable accommodations. Employees who take leave as an accommodation under this policy will be reinstated to their original job or to an equivalent position with equivalent pay, seniority, benefits and other terms and conditions of employment upon their notification to the Town of their intent to return to work or when the employee's need for a reasonable accommodation ends.

The Town may require that employees provide documentation about the need for a reasonable accommodation, or the need to extend an accommodation, from an appropriate health care or rehabilitation professional. The Town will not require such documentation when the requested accommodation is more frequent restroom, food and water breaks; seating; private non-bathroom space for expressing breast milk; or limits on lifting over twenty (20) pounds.

Employees who have questions about this policy or who wish to request leave or other reasonable accommodations under this policy should contact the Human Resources Director, Town Hall, 525 Washington Street, Wellesley, MA (617-431-1019, x2244). When an employee makes a request for a reasonable accommodation, the Town and employee will engage in a timely, good-faith and interactive process to determine an effective and reasonable accommodation.

## **MILITARY LEAVE**

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The Town of Wellesley recognizes the patriotic service rendered by many employees who belong to the military reserve units and active military duty. Employees who leave employment to enter military service, or if as a reservist are placed on active duty, may be granted a military leave of absence. This leave entitles the employee to be away from the Town for active service and to return without a break in seniority or other benefits in accordance with Massachusetts law and with the federal Uniformed Services Employment and Reemployment Rights Act (USERRA).

Employees who learn that they are required to attend reserve military training must notify their Department Head in writing, in advance of their training, of the expected duration of the training and their anticipated date of return. Employees may be entitled to a leave of absence, ordinarily, not to exceed seventeen (17) calendar days per year. It is the employee's responsibility to submit a Personnel Action Form and a copy of the military orders to the Human Resources Department.

In addition, employees hired prior to April 1 of any year who are absent for an ordered tour of military duty with any organized Reserve or National Guard unit will be paid their regular rate of weekly compensation and their certified military pay for each week of absence, as provided in the M.G. Laws Ch. 33, Section 59.

Employees called to active duty must notify their supervisor in writing before they leave for active duty of their expected dates of leave from and return to the Town of Wellesley. In accordance with state and/or federal law, an employee may be eligible for reemployment to the position that the employee held prior to entering the armed forces or being called to active duty or to a position of similar seniority, status and pay, provided that certain conditions are met. For more information about the terms and conditions of such leaves, please contact the Director of Human Resources.

## PREVIOUS LANGUAGE

Leaves of Absence may be granted as follows:

1. for extended active military service in accordance with appropriate statutes.
2. for 17 calendar days per year for Reserve or National Guard duty for training.

The Town of Wellesley recognizes the patriotic service rendered by many employees who belong to military reserve units. A leave of absence, ordinarily not to exceed seventeen (17) calendar days per year, may be obtained for this purpose. If you need military leave, discuss such plans with your Department Head well in advance in order to prepare for your absence and forward a completed Personnel Action Form and a copy of the military orders to the Human Resources Department.

In addition, an employee hired prior to April 1 in any year who is absent for an ordered tour of military training duty with any organized Reserve or National Guard unit will be paid his/her regular rate of weekly compensation and his/her certified military pay for each week of such absence, as provided in the General Laws, Chapter 33, Section 59 of the Commonwealth.

## **DISABILITY ACCOMMODATION**

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The Town of Wellesley is committed to complying fully with the Americans with Disabilities Act (ADA) and applicable state and local laws ensuring equal opportunity in employment for qualified persons with disabilities/handicaps. The Town also provides reasonable accommodation for such individuals in accordance with these laws. Qualified disabled/handicapped individuals may request reasonable accommodations through their supervisor or Human Resources. The employee may be asked to provide medical documentation of the disability/handicap and the need for an accommodation. Supervisors or Human Resources generally will interact with the employee and their medical provider to determine the necessity, effectiveness, and feasibility of the requested accommodation. The Town may decide to provide the requested accommodation or a reasonable accommodation other than requested. The Town may also determine in its sole discretion that such accommodation is not feasible or would result in undue hardship to the Town.

# 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	<u>\$ (664,203)</u>	** 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	<u>\$ 73,000</u>	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	<u>\$ 8,120</u>	
February 3rd, 2020 BOS	<u>\$ (205,322)</u>	
Additional transfer from insurance fund	\$ 580	
School Committee Reductions	\$ 58,954	
Benefits reduced for School position reductions	<u>\$ 25,000</u>	
	<u>\$ (120,788)</u>	
SEC Salaries	\$ (14,710)	
Building salaries	\$ (3,568)	
Will BOS vote to close the gap using additional free cash?	<u>\$ 139,066</u>	
Balanced Budget 2-24-2020	<u>\$ -</u>	



TOWN OF WELLESLEY- SOURCES AND USES OF FUNDS

Exhibit I

	FY2020 Tax Rate	FY2021 Request	% Change
<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	11,352,726	12,990,000	14.42%
<b>Sub-Total (Tax &amp; Cur. Rev.)</b>	<b>156,075,797</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	329,500	-62.87%
CPA Funds for North 40	552,044	553,444	0.25%
Free Cash- balance budget	2,515,000	2,639,066	4.93%
Free Cash- Other items	3,985,670	963,101	100.00%
Unencumbered/Transfers from other funds	154,145	279,501	100.00%
<b>Sub-Total (Available Funds)</b>	<b>20,305,567</b>	<b>16,941,597</b>	<b>-16.57%</b>
<b>TOTAL SOURCES OF FUNDS</b>	<b>176,381,364</b>	<b>179,975,309</b>	<b>2.04%</b>
<b>*** USE OF FUNDS ***</b>			
Personal Services (Non-School)			
Expenses (Non-School)	28,410,802	29,373,210	3.39%
Subtotal (Non-School)	39,069,488	40,339,811	3.25%
Personal Services (School)			
Expenses (School)	68,817,105	71,611,886	4.06%
Subtotal (School)	76,783,930	80,379,651	4.68%
<b>Sub-Total (Pers. Svcs.&amp; Exp)</b>	<b>115,853,418</b>	<b>120,719,462</b>	<b>4.20%</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	21,200,462	5.40%
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>32,598,243</b>	<b>5.04%</b>
<b>SUB-TOTAL (OPERATIONS)</b>	<b>168,520,734</b>	<b>175,536,521</b>	<b>4.16%</b>
Special Items:			
Traffic & Parking Management	975,018	1,188,015	21.85%
Appropriated/Reserved CPA Surcharge	887,500	329,500	-62.87%
State & County Assessments	1,262,442	1,308,172	3.62%
Property Tax Abatements	750,000	650,000	-13.33%
Free cash	3,985,670	963,101	100.00%
<b>Sub-Total (Special Items)</b>	<b>7,860,630</b>	<b>4,438,788</b>	<b>-43.53%</b>
<b>TOTAL USE OF FUNDS</b>	<b>176,381,364</b>	<b>179,975,309</b>	<b>2.04%</b>
<b>TOTAL SOURCE OF FUNDS</b>	<b>176,381,364</b>	<b>179,975,309</b>	<b>2.04%</b>
<b>SURPLUS (DEFICIT)</b>	<b>0</b>	<b>0</b>	



TOWN OF WELLESLEY - TOWN MEETING APPROVED ALLOCATION OF FUNDS

SOURCES OF FUNDS	FY20 SOURCES OF FUNDS	FY21 SOURCES OF FUNDS	CHANGE - FY20 to FY21 \$ Change	% Change
<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	293,202	629,000	335,798	114.53%
<b>Subtotal - Local Revenue</b>	<b>11,352,726</b>	<b>12,990,000</b>	<b>1,637,274</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	2,639,066	124,066	4.93%
Free Cash items	3,985,670	963,101	(3,022,569)	-75.84%
Appropriated CPA Surcharge	887,500	329,500	(558,000)	-62.88%
CPA Funds applied to North 40	552,044	553,444	1,400	0.25%
Insurance Funds	154,145	158,700	4,555	2.95%
Police detail		120,801	120,801	
<b>Subtotal - Other Sources</b>	<b>9,417,159</b>	<b>6,303,462</b>	<b>(3,113,697)</b>	<b>-33.06%</b>
<b>TOTAL SOURCES OF FUNDS</b>	<b>176,381,364</b>	<b>179,975,309</b>	<b>3,593,945</b>	<b>2.04%</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	66,552	3,625	70,177	29,348	400	29,748	73.58%
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%
Contract Settlements & reclass	0	0	0	580,000	0	580,000	580,000	0	580,000	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>7,958,819</b>	<b>5,634,633</b>	<b>13,593,452</b>	<b>578,230</b>	<b>162,258</b>	<b>740,488</b>	<b>5.76%</b>

Exhibit B

	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 - %
<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
Board of Assessors	289,572	101,800	391,372	296,847	85,500	382,347	7,275	(16,300)	(9,025)
Planning Board	285,246	43,000	328,246	296,056	43,300	339,356	10,810	300	11,110
Advisory Committee	10,000	22,000	32,000	11,000	21,500	32,500	1,000	(500)	500
Reserve Fund	0	175,000	175,000	0	175,000	175,000	0	0	0
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
HR Salary adjustments	39,182		39,182	177,500		177,500	138,318	0	138,318
<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>GENERAL GOVERNMENT TOTAL</b>	<b>8,660,000</b>	<b>5,891,940</b>	<b>14,551,940</b>	<b>9,449,521</b>	<b>6,047,073</b>	<b>15,496,594</b>	<b>789,521</b>	<b>155,133</b>	<b>944,654</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
Injured on Duty				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
Fire Department	5,351,153	267,270	5,618,423	5,326,195	280,720	5,606,915	(24,958)	13,450	(11,508)
Building Department	541,711	41,000	582,711	547,055	41,000	588,055	5,344	0	5,344
Sealer of Weights & Measures	15,000	2,700	17,700	15,000	2,700	17,700	0	0	0
<b>PUBLIC SAFETY TOTAL - BOARD OF SELECTMEN</b>	<b>11,925,581</b>	<b>979,043</b>	<b>12,904,624</b>	<b>11,967,638</b>	<b>1,046,549</b>	<b>13,014,187</b>	<b>42,057</b>	<b>67,506</b>	<b>109,563</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
Highway	1,097,837	470,450	1,568,287	1,124,227	494,200	1,618,427	26,390	23,750	50,140
Fleet Maintenance	165,000	43,462	208,462	170,775	43,462	214,237	5,775	0	5,775
Park	1,269,377	372,570	1,641,947	1,283,430	401,300	1,684,730	14,053	28,730	42,783
Recycling & Disposal Management	1,106,742	1,263,947	2,370,689	1,128,722	1,240,422	2,369,144	21,980	(23,525)	(1,545)
Winter Maintenance	382,958	24,070	407,028	378,215	24,070	402,285	(4,743)	0	(4,743)
<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>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
<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>RECREATION</b>									
Recreation Commission	354,626	28,741	383,367	356,925	29,747	386,672	2,299	1,006	3,305
<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>

Exhibit B

	FY20 USE OF FUNDS (Tax Rate)			FY21 USE OF FUNDS (Request)			CHANGE - FY20 to FY21			
	Pers Svcs	Expenses	Total Ops	Pers Svcs	Expenses	Total Ops	Variance Pers Svcs	Variance Expenses	Variance Total - \$	Variance Total - %
<b>USES OF FUNDS</b>										
<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>29,373,210</b>	<b>10,966,601</b>	<b>40,339,811</b>	<b>962,408</b>	<b>307,915</b>	<b>1,270,323</b>	<b>3.25%</b>
<b>WELLESLEY PUBLIC SCHOOLS</b>										
Instruction	48,516,160	2,100,205	50,616,365	50,370,858	2,144,497	52,515,355	1,854,698	44,292	1,898,990	3.75%
Administration	1,211,817	153,741	1,365,558	1,248,611	160,812	1,409,423	36,794	7,071	43,865	3.21%
Operations	1,540,617	1,235,941	2,776,558	1,562,487	1,318,282	2,880,769	21,870	82,341	104,211	3.75%
Special Education	17,548,511	4,476,938	22,025,449	18,429,930	5,144,174	23,574,104	881,419	667,236	1,548,655	7.03%
<b>SCHOOL TOTAL</b>	<b>68,817,105</b>	<b>7,966,825</b>	<b>76,783,930</b>	<b>71,611,886</b>	<b>8,767,765</b>	<b>80,379,651</b>	<b>2,794,781</b>	<b>800,940</b>	<b>3,595,721</b>	<b>4.68%</b>
<b>EMPLOYEE BENEFITS</b>										
Group Insurance		19,648,490	19,648,490	0	20,736,313	20,736,313	0	1,087,823	1,087,823	5.54%
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>32,598,243</b>	<b>32,598,243</b>	<b>0</b>	<b>1,564,796</b>	<b>1,564,796</b>	<b>5.04%</b>
<b>ALL PERSONAL SERVICES &amp; EXPENSES</b>	<b>97,227,907</b>	<b>49,658,958</b>	<b>146,886,865</b>	<b>100,985,096</b>	<b>52,332,609</b>	<b>153,317,705</b>	<b>3,757,189</b>	<b>2,673,651</b>	<b>6,430,840</b>	<b>4.38%</b>

Exhibit B

	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>										
<b>Departmental Cash Capital</b>										
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>
<b>Debt Service</b>										
Current Inside Levy Debt Service - Issued	0	4,300,000	4,300,000	0	5,000,000	5,000,000	0	700,000	700,000	16.28%
Outside Levy Debt Service - Issued/Unissued		11,440,452	11,440,452	0	11,191,579	11,191,579	0	(248,873)	(248,873)	-2.18%
<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>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>										
<b>Receipts Reserved for Appropriation</b>										
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	329,500	329,500	0	(558,000)	(558,000)	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	963,101	963,101	0	(1,007,569)	(1,007,569)	0.00%
Fall STM Hunnewell	0	2,000,000	2,000,000	0	0	0	0	(2,000,000)	(2,000,000)	-100.00%
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>7,548,212</b>	<b>7,860,630</b>	<b>280,265</b>	<b>4,158,523</b>	<b>4,438,788</b>	<b>(32,153)</b>	<b>(3,389,689)</b>	<b>(1,421,842)</b>	<b>-18.09%</b>
<b>TOTAL USES OF FUNDS</b>										
			176,381,364			179,975,309			3,593,945	2.04%
<b>TOTAL SOURCES OF FUNDS</b>			176,381,364			179,975,309			3,593,945	2.04%
<b>SURPLUS (DEFICIT)</b>			0			0			0	



7. **Discuss and Vote Acceptance of Easement at 64 Fuller Brook Road**

The Department of Public Works has finalized the relocation of an easement at 64 Fuller Brook Road. The property owner found the 1940 drainage line was not located within the existing easement, but rather ran under the garage on the property. DPW working with the property owner has relocated the existing line and prepared a new easement. The easements will be ratified by Town Meeting, however, to move forward the Board of Selectmen must accept the abandonment and establishment of a new 15-foot easement. The document has been approved by Town Counsel

**MOTION:**

**MOVE to approve the abandonment of existing drainage easement and to grant of drainage easement at 64 Fuller Brook Road by and between BTE Development, LLC and the Town of Wellesley, Massachusetts.**



**TOWN OF WELLESLEY**  
WELLESLEY, MASSACHUSETTS 02481

DAVID J. HICKEY, JR., P.E.  
TOWN ENGINEER

DOUGLAS R. STEWART, P.E.  
ASSISTANT TOWN ENGINEER



20 MUNICIPAL WAY  
781-235-7600  
FAX 781-237-0047

DEPARTMENT OF PUBLIC WORKS  
ENGINEERING DIVISION

To: Meghan Jop

From: Doug Stewart

Date: February 5, 2020

**Subject: Drainage Easement Relocation at 64 Fuller Brook Road**

Attached is a copy of the proposed Abandonment of Existing Drainage Easement and Grant of Drainage Easement document and associated plan for 64 Fuller Brook Road. The existing house located at 64 Fuller Brook Road has undergone substantial renovations and during the process it was discovered that portions of the existing storm drainage pipe are not located in the drainage easement and that portions of the storm drainage pipe are located under the garage area. The current property owner, Paul Bevilacqua, brought this to the town's attention and has worked closely with DPW and has hired an engineer to present a plan for approval that would put the drainage pipe in a proper easement.

The existing 10-foot-wide drainage easement at the property will be abandoned and a new 15-foot-wide drainage easement will be created, as shown on the attached Easement Relocation and Abandonment Plan for 64 Fuller Brook Road dated December 9, 2019 and prepared by Verne T. Porter Jr., PLS.

The owner of 64 Fuller Brook Road has agreed to prepare all easement documents related to the relocation of the drainage easement. Construction and costs related to the relocation of the drain easement will be accomplished by the applicant. Construction of the relocated storm drainage system will be inspected by the DPW Engineering Division.

The Town first acquired a drainage easement over 64 Fuller Brook Road in 1940. It should be noted that the original Grant of Drainage Easement document for 64 Fuller Brook Road is dated January 23, 1940 and references the Board of Selectmen of the Town of Wellesley. Therefore, the Board of Selectmen will need to sign the attached document related to the abandonment of the existing drainage easement, that was granted in 1940.

The DPW has reviewed the easement document and associated plan. Also, Town Counsel has reviewed and approved the easement documents as to form. The attached Abandonment of Existing Drainage Easement and Grant of Drainage Easement document was signed by the owner, Paul Bevilacqua on January 31, 2020. The document now needs to be accepted by and signed by the Board of Selectmen. The easement document and plan would then need to be approved at Annual

Town Meeting under the Article for Town Easements and then recorded at the Norfolk County Registry of Deeds.

We have copies of the previous easement documents and easement plans related to 64 Fuller Brook Road. If you would like copies of the previous documents or have any questions, please let us know.

Encs: Abandonment of Existing Drainage Easement and Grant of Drainage Easement Document and Easement Relocation and Abandonment Plan

cc: Dave Cohen  
Dave Hickey  
George Saraceno  
Mike Quinn  
Tom Harrington

ABANDONMENT OF EXISTING DRAINAGE EASEMENT  
AND  
GRANT OF DRAINAGE EASEMENT  
64 Fuller Brook Road  
By and Between  
BTE DEVELOPMENT, LLC  
and  
THE TOWN OF WELLESLEY, MASSACHUSETTS

THIS Abandonment of Existing Drainage Easement and Grant of Drainage Easement is made this 31 day of January, 2020, by and between BTE Development, LLC, a Massachusetts limited liability company with a principal office of 13 Eaton Court, Wellesley, MA 02481 (hereinafter referred to as "Grantor") and the Town of Wellesley, a municipality organized under the laws of the Commonwealth of Massachusetts (hereinafter referred to as the "Grantee" or "Town").

WHEREAS, the Grantor is the owner of property in Wellesley, Norfolk County, Massachusetts, known and numbered 64 Fuller Brook Road, containing 15,937 square feet of land and being shown as Lot 11 on plan entitled "Easement Relocation and Abandonment Plan, 64 Fuller Brook Road, Wellesley, Massachusetts", scale 1" = 20', dated December 9, 2019, prepared by Verne T. Porter, Jr., PLS, to be recorded herewith (hereinafter the "2019 Plan");

WHEREAS, the said Lot 11 is presently encumbered by a drainage easement, as described in document dated January 23, 1940, recorded with Norfolk County Registry of Deeds in Book 2272, Page 359, and also being shown on a plan entitled "Plan of Land in Wellesley, Mass. Owned by Orville Estates Trust", scale 1" = 40', dated July 15, 1939, prepared by Gleason Engineering Company and recorded with Norfolk County Registry of Deeds in Book 2244, Page 496; such easement also being shown on the 2019 Plan as "Existing 10' Wide Drain Easement to be Abandoned" and "Existing 10' Wide Drain Easement to Remain";

WHEREAS, Grantor desires to relocate that portion of such easement that encumbers the said Lot 11, as shown on the 2019 Plan;

WHEREAS, in connection therewith, Grantor has requested that the Town abandon that portion of the existing easement located on Lot 11 and labeled and designated as "Existing 10' Wide Drain Easement to be Abandoned" on the 2019 Plan, and

WHEREAS, the grant of easement herein by the Grantor is intended to benefit the Town of Wellesley and the Grantor and to facilitate the aforementioned relocation;

NOW THEREFORE, in consideration of the foregoing and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged by the parties hereto, the parties agree as follows:

1. The Grantor does hereby grant to the Town of Wellesley, Massachusetts, the right and perpetual easement and right of way under and through that portion of Lot 11 shown and designated on the 2019 Plan as "Proposed 15' Wide Drain Easement" (the "Easement"), for the purpose of laying, relaying, constructing, reconstructing, altering, maintaining and operating within, under and through the same, one or more underground covered drain lines for the direction or re-direction of drainage; together with the right of ingress to and egress from the same for said purposes, subject to, and on the terms and conditions set forth herein.

2. The Town hereby abandons and discharges all its right, title and interest to the area shown on the 2019 Plan as "Existing 10' Wide Drain Easement to be Abandoned", and the Town hereby conveyed to the Owner all right, title and interest to such area. The Town is hereby released from any liability or responsibility arising from or in any way connected with any obligations with respect to the aforementioned area designated "Existing 10' Wide Drain Easement to be Abandoned".

3. Prior to exercising the rights granted in paragraph 1 above, the Town agrees to give reasonable written notice to the Grantor or its successors and assigns to any portion of the said Lot 11 of the fact that it desires to commence such exercise. The Town shall have the right to perform such activities in exercise of the rights granted hereunder, provided that the Town shall use reasonable care not to damage any structures, landscaping or other improvements which may exist on the remainder of Lot 11 outside the Easement.

4. In the exercise of the rights granted in paragraph 1, the Town shall use its best efforts to cause the minimal amount of interference with the use of Lot 11 by the Grantor, its successors and assigns. Upon completion of any work which disturbs the surface of the Easement, the Town shall promptly regrade, repave, recover, repair, and in connection therewith repave, reloam and reseed, as necessary and appropriate, but the Town shall not have any obligation to take any further action to revegetate beyond initial reseeding, replanting and reloaming.

5. All work performed by the Town in the Easement area shall be completed in a timely fashion, in a good and workmanlike manner by licensed qualified personnel. In performing the permitted work hereunder the Grantee shall not do any work which is inconsistent with the intent and purpose of this easement or which will create any nuisance, nor shall Grantee commit any act or waste which be harmful or which will interfere with any of the adjoining land and premises.

6. The Grantee and Grantor each agree to hold the other harmless and indemnified up to \$100,000, per claim, loss or damage, for property damage or personal injury or liability, or either, or such other different amount as may be set forth at M.G.L.c.258, Sec. 2, at the time of such damage or injury, resulting in anyway by reason of it's own activities in the Easement.

7. The Grantor hereby reserves the right for itself, it's respective successors and assigns to use and enjoy the Easement for all legal purposes not inconsistent with the right granted hereunder.

8. Any notice to be given the Grantor under the terms of these easements shall be given to the owner of 64 Fuller Brook Road as shown on the Town's Assessors records at the time of the notice.

9. The grant of easement set forth above shall be binding upon the Grantor and all respective successors and assigns and shall inure to the benefit of the Town of Wellesley, Massachusetts, and the benefits and burdens hereof shall run with the land described in and subject to the Plan.

For Grantor's title, see deed dated September 18, 2018, recorded with Norfolk County Registry of Deeds in Book 36419, Page 224.

IN WITNESS WHEREOF, the said BTE Development, LLC has caused its seal to be hereto affixed and these presents to be signed, acknowledged and delivered in its name and behalf by the aforesaid Paul Bevilacqua, its Manager, hereto duly authorized, this 31<sup>st</sup> day of January, 2020.

BTE Development, LLC

  
By: Paul Bevilacqua, Manager

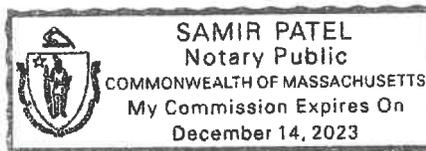
COMMONWEALTH OF MASSACHUSETTS

Norfolk, SS

January 31, 2020

Then personally appeared before me the above named Paul Bevilacqua, Manager of BTE Development, LLC, as aforesaid, personally known to me or proved to me through the production of sufficient evidence to be the person whose signature is affixed above, and acknowledged that he signed the foregoing document freely for its stated purpose as Manager of BTE Development, LLC.

  
Notary Public  
My commission expires: December 14, 2023



ACCEPTANCE BY THE TOWN OF WELLESLEY

The foregoing Drainage Easement Agreement is hereby accepted by the town of Wellesley, subject to the terms and conditions set forth therein.

TOWN OF Wellesley  
By its Board of Selectman

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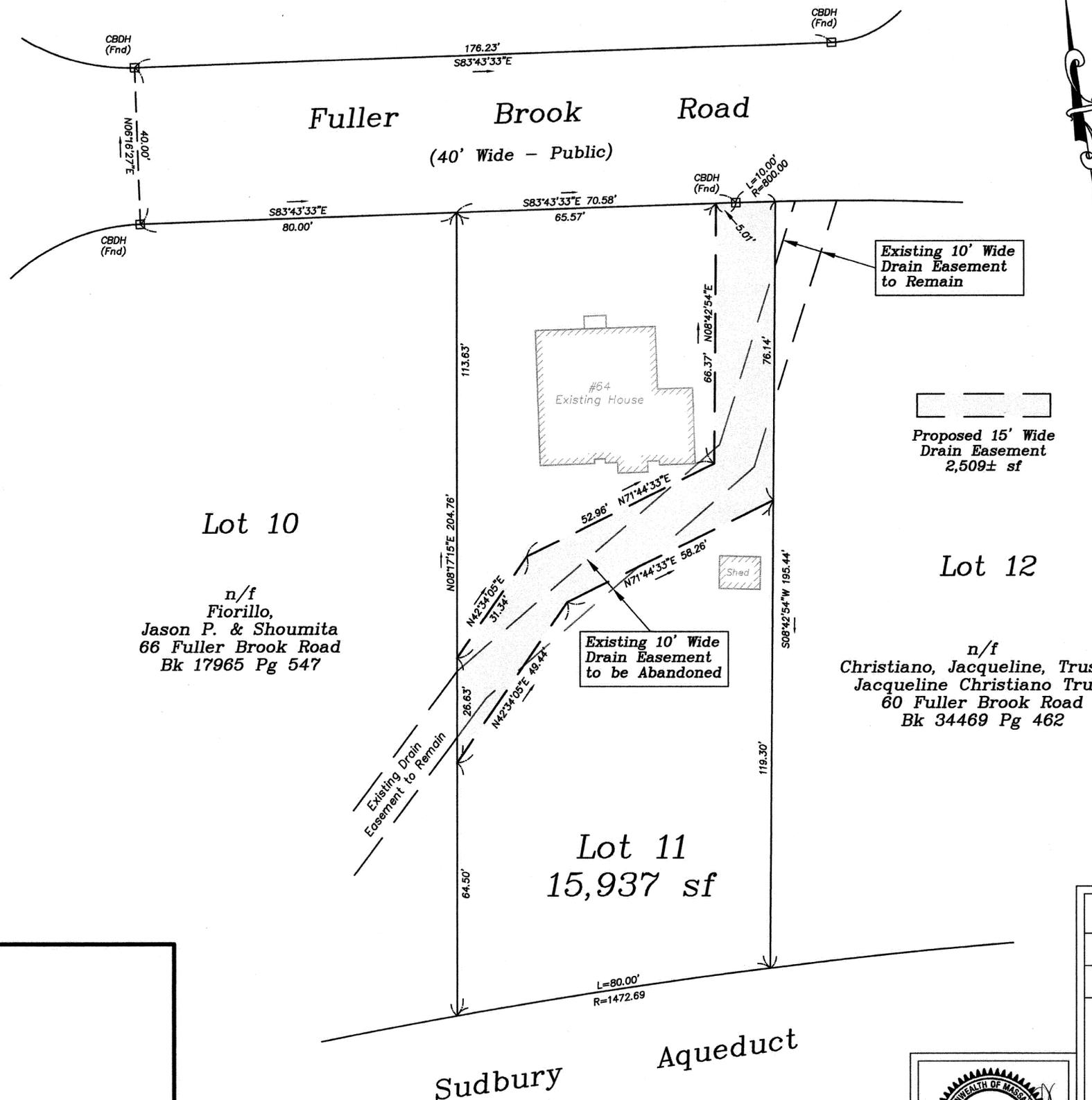
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COMMONWEALTH OF MASSACHUSETTS

Norfolk, ss \_\_\_\_\_, 2020

On this \_\_\_\_\_ day of \_\_\_\_\_ 2020, before me, the undersigned notary public, personally appeared \_\_\_\_\_ one of the members of the Board of Selectmen of the Town of Wellesley, Massachusetts, proved to me through satisfactory evidence of identification, which was \_\_\_\_\_, to be the person whose name is signed on the preceding or attached document, and acknowledged the foregoing to be the free act and deed of said Board before me.

\_\_\_\_\_  
Notary Public  
My Commission Expires:



Lot 10  
 n/f  
 Fiorillo,  
 Jason P. & Shoumita  
 66 Fuller Brook Road  
 Bk 17965 Pg 547

Lot 11  
 15,937 sf

Lot 12  
 n/f  
 Christiano, Jacqueline, Trustee  
 Jacqueline Christiano Trust  
 60 Fuller Brook Road  
 Bk 34469 Pg 462

References:  
 64 Fuller Brook Road

Owner:  
 BTE Development, LLC  
 13 Eaton Court  
 Wellesley, MA 02481

Deed Reference:  
 Book 36419 Page 224

Plan References:  
 Locus is shown as Lot 11 on a plan by Gleason Engineering Company, dated July 15, 1939 and recorded with Norfolk Deeds in Book 2244, Page 496

Existing Drain Easement is shown on a plan by Gleason engineering Company, dated January 18, 1940 and recorded in Norfolk Deeds as Plan No. 128 of 1940 in Book 2272 Page 359

I certify that this plan has been prepared in accordance with the Rules and Regulations of the Registers of Deeds of the Commonwealth of Massachusetts.

*Verne T. Porter Jr.* 12-9-19

I hereby certify that the property lines shown are the lines dividing existing ownerships and lines of streets and ways already established and that no new lines for the division of existing ownership or for new ways are shown.

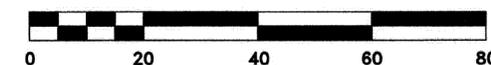
*Verne T. Porter Jr.* 12-9-19

**EASEMENT RELOCATION and ABANDONMENT PLAN**

64 Fuller Brook Road  
 Wellesley, Massachusetts

Scale: 1"=20' December 9, 2019

VERNE T. PORTER Jr., PLS  
 Land Surveyors - Civil Engineers  
 354 Elliot Street Newton, Massachusetts 02464

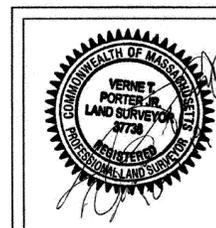


Sheet 1 of 1

Project: 18012

Checked By: V. Porter Jr.

Drawn By: R. Jardine Jr.



**8. Executive Director's Update**

Discuss and Vote Minutes

The Board has two sets of minutes to review from February 3, 2020 and February 10, 2020.

**MOTION**

**MOVE to approve the minutes of February 3, 2020 and February 10, 2020.**

Discuss and Accept Gifts

DPW has a host of gifts that I will announce at the meeting. The Board only has to approve a generous donation from the Wellesley Court Club for two ADA compliant picnic tables to be located at the Hunnewell Tennis courts. The donation is valued at \$3,340.00 and was organized by Mike Sabin the Wellesley Boys Tennis Coach.

**MOTION**

**MOVE to accept the gift of two picnic tables to be located at the Hunnewell Tennis Courts from the Wellesley Court Club in the amount of \$3340.00.**

Discuss and Vote Resolution for Herlda Senhouse

The staff has prepared a resolution for the Board to consider recognizing Ms. Herlda Senhouse as the oldest living resident of Wellesley resident. Ms. Senhouse received the Boston Post Cane from the Board in 2016, still retains the cane and will be 109 on February 28<sup>th</sup>!

**MOTION:**

**MOVE to approve the resolution in honor of Herlda Senhouse to recognize her as the oldest living resident of Wellesley on her 109<sup>th</sup> birthday.**



1 **Approved:**

2  
3 **Board of Selectmen Meeting: February 3, 2020**

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

5 **Also Present: Jop**

6  
7 **Warrants approved: 2020-030 \$4,393,714.84**

8  
9 **Meeting Documents:**

- 10 1. Agenda
- 11 2. BOS Calendar
- 12 3. Correspondence re: COA Board member
- 13 4. Summarized Status 2021 budget
- 14 5. Updated Sources and Uses FY21
- 15 6. FY21 Operating Costs by Department
- 16 7. Verizon Petition
- 17 8. Correspondence re: Verizon Petition - Engineering
- 18 9. Correspondence re: Verizon Petition – NRC
- 19 10. Draft Presentation re: Opt-Out Voluntary Renewable Energy Program Warrant Article
- 20 11. Draft BOS Minutes 12/2/19 PM
- 21 12. Draft BOS Minutes: 12/2/19 AM
- 22 13. Draft BOS Minutes: 12/09/19
- 23 14. Draft BOS Minutes: 12/16/19
- 24 15. Draft BOS Minutes: 1/6/20
- 25 16. Correspondence re: Gifts from Middlesex Savings Bank
- 26 17. Correspondence re: Fire Dept. Gift
- 27 18. Correspondence re: Police Dept. Gift
- 28 19. Babson College One Day Special License Requests
- 29 20. ATM 2020 Article List
- 30 21. Correspondence re: Request for classification change
- 31 22. Revised Advisory Calendar 2019-20
- 32 23. Correspondence: Amy Griffin
- 33 24. Correspondence: Timothy Barret
- 34 25. Correspondence: Donald Thieme

35  
36 **1. Call to Order**

37  
38 Ms. Freiman, Chair, called the meeting to order at 7:00 pm in the Juliani Room.

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

43  
44 **2. Citizen Speak**

45 None.

46  
47 **3. Announcements**

48 None.

49  
50 **4. Discuss and Appoint COA Board Member**

51

52 Ms. Sullivan Woods provided an overview of Dr. Ferrell’s resume. She stated Dr. Ferrell had interviewed  
53 with the Chair and Vice Chair of the COA as well as herself. She added that there would be only one  
54 vacancy on the COA board after Dr. Ferrell’s appointment.  
55

56 **Upon a motion by Mr. Morgan and seconded by Mr. Ulfelder, the Board voted (5-0) to appoint**  
57 **Robert Ferrell to the Council on Aging for a term to expire on June 30, 2022.**  
58

59 **5. Discuss Budget and Budget Book**  
60

61 Ms. Strother, Town Finance Director, and Mr. Dwinell Town Budget Analyst, joined the Board.  
62

63 Ms. Freiman stated that the budget book was a comprehensive review of every department and provided  
64 details of how budgets were built, departmental priorities, and how each would be looking forward.  
65

66 Ms. Jop stated that the goal of the budget book was to provide additional transparency. She reviewed the  
67 background of the book and how it would inform the budgeting process and Town Meeting. She reviewed  
68 the overall budget process and the departmental narrative process. Ms. Freiman noted the relationship  
69 between the budget book and the unified plan. The Board discussed the budget book and additional  
70 information that would be added. The Board discussed how the book would be available for public review.  
71

72 Ms. Freiman stated that the budget had been reduced and was currently at a \$200,000 deficit. She noted  
73 that the School Committee had discussed its budget at its last meeting. The Board reviewed the school  
74 budget and the outcome of contract negotiations for the schools. Ms. Freiman stated that Dr. Lussier and  
75 Ms. Mahr had recommended at the last School Committee meeting \$75,000 in cuts to the Schools proposed  
76 budget for FY21 reducing the budget request to 3.8%. She stated that the School Committee would prefer  
77 to work with the Board to find common ground on the budget. The Board discussed the school budget  
78 request at 3.8%. Mr. Ulfelder suggested the School Committee provide scenarios for reducing the budget  
79 request to the 3.5% guideline. The Board discussed the proposal of Schools providing scenarios for further  
80 reductions in the budget request. Ms. Freiman stated she would relay the Board’s concerns and questions  
81 to the School Committee.  
82

83 **6. Discuss and Vote Verizon Petition**  
84

85 Ms. Jop noted that the petition had been discussed previously by the Board and that she discussed the  
86 additional questions concerning the tree impact from the work with Mr. Schmitt, NRC Director and Ms.  
87 Vlass of Park and Tree. Ms. Jop noted that Mr. Schmitt submitted a memo with his recommendations for  
88 the petition including the use of an airspade for the work. She noted the previous comments and conditions  
89 for the work from Engineering. Ms. Jop read the full order and conditions for the record.  
90

91 **Upon a motion by Mr. Morgan and seconded by Mr. Ulfelder, the Board voted (5-0) to approve the**  
92 **petition to Place 230 feet of 1-4” PVC conduit and 2 concrete hand holes, from existing pole, P.14**  
93 **located on the easterly side of Livermore Road in a northerly direction to proposed Hand Hole**  
94 **location #1 Livermore Road. Hand Hole #2 will be located 105’ from the existing pole, P.14 and 125’**  
95 **from new Hand Hole #1 provided the following conditions are met:**

- 96 • **Verizon shall provide a schedule and obtain a street permit from DPW.**
- 97 • **No work shall take place within the paved portion of the right of way.**
- 98 • **Verizon shall coordinate with the MLP to ensure adequate street lighting with the removal**  
99 **of the streetlight.**

- Verizon shall use an airspade to dig the trench along the frontage of 61 Abbott Road and shall have a certified arborist present for the digging of said trench to advise on the preservation of tree roots.

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

Ms. Theermann of 13 Aberdeen Road, Mr. Bender of 30 Ivy Road, and Mr. Gorman of 113 Cliff Road; sponsors of the petition, came before the Board. Mr. Gorman and Mr. Bender briefly reviewed their backgrounds.

Mr. Bender reviewed the Town's work of reducing carbon emissions and noted that emission reductions had leveled off. He stated that the Town would need to reduce 30,000 tons of greenhouse gasses to reach the 2020 goal of 25% reduction of carbon emissions which would be an extraordinary and highly unlikely achievement. He added that the petition would ask Town Meeting to support MLP acting in bold ways to work to meet the Town's carbon emission reduction goal. Mr. Gorman reviewed the motion development process for the petition, noting that input from various boards was being used to draft motion language. He read the drafted motion for the Board. Mr. Bender stated that the intention of the motion was to substantially increase the scale of the current MLP renewable energy program. The Board discussed and provided feedback on the drafted motion.

8. **Executive Director's Update**

Ms. Jop stated that the MSBA performed an evaluation for an incentive score based on how the schools are maintained noting Wellesley's score of 1.9 out of 2. She added that the state average was 1.3. She thanked the FMD for their continued work. Mr. Morgan stated that the score would directly impact the reimbursement base for the Hunnewell project.

Ms. Jop stated that revisions had been received to the drafted minutes and would be completed before posting. She reviewed the gifts received from Middlesex Savings Bank to the Police and Fire Departments of \$10,000 to each department. She stated that the Police Department would be using the funds toward the purchase a community service dog. Ms. Jop added that a resident that wanted to remain anonymous had contacted Ms. Sullivan Woods to coordinate a donation to the Police Department's purchase of the community service dog in the amount of \$10,000. Ms. Freiman stated the funds would be used for the initial costs of the dog but annual expenses would be incurred by the department for the upkeep of the dog. Ms. Jop reviewed the one-day license requests received from Babson College.

**Upon a motion by Mr. Morgan and seconded by Mr. Ulfelder, the Board voted (5-0) to approve the minutes of December 2, 2019, December 2, 2019 AM, December 9, 2019, December 16, 2019, and January 6, 2020.**

**Upon a motion by Mr. Morgan and seconded by Mr. Ulfelder, the Board voted (5-0) 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.**

**Upon a motion by Mr. Morgan and seconded by Mr. Ulfelder, the Board voted (5-0) to accept the anonymous gift of \$10,000 to the Wellesley Police Department for a community service dog.**

**Upon a motion by Mr. Morgan and seconded by Mr. Ulfelder, the Board voted (5-0) 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 on the Babson campus.**

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9. Annual Town Meeting Preparation

Ms. Freiman stated that articles had been assigned to the Board largely based on liaison assignments.

10. Liaison Update

Mr. Morgan stated that the NRC had been working with stakeholders regarding the potential addition and upgrades of lights to the Hunnewell fields. He stated that the library renovation was proceeding on schedule and the architects would present before the PBC on March 12<sup>th</sup>. He added that FMD would be reviewing options for adding air condition to the Hills Branch. He stated the CPC continued to work on the North 40 project in determining the amount of acreage to be restricted. He stated that the CPC had appropriated \$200,000 for the softball field project that would go before Annual Town Meeting.

Ms. Olney stated that the multi-town gas leak initiative had begun a three-month pilot program with National Grid, MAPC, and other communities to address how to accelerate gas leak repairs. She added that the NRC had recently posted a list of leaks of significant environmental impact that National Grid had identified in Town. She provided additional updates on the SEC, Housing Task Force, and Wellesley Media. She stated that Wellesley Media would be working with a consultant to address video black-out issues and would perform a full review of the system.

Mr. Ulfelder stated that a joint meeting with the Board, the SBC, and the School Committee would be held on February 6<sup>th</sup> at 5:30pm. He briefly reviewed the drafted agenda for the meeting.

11. New Business and Correspondence

Ms. Freiman stated that she had drafted a letter of support of the request for a job change for Mr. Gagosian of FMD. The Board discussed the letter, and the job change. The Board expressed its support for Ms. Freiman submitting the letter with the job change request.

12. 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)

Ms. Freiman requested a motion that the Board vote to convene in Executive Session for the purposes of discussing strategy with respect to collective bargaining with all unions and to discuss strategy with respect to contract negotiations with Chief Pilecki a non-union staff member and declared that having such discussions in Open Session would have a detrimental effect on the Town’s bargaining position.

**At 9:40 pm upon a motion by Mr. Morgan and seconded by Mr. Ulfelder the Board was polled and voted (5-0) to enter into Executive Session under M.G.L. c. 30A, §21(A), exemption #3 – to discuss negotiation strategy with respect to collective bargaining with all unions, as the Chair has declared that having such a discussion in Open Session would have a detrimental effect on the Town’s bargaining position and to invite Meghan Jop to participate and to enter Executive Session 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), as the Chair has declared that having such a discussion in Open Session would have a detrimental effect on the Town’s bargaining position and to invite Meghan Jop to participate. Following the adjournment of Executive Session, the Board will return to open session for the sole purpose of adjourning the meeting.**

Freiman – Aye

202 **Ulfelder – Aye**

203 **Morgan – Aye**

204 **Sullivan Woods – Aye**

205 **Olney – Aye**

206

207 **Upon a motion by Mr. Morgan and seconded by Mr. Ulfelder the Board was polled and voted (5-0)**  
208 **to exit Executive Session.**

209 **Freiman – Aye**

210 **Ulfelder – Aye**

211 **Morgan – Aye**

212 **Sullivan Woods – Aye**

213 **Olney - Aye**

214

215 The meeting was adjourned at 10:10 pm

216

217 The next regular meeting is scheduled for Monday, February 10, 2020 at 7:00 pm in the Juliani Room.



1 **Approved:**

2  
3 **Board of Selectmen Meeting: February 10, 2020**

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

5 **Also Present: Jop**

6  
7 **Warrants approved: 2020-031 \$4,465,183.92**

8  
9 **Meeting Documents:**

- 10 1. Agenda
- 11 2. BOS Calendar
- 12 3. Draft Motions
- 13 4. Volunteer Application and Resume
- 14 5. Overview of Planning Board ATM Articles
- 15 6. ATM Article List
- 16 7. Draft Article 29
- 17 8. Draft Article 31
- 18 9. Draft Article 32
- 19 10. Draft Article 33
- 20 11. Draft Article 35
- 21 12. Draft Drainage Bylaw Amendment
- 22 13. SPED Stabilization Fund Expenditure
- 23 14. Draft BOS Minutes 1/21/20
- 24 15. Draft BOS Minutes 1/27/20
- 25 16. DPW Gift Information
- 26 17. Budget Summarized Status
- 27 18. Budget Sources & Uses
- 28 19. Correspondence: Morses Pond Public Hearing Notice
- 29 20. Correspondence: Traffic Complaint
- 30 21. MassBay CC Press Release
- 31 22. Correspondence: Mass Fiscal.org
- 32 23. Quarterly Cash Analysis

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. Citizen Speak**

43 None.

44  
45 **3. Announcements**

46  
47 Ms. Freiman thanked Fire Fighters Toli and DeLorie for their effort in safely attending to an unexpected  
48 home birth. She stated that former Wellesley Fire Chief David Wagstaff had passed away at the age of 83  
49 and noted the service information.

50

51 Ms. Sullivan Woods stated the Recreation Department would hold a third public hearing on February 12<sup>th</sup>  
52 at 5pm at the Kingsbury Room regarding the Morses Pond project. She added that the Board of Selectmen  
53 office hours would be held at 9a.m. in the third floor conference room of Town Hall on February 11<sup>th</sup>.  
54

55 Ms. Olney stated that the Wellesley Women's Imitative and the World of Wellesley would host a  
56 celebration in recognition of International Women's Day at the Village Church on March 8<sup>th</sup> at 2pm.  
57

58 **4. Discuss and Appoint COA Board Member**

59  
60 Ms. Sullivan stated that the appointment would be complete the final vacancy and reviewed Ms. Ferrante's  
61 resume. She noted that Ms. Ferrante had met with the COA Chair and Vice Chair as well as herself.  
62

63 **Upon a motion by Mr. Morgan and seconded by Mr. Ulfelder, the Board voted (5-0) to appoint Lori**  
64 **Ferrante to the Council on Aging for a term to expire on June 30, 2021.**  
65

66 **5. Annual Town Meeting Preparation**

67  
68 Ms. Jop stated that the red-lined versions of the proposed zoning changes were available on the Planning  
69 Department website.  
70

71 Mr. McCauley, Planning Director and Ms. Johnson, Planning Board Chair, joined the Board.  
72

73 Ms. Johnson stated that the bylaw changes were not new regulations but rather updating the language of  
74 the articles. Ms. Johnson provided an overview of the changes to the ATM Article 31, single residence  
75 district noting that the Planning Board was seeking to provide structure to the general residence district and  
76 also provide diversity in the housing stock. Mr. McCauley stated that the proponents for the ATM Article  
77 41 citizens petition had expressed general support for the Planning Board changes to the general residence  
78 district. Mr. McCauley noted that the work done previously by the NRC precipitated the changes to ATM  
79 Article 32, the Tree bylaw. Ms. Johnson and Mr. McCauley reviewed ATM Articles 33 and 35. The Board  
80 discussed the Planning Board Articles and the consent agenda.  
81

82 **6. Discuss and Vote SPED Stabilization Fund Expenditure**

83  
84 Ms. Jop stated the expenditure had been approved by the School Committee at its previous meeting.  
85

86 **Upon a motion by Mr. Morgan and seconded by Mr. Ulfelder, the Board voted (5-0) to authorize**  
87 **payment of an invoice in the amount of \$925.59 to New England Medical Billing for the Town's**  
88 **Medicaid filing from the SPED Stabilization Fund**  
89

90 **7. Executive Director's Update**

91  
92 Ms. Jop stated that comments received from the draft minutes had been received and updated. She reviewed  
93 the gift received by DPW from the Avery Family for the construction of dugouts at Lee Field in the amount  
94 of \$71,000. She noted that DPW had received \$2,275 from more than 125 families for the brick campaign  
95 as part of the Hunnewell Field renovation project.  
96

97 **Upon a motion by Mr. Morgan and seconded by Mr. Ulfelder, the Board voted (5-0) to approve the**  
98 **minutes of January 21 and January 27, 2020.**  
99

100 **Upon a motion by Mr. Morgan and seconded by Mr. Ulfelder, the Board voted (5-0) to accept the**  
101 **gift of \$71,000 from the Avery Family to construct brick dugouts at Lee Field.**

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**8. Budget Update**

Ms. Freiman stated that at School Committee voted to decrease its budget by \$75,000. She added that when School Committee presented to Advisory the decrease of the budget was \$84,000. She noted that in School Committee remained over the 3.5% guideline at approximately 3.78%. She stated that Dr. Lussier stated to Advisory that in order to meet the 3.5% some of the strategic plan and critical needs would be reduced as well as some elective FTE time. Ms. Freiman noted that discussions had taken place to possibly create a working group to find a new way to set budget guidelines for the Schools in the future. The Board discussed the School budget and various opportunities for closing the budget gap. Ms. Freiman stated she would discuss the budget with the School Committee Chair as well as share the Board's concerns.

**9. Liaison Update**

Mr. Ulfelder stated that the revised redistricting maps would be distributed shortly from the School Committee. He added that the Board would have an opportunity to meet with the professional team for the Hardy Upham project and receive additional information. Ms. Sullivan Woods stated that the updated redistricting maps were available on the School website.

**10. New Business and Correspondence**

The meeting was adjourned at 8:57pm

The next regular meeting is scheduled for Monday, February 24, 2020 at 7:00 pm in the Juliani Room.



## Meagher, Cathryn

---

**From:** Vlass, Cricket  
**Sent:** Thursday, February 13, 2020 4:06 PM  
**To:** Meagher, Cathryn  
**Cc:** Jop, Meghan  
**Subject:** Donations

Hi Cay,

We have received quite a few donations for the first part of FY20.

- Betsy Kessler donated a bench and plaque to Fuller Brook Park in memory of her husband Andy. The donation was for \$1,130.00.
- The Hills Garden Club of Wellesley donated \$350.00 for the purchase of spring flowering bulbs planted by the club at Clock Tower Park.
- The Federation Garden Club of Massachusetts made a donation of \$200.00 for me to give a tour of Fuller Brook Park and \$500.00 for a talk to their Landscape Design School.
- Carole Epstein donated \$277.00 towards the purchase of spring flowering bulbs that we planted on the traffic island located on Weston Rd at Cleveland Rd.
- Lynne Dillon donated a bench and plaque to Town Hall Park in memory of her husband Dick. The donation was in the amount of \$1,350.00
- Mike Sabin, a boys high school coach arranged a very generous donation from the Wellesley Court Club for two picnic tables (one ADA compliant) to be located at Hunnewell tennis courts. The donation was for \$3,340.00.

I think that's it,  
Cricket

Cricket Vlass, Landscape Planner  
Town of Wellesley  
Department of Public Works  
Park & Highway Division  
30 Municipal Way  
Wellesley Hills, MA 02481  
Tel: (781) 235-7600 X3332  
Fax: (781) 431-7569  
E-mail: [cvlass@wellesleyma.gov](mailto:cvlass@wellesleyma.gov)  
Town Website: <http://www.wellesleyma.gov/>

I am in the office on Mondays, Tuesdays and Thursdays.

When responding please be advised that the Town of Wellesley and the office of the Secretary of State has determined that email could be considered a public record.



TOWN OF WELLESLEY



MASSACHUSETTS

**WELLESLEY BOARD OF SELECTMEN**

***RESOLUTION IN HONOR OF  
HERLDA SENHOUSE***

**Whereas:** On February 28, 2020, Town of Wellesley resident Herlda Senhouse will turn 109, having lived these years with faith, integrity, and a deep sense of community;

**Whereas:** Herlda is recognized as Wellesley's oldest living resident and was honored with the Boston Post Cane from the Board of Selectmen and Wellesley Historical Society in 2016 and continues to hold the Cane to this day;

**Whereas:** Through her strength of character, and joy of life, Herlda enriches the town we share;

**NOW, THEREFORE BE IT RESOLVED THAT,** that we, the Board of Selectmen of the Town of Wellesley, send thanks, respect, and warm 109<sup>th</sup> birthday wishes to Herlda Senhouse.

The Board of Selectmen of the Town of Wellesley, Massachusetts, in witness whereof, have hereunto set our hand on this 24<sup>th</sup> day of February, 2020.

\_\_\_\_\_  
Marjorie R. Freiman, Chairman

\_\_\_\_\_  
Thomas H. Ulfelder, Vice Chairman

\_\_\_\_\_  
Jack Morgan, Secretary

\_\_\_\_\_  
Elizabeth Sullivan Woods

\_\_\_\_\_  
Lise M. Olney



9. **Liaison Updates**

The SBC has not met since the Board's last meeting. The meeting calendar currently has Beth listed for liaison updates.



**10. New Business and Correspondence**

- ❖ MVP Report Findings
- ❖ Correspondence: Secretary of State – Public Records
- ❖ Correspondence: Secretary of State – Public Records
- ❖ Correspondence: Greater Boston Labor Counsel
- ❖ Animal Control Report – January
- ❖ Monthly Parking Collections
- ❖ Stray Pets in Need Fundraiser





**WELLESLEY WILL**  
BUILD A SUSTAINABLE FUTURE

# **TOWN OF WELLESLEY**

## **MUNICIPAL VULNERABILITY**

### **PREPAREDNESS PROGRAM**



## **Community Resilience Building Workshop**

### **Summary of Findings Report**

#### **January 2020**

Prepared for the Town of Wellesley, MA, by Kim Lundgren Associates, Inc. with a grant from the Massachusetts Executive Office of Energy & Environmental Affairs



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# Town of Wellesley

## Community Resilience Building Workshops

### Summary of Findings

#### I. OVERVIEW

Driven by the desire to assess its vulnerabilities, build community resilience, and expand its potential to address hazards caused by climate change, the Town of Wellesley chose to pursue certification from the Massachusetts Municipal Vulnerability Preparedness (MVP) program. In the summer of 2019, the Town received funds to start a town-wide conversation about climate change and its effects on the community. The



MVP program provides funding for cities and towns in Massachusetts to plan for climate change resilience and implement priority projects. The state provides communities funding to complete vulnerability assessments and develop action-oriented resilience plans. Communities who complete the MVP program become certified as an MVP community and are eligible for action grant funding. This Summary of Findings Report presents the results from the five-month effort.

Observed and predicted changes to the climate in Wellesley were a large motivator for becoming an MVP certified town. Climate changes are taking shape through four primary hazards:

- **Intense Storms:** The frequency and severity of intense storms—including nor'easters, ice storms, hurricanes, windstorms, and heavy precipitation events—are increasing.
- **Flooding:** Caused by increased precipitation and intense storms, and worsened by periods of drought, inland flooding is the prolonged submerging of land by water. Flooding is expected to become more of a problem as intense storms continue to increase.
- **Heat Waves:** In Massachusetts, a heat wave is defined as three or more days above 90°F. Both the length and frequency of heat waves are expected to increase in the northeast, along with rising annual average temperatures.

- **Drought:** Periods of abnormally dry weather are expected to become an increasingly prominent issue in Massachusetts and can cause crop damage, water supply shortages, and habitat loss.

Combined, these hazards have inspired the Town to begin identifying and implementing actions that will enhance local resilience to these existing conditions and projected changes. More detailed information on these hazards including trends, projections, and impacts can be found in the proceeding section.

Wellesley has already taken steps to address climate change and ensure community resilience. In 2010, the Town formed a Sustainable Energy Committee (SEC) to work on initiatives to reduce municipal and community greenhouse gases (GHGs). The SEC completes an annual community greenhouse gas emissions inventory and promotes actions to address climate change and create a more sustainable community. The Wellesley Municipal Light Plant has also developed a set of principles to address GHGs and have taken action with their rebate programs for solar and energy efficiency and with the Voluntary Renewable Energy Program. To reduce energy use in buildings, the Town has proposed municipal sustainable building guidelines that outline criteria and processes to ensure that municipal buildings and private development on Town-owned land are highly efficient and resilient. Wellesley also has a Natural Resources Commission that manages and protects open space, trees, and wetlands. The Town is a certified Tree City, has a wetland protection bylaw, and a natural resource protection bylaw that governs subdivisions. The MVP program allows the Town to further its ability to address current and future climate impacts by proposing specific actions.

In September 2019, the Town of Wellesley partnered with Kim Lundgren Associates, Inc. (KLA) to design a process that would allow the Town to become an MVP Community. The work described in this report is a crucial step in Wellesley's journey to a more resilient future. To complete the work outlined in this report, the Town worked with KLA to:

- Develop branding for the Town's sustainability efforts;
- Create a Core Team comprised of key internal stakeholders;
- Establish goals for the MVP process;
- Conduct research on historic and projected changes and impacts from climate change;
- Determine an initial set of high-priority hazards;
- Collaboratively design two MVP workshops using the Community Resilience Building process;
- Identify and invite key stakeholders to participate in the MVP workshops;
- Host two MVP workshops where:
  - the highest priority hazards were confirmed;

- the impacts, strengths, and vulnerabilities to infrastructure, socio-economic systems, and environmental systems were identified;
- several adaptation actions were created; and
- a final set of high priority action items were collectively defined and agreed upon by workshop participants;
- Prepare for and host a listening session to discuss the results from the workshop and solicit feedback from the community.

The cornerstone of this work was the two MVP workshops hosted by the Town. The attendees of the workshops represented a diverse group of stakeholders that each brought a specific area of expertise to the table. The workshops served to collaboratively develop solutions that serve the entire Wellesley community.



This report provides greater detail about the MVP process that Wellesley followed, and the actions identified as high priorities to enhance local and regional resilience. The Town would like to thank the Massachusetts Executive Office of Energy and Environmental Affairs for their financial and technical support for this effort.

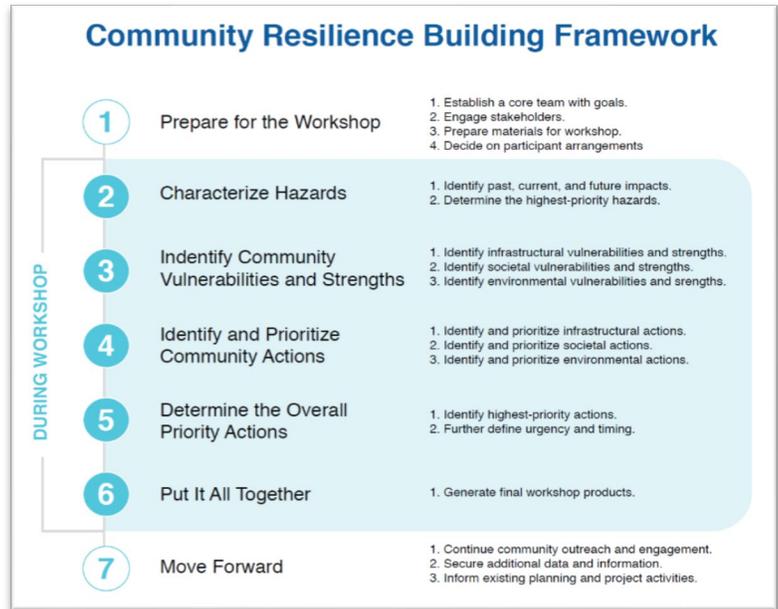
## **MVP PLANNING PROCESS**

In October 2019, KLA worked with staff from Wellesley’s Natural Resources Commission to identify individuals to serve on the MVP Core Team (see Acknowledgments for a list of the members). On October 22, 2019, the Core Team members met to learn about the MVP process which is based on the Community Resilience Building Framework (see Figure 1 on the next page). They learned more about their role as a Core Team member, confirmed materials and logistics for the MVP Workshops, brainstormed the top hazards to be discussed at the workshops, and reviewed how Wellesley can leverage the results of MVP to spark greater community conversation and action on climate change. The Core Team also discussed maps that need to be created to support the MVP workshops. Maps were generated in partnership with Planning Communities, LLC. These maps displayed environmental, socio-economic and infrastructural features of the Town. The maps are available in Appendix 1.

The Core Team identified individuals to participate in two MVP workshops and was careful to ensure that invitees represented the diversity of the community, including key Town departments, schools, environmental groups, the Housing Authority, Council on Aging, faith-based organizations, and regional organizations.

The Natural Resources Department staff sent invitations to the stakeholders for the MVP workshops for two, four-hour workshops, scheduled for November 4, 2019 and November 7, 2019 from 9:00 am to 1:00 pm. In total, 55 individuals were invited to participate in the MVP workshops (see Appendix 2 for a list of stakeholders).

**Figure 1: Community Resilience Building Framework**

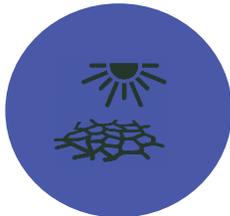


To engage the larger community in the conversation, the Town hosted a public listening session on December 3<sup>rd</sup>. At this meeting, the consultant team presented the identified hazards and the results of the MVP workshops. The 30 meeting attendees then had the opportunity to share their concerns and proposed

solutions through an open house engagement activity with posters for each of the hazards. Outcomes and materials from the Listening Session can be found in Appendix 5, as well as in Section 3 about current concerns and challenges presented by hazards.

## II. TOP HAZARDS AND VULNERABLE AREAS

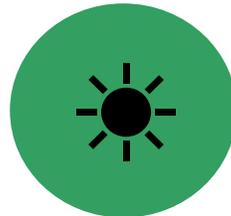
The first step in the MVP process was to identify the four main hazards that have historically impacted the community and are projected to have notable impacts going forward due to climate change. The hazards were identified by the Core Team and confirmed at the beginning of the MVP Workshops. The four hazards identified for Wellesley are:



**DROUGHT**



**FLOODING**



**HEAT WAVES**



**INTENSE STORMS**

While Wellesley has not been as impacted by the identified hazards as some communities in Massachusetts, it is understood that the Town needs to ensure it continues to maintain and enhance its resilience given the projected increases in the frequency and severity of flooding, heat waves, and intense storm events. These impacts can affect everything from the health of the Town's residents and natural environment, to the robustness of the infrastructure and utilities. Appendix 3 provides a summary of the historic trends and projected changes in weather and climate experienced in Wellesley. This information was foundational to the MVP process as it helped to establish common ground for the stakeholders and discuss what types of changes and associated impacts to expect going forward.



At the MVP Workshops, participants discussed the impacts of the four hazards and articulated features they saw as community strengths and vulnerabilities. These features were discussed as they relate to three community components: Infrastructural, Societal, and Environmental. The workshop attendees were broken into four teams. Each team was tasked with reviewing the details

of each feature identified under each of the components. Team members used a matrix to track each feature, whether it was a strength and/or a vulnerability, the hazard that affects it, the priority and timeline associated with implementation. Below are the features identified by the teams for the three community components:

### Infrastructural Features:

- Communication system
- Energy system
- Fueling stations
- Municipal buildings
- Natural infrastructure
- Roadways
- Sewer and drainage
- Transportation system
- Water systems

### Societal Features:

- Business community
- Communication systems
- Commuters
- ESL community
- Fixed/low-income residents
- Food insecure residents
- Housing
- Municipal staff
- Public health (mental and physical)
- Religious community
- Residents with limited technological fluency
- Seniors
- Single residents
- Students
- Those in floodplain

### Environmental Features:

- Air quality
- Invasive species
- Parks and open space
- Tree canopy
- Waterways
- Wetlands
- Wildlife



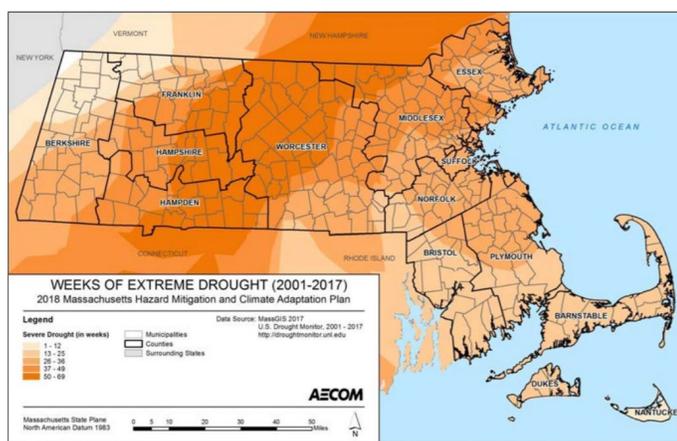
Most of these features were flagged as both strengths and vulnerabilities. As such, workshop participants discussed the specific strengths as well as vulnerabilities before identifying actions that sought to enhance strengths and mitigate vulnerabilities. Appendix 4 includes the completed matrices from the group discussions.

### III. CURRENT CONCERNS AND CHALLENGES PRESENTED BY HAZARDS

Residents of Wellesley are noticing changes to the climate. During the Workshops, participants raised their concerns about these impacts. For the most part, the workshop attendees reported limited disruption to their current way of life but are eager to maintain that trend. Anticipated challenges included protection of the town’s vulnerable populations and the threats posed to the community’s lifestyle and culture. Highlights from these discussions are captured below, along with more details on each of the four identified hazards.

#### DROUGHT

Even though more annual precipitation is projected overall, it is anticipated to fall in fewer, more intense events in the winter and spring rather than in smaller more sporadic events throughout the year. Therefore, it is expected that there will be longer periods of time without rainfall, especially in the summer and fall, increasing the potential for drought. In



October 2016, 52% of the land area in Massachusetts was in “Exceptional Drought.”<sup>1</sup>

**FROM THE PUBLIC**

Attendees at the public listening session were primarily concerned about:

- Diminished water supply
- Damage to tree canopy
- Loss of vegetation
- Loss of food sources
- Damage to crops

Core Team members indicated that Wellesley’s lakes and wetlands were highly impacted by this drought. More of these types of events can be expected in the future.

Although drought impacts Wellesley’s drinking water, 75% of which is drawn from a high-quality aquifer, the preservation of drinking water seemed somewhat less important for Wellesley compared to other communities due to the ability to draw water from the MWRA in times of shortage. Instead, the community focused heavily on the risk that drought posed

<sup>1</sup> National Oceanic and Atmospheric Administration. Massachusetts. Retrieved from <https://www.drought.gov/drought/states/massachusetts>

to the community's wetlands, which are considered an important natural resource. A general consensus was reached on the need to actively preserve and even promote the growth of the community's wetlands.

There was some exploration of turning drought into an opportunity for management of wetlands—the idea being that sufficiently low water levels could pave the way for the cultivation of drought-resistant species or the removal of invasives. There was also much discussion on the idea of promoting sustainable local landscaping in order to reduce surface water contaminants and overall water consumption. Many participants mentioned the local garden clubs as a possible avenue for achieving this, as well as opportunities for greater collaboration between Wellesley College, Babson College and the Town.

Lastly, although drinking water was not identified to be at risk, the community nevertheless proposed many measures to maintain water quality, such as working with Babson College and Wellesley College to limit the use of pesticides and creating more permeable surface area to reduce surface contamination.

## FLOODING

Over the last several decades, the entire Northeast has seen a remarkable increase in the amount of precipitation falling during extreme rainfall events, leading to localized flooding. Between 1954 and 2017, there were 16 FEMA flood-related declared disasters in Norfolk County—the second most of



any county in Massachusetts.<sup>2</sup> Flooding disrupts transportation systems, damages infrastructure and property, and exacerbates to public health concerns (e.g., standing water, flooding in basements, mold dissemination). In light of these concerns, MVP Workshop participants unanimously agreed that flooding was a serious hazard that warranted consideration.

Flooding in Wellesley is primarily concentrated around Moses Pond and along the banks of the Charles River. The first of these areas primarily impacts residential units,

---

<sup>2</sup> Massachusetts State Hazard Mitigation and Climate Action Plan. Massachusetts Emergency Management. 2018.

## FROM THE PUBLIC

Attendees at the public listening session were primarily concerned about:

- Blocked evacuation routes
- Increased traffic
- Flooded basements
- Property damage
- Soil damage
- Increasing mosquito populations
- Sewer overflows
- Loss of vegetation
- Erosion

and the latter primarily impacts commercial areas. Pockets of flooding are commonly reported throughout town, however, and Wellesley High School (the town's designated emergency shelter) also sits in the 100-year floodplain.

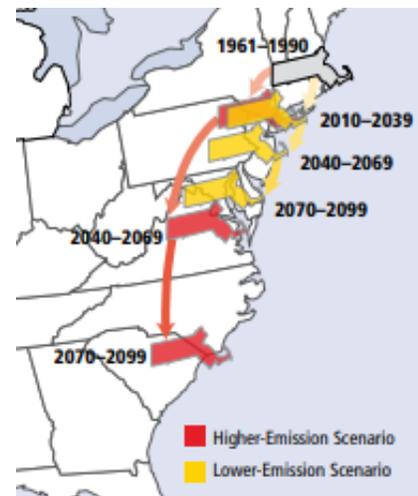
Participants expressed concern over contamination of surface water due to terrestrial contaminants and combined sewer overflow (CSO) events. The likely increase in mosquito habitat due to more standing water was also raised as an issue, alongside potentially worsening traffic issues in an already heavily trafficked area.

Proposals on handling these issues included developing plans and initiatives to improve the resilience of at-risk homes and businesses. Other suggestions included finding ways to communicate the status of surface water body

contamination to the public and finding ways to expand the town's storage capacity through landscaping and zoning.

## HEAT WAVES

Extreme heat and heat waves—defined as periods of 3 or more days over 90°F—are on the rise in Wellesley. The figure to the left demonstrates this point by showing how Massachusetts' climate may seem more like South Carolina's by the end of the century under a "business as usual" greenhouse gas emission scenario.<sup>3</sup> Between 1970 and 2000, an average of 8.1 days a year were over 90°F in Norfolk County. By mid-century it could be closer to 30 days and by the end of the



<sup>3</sup> Confronting Climate Change in the Northeast. 2007. Union of Concerned Scientists. Retrieved from [https://www.ucsusa.org/sites/default/files/legacy/assets/documents/global\\_warming/pdf/confronting-climate-change-in-the-u-s-northeast.pdf](https://www.ucsusa.org/sites/default/files/legacy/assets/documents/global_warming/pdf/confronting-climate-change-in-the-u-s-northeast.pdf)

century it could reach 46 days.<sup>4</sup> Similarly, there will be a reduction in the average number of days below 32°F each winter. This information led the MVP Core Team and Workshop participants to prioritize heat waves as one of the four primary hazards in Wellesley.

### FROM THE PUBLIC

Attendees at the public listening session were primarily concerned about:

- Damage to native plants and wildlife
- Increasing insect populations
- Vector-borne diseases
- Greater energy demand from A/C
- The impact on the elderly, sick, and disabled
- Commuter rail interruptions
- Higher cooling costs

Of particular concern to Wellesley's MVP participants was the impact heat could have on the area's trees and other natural resources. Wellesley is a community well known for its extensive tree canopy. Many people voiced concerns over canopy loss as the heat weakened trees are more susceptible to disease and fire, exacerbated by drought, especially among species that are better suited to colder conditions. Participants discussed possible solutions such as a sustainable landscaping program, revisions to the tree protection bylaws, and the cultivation of heat-tolerant species.

Air quality, which tends to worsen in high temperatures, was also discussed. This issue was heavily tied to existing traffic concerns,

especially around schools. The community faces many issues with accessible school bussing, including laws that make it difficult for children to access buses autonomously, lack of free bussing, and a high density of idling cars around school pick-up and drop-off points. To address this issue, the participants proposed many possible improvements to Wellesley's transit infrastructure, including additional buses, better walking connections, and bikeability.

Beyond the tree canopy and air quality, participants also discussed increased mosquito and insect activity in warmer weather and explored how their existing cooling centers could function. The notion of "partial" or "daytime" cooling centers was floated as an alternative to fully stocked shelters due to current lack of use.

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<sup>4</sup> Northeast Climate Adaptation Science Center. 2019. "Days with Maximum Temperature Above 90°F." Resilient MA Datagrapher. MA Climate Change Clearinghouse. Retrieved from <http://resilientma.org/datagrapher/?c=Temp/county/tx90/ANN/25017/>



under Rt. 9 was identified as an area of particular concern. However, Wellesley does not operate nor have the authority to improve that culvert, as it is owned by MassDOT.

The topic of power outages came up in many of the small groups. While Wellesley has a municipal light plant that allows it to recover from power loss more quickly than many neighboring communities, participants nevertheless stressed the need for improvements to power infrastructure. Common suggestions on this topic included the development of micro-grids, the expansion of solar installations with battery storage, and repair of the leaky gas lines throughout town, which are not owned or operated by the municipal utility.

## **IV. CURRENT STRENGTHS AND ASSETS**

One of the focal points of the MVP Workshops was identifying the Town's vulnerabilities and strengths for the features impacted by the four climate hazards outlined above. Through the workshop discussions, the Town's open space and educational institutions came to the forefront as the biggest strengths. Tree canopy management was seen as a strength relative to neighboring towns, but workshop participants noted that there is still work to be done to maintain the tree canopy as a strength. Additionally, while perhaps underutilized, the transportation network to get in and out of Wellesley was an asset to commuters. Finally, the Town's electric grid resilience was also identified as a strength because of the municipal light plant and the number of underground power lines.

## **V. TOP RECOMMENDATIONS AND STRATEGIES TO IMPROVE RESILIENCE**

After identifying Town features, strengths and vulnerabilities, MVP Workshop participants brainstormed a list of potential resilience actions Wellesley could take to combat the impacts from the four climate hazards. Actions were intended to build on the existing strengths of the Town, while addressing current or future vulnerabilities. This process was conducted individually in each group and then was followed by a full team prioritization of the actions to identify which steps the Town should take first. MVP Workshop stakeholders generated a list of over 160 actions. Each participant was asked to vote on their top three priorities across the three community components. With a four-way tie, the following are the top five actions that were collectively identified as top priorities for Wellesley:

- Transit improvements around school and rail stations (13)

- Develop an emergency preparedness campaign that leverages preexisting communication channels, ensures web accessibility, and includes low-tech strategies to maximize reach to all populations. (9)
- Work with various partners to identify, prioritize, and address stormwater management needs, such as the Route 9 culvert (9)
- Conduct a feasibility assessment for microgrids (9)
- Install more solar panels with battery back-up (9)

Below are the top actions identified by each group under each community component, organized by priority:

#### Infrastructure:

- Work with various partners to identify, prioritize, and address stormwater management needs, such as the Route 9 culverts
- Install more solar panels with battery back-up
- Conduct a feasibility assessment for microgrids
- Identify locations of gas shut off valves and improve maintenance

#### Societal:

- Develop an emergency preparedness campaign that leverages preexisting communication channels, ensures web accessibility, and includes low-tech strategies to maximize reach to all populations.
- Unified communication strategy that leverages diverse channels and existing organizations
- Improve commuter and walking connections to schools

#### Environmental:

- Transit improvements around school and rail
- Implement a sustainable landscaping program
- Promote pocket parks/"parklets"/popup parks with built in education (e.g. tree nursery)
- Refine Tree Protection Bylaw to incentivize further protection

## BLUEPRINTS

To increase the lasting value of this report, KLA worked with the Natural Resources Commission to identify three of these top actions for which to create action implementation blueprints. The blueprints are intended to provide a workplan for town staff, as well as provide ideas about potential partners and funding mechanisms.

The team picked three actions that had a high likelihood of being implemented in the near term and were not already covered by another planning process. After identifying the three actions, the KLA Team met with the proposed champion of each action to develop and refine the steps, timeframe, partners and funding mechanisms. Below are the results of those conversations.

**Action: Develop and implement an emergency preparedness campaign with a robust communication plan**

DESCRIPTION OF ACTION	<i>Develop an emergency preparedness campaign that leverages preexisting communication channels, ensures web accessibility, and includes low-tech strategies to maximize reach to all populations.</i>		
CHAMPION	Stephanie Hawkinson, Selectman’s Office		
IMPLEMENTATION STEPS	PLANNING CONSIDERATIONS		
	Timeframe	Key Partners	Funding Resources
<p>1. Create an online and print emergency preparedness resource center to include:</p> <ul style="list-style-type: none"> <li>• Links to alert and communications systems like Reverse 911 and Mass #211</li> <li>• Information about current emergencies and air quality</li> <li>• A place to sign up to be on the list of individuals to be checked on during emergency events</li> <li>• Preparedness tips and resources (i.e. FEMA, MEMA)</li> <li>• Provide translated resources</li> </ul>	1-2 month	<ul style="list-style-type: none"> <li>• Board of Health</li> <li>• Neighboring Towns</li> <li>• Police/Fire</li> <li>• CERT</li> <li>• Schools</li> </ul>	<p>Staff time</p> <p>Hazard Mitigation Fund Grant</p> <p>Fund for Wellesley (Foundation for MetroWest)</p>
<p>2. Create a plan to increase emergency management coordination (i.e. evacuation plans) among City departments, community groups, institutional facilities, and residents</p>	1 year	<ul style="list-style-type: none"> <li>• Board of Health</li> <li>• Housing Authority</li> <li>• Council on Aging</li> <li>• Library</li> <li>• Fire/Police</li> <li>• Colleges</li> <li>• Schools</li> <li>• Local organizations</li> <li>• Places of worship</li> <li>• CERT</li> <li>• MBTA</li> </ul>	<p>Staff time</p> <p>Hazard Mitigation Fund Grant</p> <p>Fund for Wellesley (Foundation for MetroWest)</p>

<p>3. Assess existing outreach at the neighborhood scale. Leverage PTOs at elementary schools, the neighborhood leads on the Next Door app, and other neighborhood leaders to form a “Neighborhood Liaisons” program that can help set up alert systems and share resources</p>	<p>1 year</p>	<ul style="list-style-type: none"> <li>• Housing Authority</li> <li>• CERT</li> <li>• Elementary School PTOs</li> <li>• Friends of [Neighborhoods]</li> </ul>	<p>Staff time</p> <p>Hazard Mitigation Fund Grant</p> <p>Fund for Wellesley (Foundation for MetroWest)</p>
<p>4. Leverage existing town communications systems to expand the reach of emergency preparedness education</p> <ul style="list-style-type: none"> <li>• Newsletters, social media, and mailings from existing organizations</li> <li>• Low tech solutions for those without phones or computers (utility bills, flyers)</li> <li>• Partner with local organizations to host workshops</li> <li>• Tabling at community events</li> <li>• Collaboration with neighboring towns</li> </ul>	<p>1 year</p>	<ul style="list-style-type: none"> <li>• Board of Health</li> <li>• Housing Authority</li> <li>• Council on Aging</li> <li>• Library</li> <li>• Fire/Police</li> <li>• Colleges</li> <li>• Schools</li> <li>• Local organizations</li> <li>• Places of worship</li> <li>• CERT</li> <li>• Merchants Association</li> <li>• Neighboring towns</li> </ul>	<p>Staff time</p> <p>Hazard Mitigation Fund Grant</p> <p>Fund for Wellesley (Foundation for MetroWest)</p>

LINKS TO OTHER PLANS & ACTIONS	EQUITY CONSIDERATIONS
<p><i>How does this action connect to the Unified Plan Goals/Actions and other MVP actions?</i></p> <p>Supported Unified Plan goals/actions:</p> <ul style="list-style-type: none"> <li>• Work through the Council on Aging to develop a plan for aging in place</li> <li>• Wellesley fosters formal and informal connections among neighbors and peers to strengthen social capital and intergenerational ties.</li> </ul> <p>Other supported MVP proposed actions:</p> <ul style="list-style-type: none"> <li>• Create and distribute preparedness kits</li> <li>• Promote CERT</li> </ul>	<p><i>How can the community incorporate equity into the implementation of this action?</i></p> <ul style="list-style-type: none"> <li>• Provide translations for essential resources and communications</li> <li>• Prioritize neighborhood liaisons and check in program in areas with especially vulnerable populations</li> </ul>
MEASURING SUCCESS	ENGAGING THE COMMUNITY
<p><i>How can we measure the progress and success of this action?</i></p> <p>Outputs:</p> <ul style="list-style-type: none"> <li>• Number of residents signed up for Reverse 911</li> <li>• Percent of residents reached through communications</li> </ul> <p>Outcomes:</p> <ul style="list-style-type: none"> <li>• Increased safety during and after extreme weather events and other emergencies</li> <li>• Complete town-wide emergency preparedness plan</li> <li>• Ensure communication systems are redundant and resilient to address impacts</li> </ul>	<p><i>How can we engage the populations that benefit from implementing this action?</i></p> <ul style="list-style-type: none"> <li>• Partnering with the groups listed in Step 4 to maximize reach and utilize preexisting communication channels</li> <li>• Work with schools to reach parents</li> <li>• Outreach to seniors and medically vulnerable to encourage sign ups to be checked on after an emergency</li> <li>• Pull additional best practices from counterparts in neighboring towns</li> <li>• Include request to sign up for reverse 911 in census mailing and mailing sent prior to Town Meeting</li> <li>• Work with Key Club/National Honor Society to help recruit sign-ups for reverse 911 at the RDF, Roche Bros or other high traffic areas</li> </ul>

**Action: Inventory, prioritize, and address stormwater management maintenance needs**

DESCRIPTION OF ACTION	<i>Work with various partners to identify, prioritize, and address stormwater management needs, such as the Route 9 culvert.</i>		
CHAMPION	<ul style="list-style-type: none"> <li>• Department of Public Works, Engineering Division</li> </ul>		
IMPLEMENTATION STEPS	PLANNING CONSIDERATIONS		
	Timeframe	Key Partners	Funding Resources
1. Finalize the systematic inventory of all stormwater infrastructure.	6 months	<ul style="list-style-type: none"> <li>• MassDOT</li> <li>• GIS Manager</li> </ul>	General Fund <a href="#">State grants</a>
2. Affirm existing evaluation criteria and integrate MS4 components to create a formalized evaluation criteria to prioritize infrastructure upgrades	6 months (annual basis)	<ul style="list-style-type: none"> <li>• Natural Resources Commission</li> <li>• Board of Health</li> <li>• Charles River Watershed Association</li> <li>• Massachusetts Stormwater Coalition (BlueDot)</li> </ul>	<a href="#">State grants</a>
3. Apply for funding and address highest priority stormwater infrastructure upgrades. Upgrades should include green infrastructure and the reduction of impervious surfaces whenever possible.	2-5 years	<ul style="list-style-type: none"> <li>• Natural Resources Commission</li> <li>• MassDEP</li> <li>• Planning Board</li> </ul>	<a href="#">State grants</a>
4. Continue water quality monitoring.	Ongoing	<ul style="list-style-type: none"> <li>• MassDEP</li> <li>• Charles River Watershed Association</li> </ul>	<a href="#">State grants</a>

LINKS TO OTHER PLANS & ACTIONS	EQUITY CONSIDERATIONS
<p><i>How does this action connect to the Unified Plan Goals/Actions and other MVP actions?</i></p> <p>Supported Unified Plan goals/actions:</p> <ul style="list-style-type: none"> <li>• Wellesley’s stormwater management system incorporates best practices that promote infiltration and improve water quality.</li> <li>• Promote and/or require the use of Low Impact Development (LID) and green infrastructure approaches to stormwater management in public and private development</li> <li>• Identify impervious areas that can be removed for stormwater benefits, especially near natural resources and recreation areas, and include in project planning.</li> </ul> <p>Other supported MVP proposed actions:</p> <ul style="list-style-type: none"> <li>• Mitigate NaCl infiltration and install bioswales</li> <li>• Conduct a study on vulnerabilities from stormwater infiltration</li> </ul>	<p><i>How can the community incorporate equity into the implementation of this action?</i></p> <ul style="list-style-type: none"> <li>• Take into account the populations affected by any water quality or flooding issues</li> <li>• Prioritize work that will benefit low-income or senior residents</li> </ul>
MEASURING SUCCESS	ENGAGING THE COMMUNITY
<p><i>How can we measure the progress and success of this action?</i></p> <p>Outputs:</p> <ul style="list-style-type: none"> <li>• Number of stormwater management upgrades completed</li> <li>• Dollars of grant money awarded for upgrades</li> </ul> <p>Outcomes:</p> <ul style="list-style-type: none"> <li>• Reduced flooding on roadways and in buildings</li> <li>• Improved water quality</li> </ul>	<p><i>How can we engage the populations that benefit from implementing this action?</i></p> <ul style="list-style-type: none"> <li>• Couple this work with an educational campaign about how residents can protect water quality: flyers in utility bills, public workshops, and information on the Town website and social media</li> </ul>

## Action: Implement a Sustainable Landscape Program

DESCRIPTION OF ACTION	<i>Create a program that engages residents, businesses, and partners to build a network of support for implementing sustainable landscape design, installation, and maintenance principals.</i>		
CHAMPION	<ul style="list-style-type: none"> <li>Natural Resource Commission (NRC)</li> </ul>		
IMPLEMENTATION STEPS	PLANNING CONSIDERATIONS		
	Timeframe	Key Partners	Funding Resources
1. Establish a baseline assessment of landscaping in Wellesley (tree canopy baseline, etc.) and compile a list of sustainable landscape best practices and resources through interviews with experts in the field.	1 month	<ul style="list-style-type: none"> <li>Landscaping companies</li> <li>Nurseries</li> <li>Community Preservation Committee</li> <li>Wetlands Protection Committee</li> <li>Trails Committee</li> <li>NOFA</li> </ul>	<p>MVP action grant/staff time</p> <p>Toxic Use Reduction Institute Grants</p>
2. Host a series of public events with guest speakers who can speak to implementable design, installation, and maintenance principles.	1-2 years	<ul style="list-style-type: none"> <li>Experts listed above</li> <li>Department of Public Works</li> <li>Garden Club</li> </ul>	MVP action grant/staff time
3. Develop sustainable landscape guidelines for capital projects	1-2 years	<ul style="list-style-type: none"> <li>DPW (Park and tree)</li> <li>Schools</li> <li>Library</li> </ul>	<p>MVP action grant/staff time</p> <p>Toxic Use Reduction Institute Grants</p>
4. Expand distribution of the existing NOFA handout and any additional best practices through social media, hosting public landscaping work parties, tabling at existing events, and partnering with local businesses and organizations.	Ongoing	<ul style="list-style-type: none"> <li>Partners in neighboring towns</li> <li>Wetlands Protection Committee</li> </ul>	MVP action grant/staff time

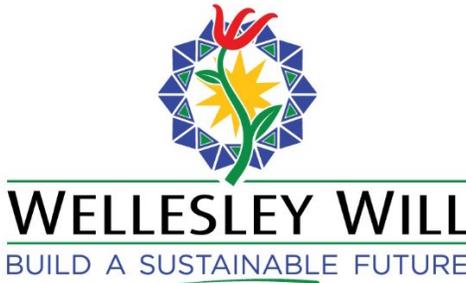
		<ul style="list-style-type: none"> <li>• Trails Committee</li> <li>• NOFA</li> <li>• Sustainable Wellesley</li> <li>• Wellesley Green Schools</li> <li>• Wellesley Conservation Council</li> </ul>	
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LINKS TO OTHER PLANS & ACTIONS	EQUITY CONSIDERATIONS
<p><i>How does this action connect to the Unified Plan Goals/Actions and other MVP actions?</i></p> <p>Supported Unified Plan actions:</p> <ul style="list-style-type: none"> <li>• Provide nonpoint source pollution education to residential and nonresidential private property owners.</li> <li>• Promote the use of green infrastructure best management practices (BMPs) on public and private properties to manage stormwater</li> <li>• Continue to implement the organic integrated pest management program.</li> </ul> <p>Other supported MVP proposed actions:</p> <ul style="list-style-type: none"> <li>• Education to residents on benefits of trees and native species</li> <li>• Plant hardier, storm-resistant trees</li> <li>• Promote rain barrels</li> <li>• Promote green infrastructure</li> <li>• Enhance education around pesticide use, water use, and organic lawn care</li> <li>• Improve soil quality and biodiversity</li> <li>• Baseline assessment of tree canopy</li> </ul>	<p><i>How can the community incorporate equity into the implementation of this action?</i></p> <ul style="list-style-type: none"> <li>• Ensure communications are reaching beyond the normal “choir”</li> <li>• Provide translated resources</li> <li>• Take affordability into account: “Sustainable landscapes on a budget”</li> </ul>

MEASURING SUCCESS	ENGAGING THE COMMUNITY
<p><i>How can we measure the progress and success of this action?</i></p> <p>Outputs:</p> <ul style="list-style-type: none"> <li>• Attendance at public workshops</li> <li>• Completion of a robust, resource-filled handbook</li> <li>• Visits to handbook webpage</li> </ul> <p>Outcomes:</p> <ul style="list-style-type: none"> <li>• Reduction in pesticide/herbicide use</li> <li>• Improvement in water quality in local waterways</li> <li>• Increase in native species and pollinator habitats</li> </ul>	<p><i>How can we engage the populations that benefit from implementing this action?</i></p> <ul style="list-style-type: none"> <li>• Reach everyone with a flyer in utility bills</li> <li>• Partner with Planning and DPW to ensure the Town is using sustainable landscape practices throughout Wellesley</li> <li>• Host a workshop with businesses that is adapted for how businesses can incorporate sustainable landscapes into their operations</li> <li>• Partner with the Housing Authority and Housing Development Corporation to connect with interested residents</li> </ul>

## VI. CONCLUSION AND NEXT STEPS

Ultimately, the MVP process was only the first step in starting a conversation about climate change impacts in Wellesley. The Town is eager to keep the conversation going, while diving into action. Both the blueprints in this plan and the application for further funding from the MVP program will be key to beginning the transition into action. The Town is eager to pursue creating a climate action and resilience plan to bring this work to the next level and help establish Wellesley as a leader in the field. As part of the MVP process, KLA helped create a brand including a logo, tag line, colors, and fonts. The following logo was selected as the face of future sustainability and resiliency initiatives, along with the tagline: Wellesley Will Build A Sustainable Future. Wellesley is ready to charge forward into the next phase.



## ACKNOWLEDGEMENTS

The Town of Wellesley would like to thank all the Core Team members that made this project a success:

Core Team Members	Affiliation
Bill Shaughnessy	Water/Sewer
Brian Dupont	Information Technology
Chief Jack Pilecki	Police Department
Dave Cohen	Department of Public Works
Dave Hickey	Engineering Department
Cheryl Leffman	Health Department
Don Newell	Municipal Light Plant
Jamie Jurgensen	Libraries
Julie Meyer	Wetlands Protection Committee
Kevin Kennedy	Facilities Management
Marybeth Martello	Sustainable Energy Committee
Meghan Jop	Board of Selectmen
Scott Whittemore	Police Department

## Report Citation

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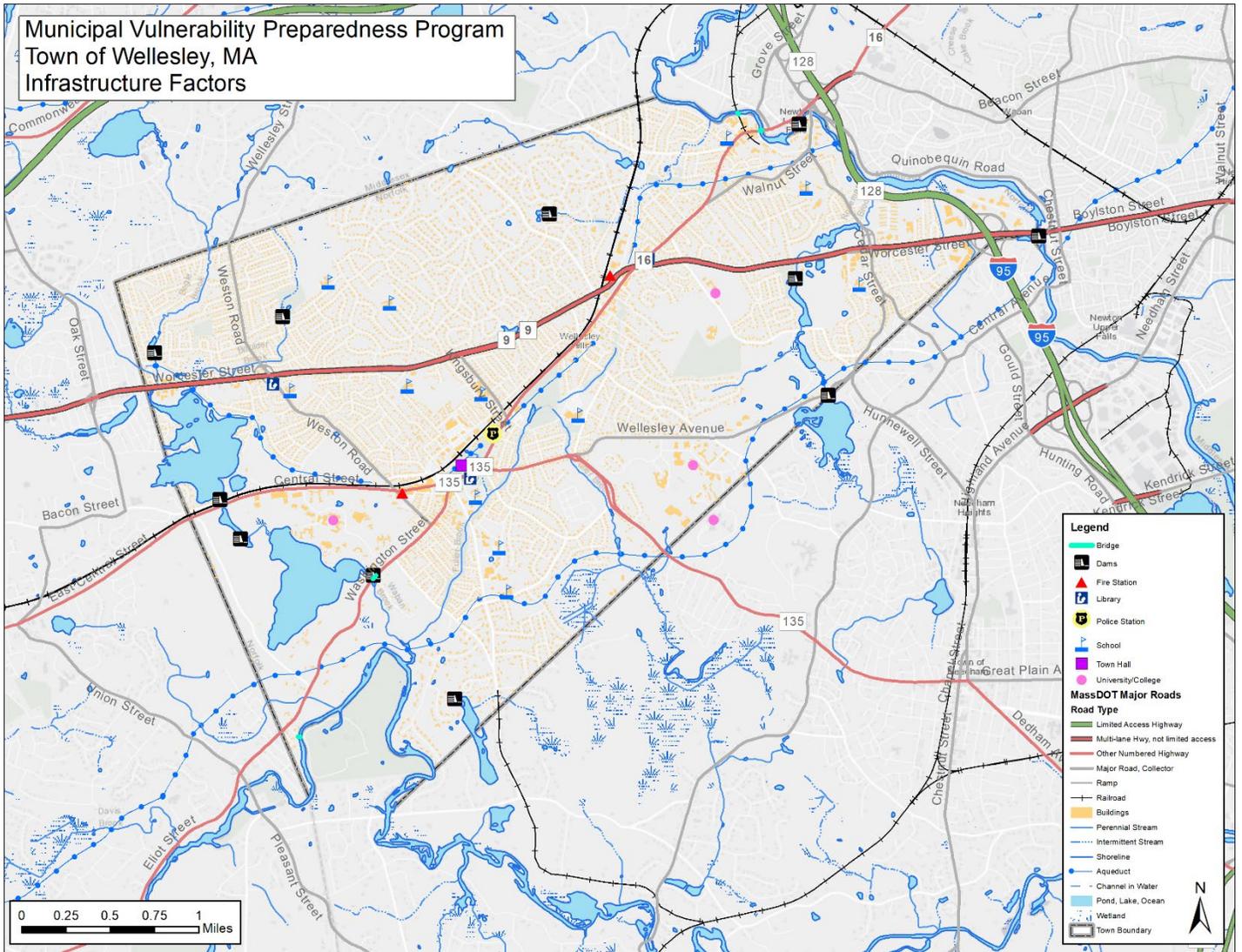
## Community Resilience Building Project Team

Name	Title	Affiliation
Brandon Schmitt	Director	Natural Resources Commission
Kim Lundgren	Lead Facilitator	KLA
Mike Steinhoff	Facilitator	KLA
Maggie Peard	Facilitator	KLA
Robert Meyer	Facilitator	KLA

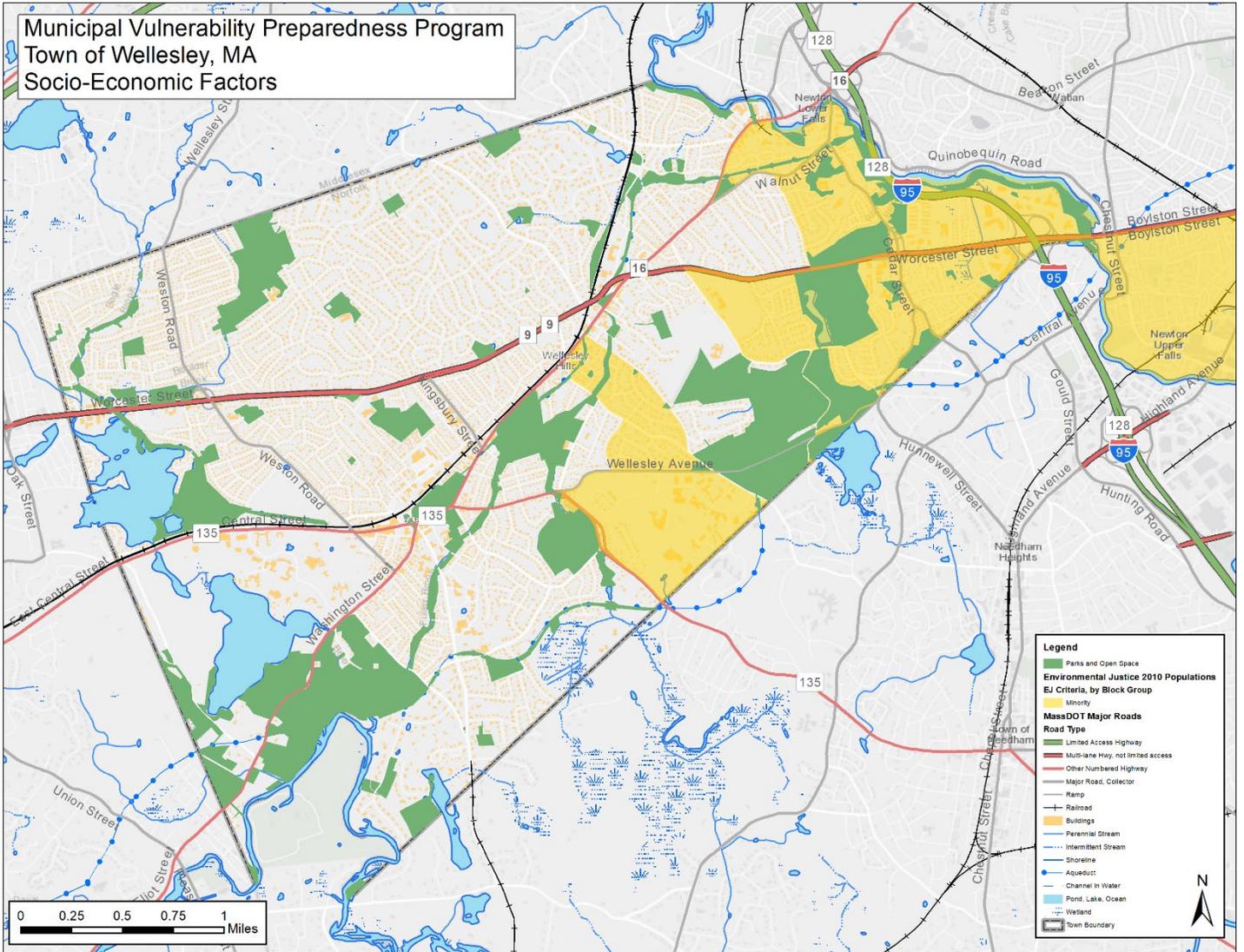
# APPENDICES

# APPENDIX 1: MAPS FOR MVP WORKSHOPS

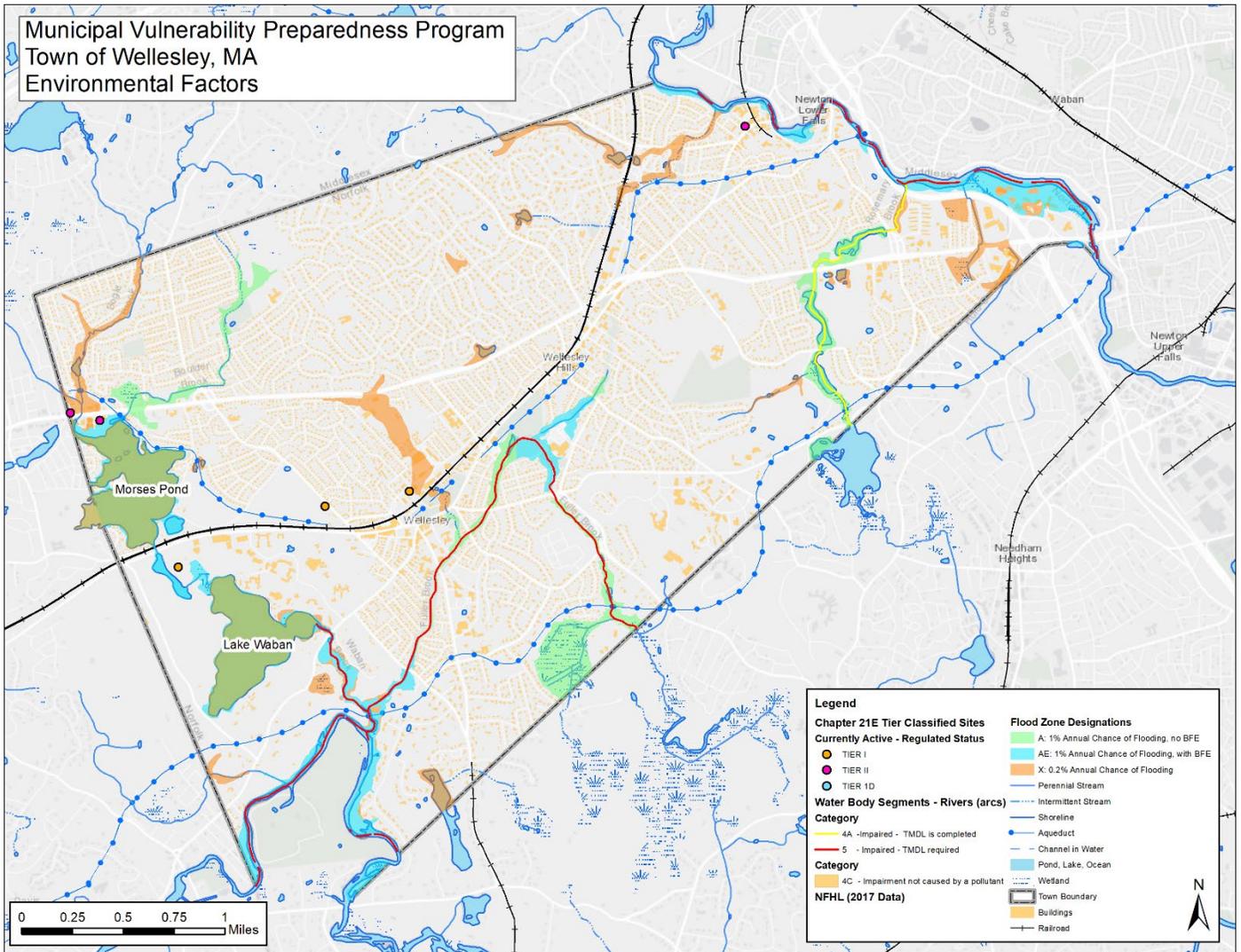
## Infrastructure



# Societal



# Environmental



## APPENDIX 2: MVP WORKSHOP ATTENDEES

Name	Title	Affiliation
<b>Town Lead</b>		
Brandon Schmitt	Director	Natural Resources Commission
<b>Consultant Team</b>		
Kim Lundgren	Lead Facilitator	Kim Lundgren Associates, Inc. (KLA)
Mike Steinhoff	Facilitator	Kim Lundgren Associates, Inc. (KLA)
Maggie Peard	Facilitator	Kim Lundgren Associates, Inc. (KLA)
Robert Meyers	Facilitator	Kim Lundgren Associates, Inc. (KLA)
<b>Workshop Attendees</b>		
Asheen Phansey	Director of Sustainability	Babson College
Bill Shaughnessy	Superintendent	Water & Sewer
Brandon Fitts	Assistant Director	Recreation Department
Brian Dupont	Director	Information Systems
Carolyn Meklenburg	Greater Boston Regional Coordinator	MVP Program
Cheryl Lefman	Public Health Outreach	Board of Health
Dave Cohen	Director	Department of Public Works
Dave Hickey	Engineer	Department of Public Works
Don Newell	Director	Municipal Light Plant
Don McCauley	Director	Planning Board
Fred Bungler	Vice Chair	Sustainable Energy Committee
Jack Pilecki	Chief	Police Department
Jeff Peterson	Deputy Chief	Fire Department
Jillian Wilson Martin	Sustainability Coordinator	Town of Natick
Jim McLaren	Member	Wetlands Protection Committee
John Adams		Rotary Club
Julie Meyer	Wetlands Admin	Wetlands Protection Committee
Julie Wood	Director Projects	Charles River Watershed Association
K.C. Kato	Town Clerk	Town of Wellesley

Katie Griffith	Chair	Natural Resources Commission
Kevin Kennedy	Project Manager	Facilities
Lenny Izzo	Director	Board of Health
Lisa Arm	Acquisitions	Library
Lise Olney	Selectwoman	Board of Selectmen
Marybeth Martello	Sustainability Coordinator	Sustainable Energy Committee
Meghan Jop	Executive Director	Board of Selectmen
Morgan Dwinell	Analyst	Finance
Phyllis Theerman	Chair	Sustainable Wellesley
Raina McManus	Vice Chair	Natural Resources Commission Board
Scott Whittemore	Deputy Chief	Police Department
Stephanie Hawkinson	Communications Manager	Communications
Susan Griffin	Principal Project Manager	National Grid
Tucker Beckett	Planner	Planning Department



## Drought

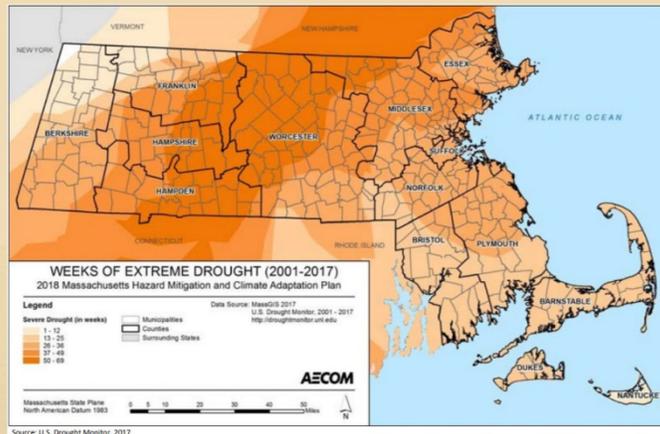
Precipitation will be concentrated in fewer storm events. This can lead to water supply shortages, crop damage, and habitat stress.

## Trends

Between 2001 and 2017, Norfolk County saw **11 weeks** of severe drought (water restrictions) and **20 weeks** of extreme drought. (water shortages).<sup>1</sup>

## Projections

Extended periods of little to no precipitation coupled with rising temperatures are projected to increase the frequency of short-term droughts.



<sup>1</sup>United States Drought Monitor. The National Drought Mitigation Center

## Heat Waves

An increase in the number of days with high temperatures—particularly days over 90° F—will lead to heat-related illnesses and higher energy demand in the summer.

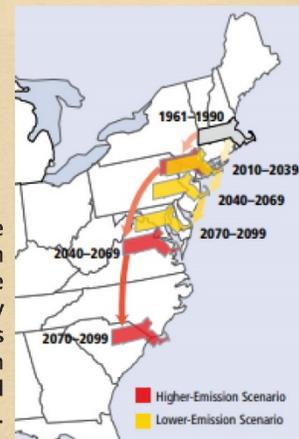
## Trends

There were **11.5 days** above 90°F between 2010 and 2014—the highest number since 1950.<sup>1</sup>

## Projections

Increase in the number of days over 90°F by 2050: **10-35**  
Decrease in the number of days under 32°F by 2050: **17-39**<sup>2</sup>

MA could have the climate of South Carolina by the end of the century without emissions reductions driven by the reduced use of fossil fuels.



<sup>1</sup> NOAA National Centers for Environmental Information – State Climate Summaries

<sup>2</sup> Massachusetts Climate Change Projections - Statewide and for Major Drainage Basins. Northeast Climate Adaptation Science Center. MA Climate Change Clearinghouse. 2018

## Get Involved!

Submit questions, comments, or ideas to Brandon Schmitt, Natural Resource Commission Director:

[bschmitt@wellesleyma.gov](mailto:bschmitt@wellesleyma.gov)



This summary was prepared for the Town of Wellesley, MA, by Kim Lundgren Associates, Inc. with a grant from the Massachusetts Office of Energy and Environmental Affairs Municipal Vulnerability Preparedness Program

# APPENDIX 4: COMBINED MATRICES FROM WORKSHOPS

Community Resilience Building Risk Matrix					www.CommunityResilienceBuilding.org					
H-M-L priority for action over the Short or Long term (and Ongoing)					Top Priority Hazards (tornado, floods, wildfire, hurricanes, earthquake, drought, sea level rise, heat wave, etc.)					
V = Vulnerability S = Strength					Drought	Flooding	Heat Waves	Intense Storms	Priority	Time
Features	Location	Ownership	V or S	Impacts					H-M-L	Short Long Ongoing
<b>Infrastructure</b>										
Power Small generation resources currently no battery systems	Town Wellesley College	Public/Private	V/S	Algoquin emergency--> black out Algoquin line ejector stations, community centers out, local failure			1. Add solar with battery back up 2. Geothermal 3. Expanding back up coverage	4. Micro grid feasibility 5. Undergrounding 6. Building code update	M	O
Communications weak cell coverage fiber network (light plant owned)	Townwide	Public/Private		Lack ability to contact residents				7. Internet-based emergency comms 8. Repeaters 9. Expand MLP	H	O
Natural Infrastructure Open space farms & gardens trees	Townwide	Public/Private	V	Weak trees, fire EEE and insects Encroachment biodiversity loss Tree canopy and cooling	10. Diversity tree species 11. IPM committee with colleges, etc.		12. Stop clear cutting 13. Boost Tree Protection Bylaw 14. Better local composting		H	O
Fueling Stations (Evs, fossil)		Public/Private	V	Gas shortage Lack of EV infrastructure 2 day supply if disrupted				15. EV fleet	M	L
Roadway drainage systems, snow removal not all maintained by the Town	Townwide Rt 9 specific	Public		Leaves, clogged Freezing, snow DPW maintenance schedule Road closures salt runoff			16. Review maintenance schedule and coordination with state 17. Boosting stormwater bylaw	18. Evaluate ice melt alternatives 19. Low impact development	H	O
Water systems local wells Mwra connection sewer back ups where ejector Station	Mwra connect, ponds, Paintshop Pond, Waban	Public	S	NACL-Rt 9 state usage Ejectors Contamination events	20. Redundant Mwra con		21. Mitigate NaCl infiltration, bioleak		H	O
Community centers/municipal buildings Assets, but high power users University facilities-Babson secondary shelter (plans outdated)	High schools Rec centers Babson	Public/Private	V/S	Sustainability of shelters Power consumption			23. Standardizing interop	24. Efficiency standards 22. Expand charging or partic	M	L
Public Transportation Lack regular service, schools very limited bad pedestrian connections, evacuation of students	Route 9	Public	V	Evacuation and traffic Student Absorbing Boston traffic shut-pike busties	25. Congestion pricing 26. Drop-off/pick-up laws		27. Bus shelter	28. Research school busing a	L	O
Energy Supply	Townwide	National Grid-gas Oil-private tanks	S/V	Greater demand with heat/cool, fragmentation, outages, increasing costs, gas leaks, pipes leak in freezing temps	1. Pilot for geothermal micro district 2. Reduce peak demand through resident education and battery storage 3. Transition to more renewable energy sources 4. Energy efficiency: heat pump incentives, passive house standards, transition from oil/gas, municipal building guidelines, net-zero buildings 5. IDing location of gas shut off valves and maintenance				1. H 2. H 3. H 4. H 5. H	1. S 2. H 3. O 4. O/S 5. S
Transportation (public and roads)	Townwide	State, Town, priv	V/S	Flooding, snow removal, tree bl	6. Advocate for bus stop along Rt. 9 7. Collaboration with the Ride and hospital to expand transportation to Wellness visits 8. Prioritize evacuation routes for maintenance (snow plan) 9. Incorporate solar and EVCS into public parking 10. Make pedestrian and bike plan (Complete Streets policy) 11. Car-free days/anti-idling/walk-bike-to-school days/reduce car travel				6. H 7. H 8. H 9. H 10. H 11. H	6. O 7. O 8. O 9. O 10. O 11. S
Sewer/Drainage	regional sewer Townwide	Town	V/S	Flooding, potential break stormwater infiltration, improper use of sump pumps	12. Education around sump pump drainage 13. Green infrastructure plan, wetland restoration 14. Reduce impervious surfaces through "deparing parties", zoning, and stormwater regulations				12. M 13. H 14. H	12. O 13. O 14. O
Water system (dams, reservoir, wells, aqueducts)	Townwide			Dam breaks	15. Develop drought management plan (water bans, etc) 16. Study on reservoir vulnerability from stormwater infiltration 17. Investigate Longfellow Dam (feasibility of green infrastructure solutions) 18. Evaluate/rate needs/risks of all Town dams				15. H 16. H 17. H 18. H	15. S 16. S 17. S 18. S
Communication systems (cell towers, telephone)	Townwide				19. Improve reliability of cell service, dead zones				19. H	19. S
Municipal buildings	Throughout	Public	S	Flooding at Townhall, GW + sewage Branch libraries, town hall = historic No generators or back up supply in most buildings	1. Promote h2o efficiency 2. Establishing a more robust disaster data/network in town		3. Identify priority bldgs for backup generators		1. M 2. H 3. H	1. L 2. S/O 3.
RDF	Specific	Public	S	Surrounded by wetlands in floodplain - access is limited						
Water system (Wellesley college has own system) Groundwater from townw/ Mwra support in summer	throughout	Public	S	Very few private wells Two aquifers - susceptible to drought Outside meters encourage Leaves watering Automated metering is useful if wanted to enforce	4. Investigate the willingness of community to consider going beyond voluntary measures for water conservation				4. M	4. S
Electrical system	Throughout	Public	S	Overhead infrastructure Affected by trees Some underground Low power supply - comes in from Newton AMI system	5. Implement AMI for electrical system		6. Investigate smart micro grids 7. Evaluate opportunities for renewable energy power backup - storage, educate EV drivers + find opportunities to support Evs in limited power stations. Integrate with comms strategy		5. H 6. H 7. H	5. L 6. S 7. S
Stormwater system	Throughout	Public/Private	S/V	Designed to handle a 10 yr storm Avg age: 70 years old Culvert below rt 9 understized	10. Work w/ MDOT to address R. 9 culvert + regular SW maintenance	9. Support at-risk homes in resiliency hardening + investigate grant opportunities			9. M 10. H	9. L 10. L/O
Communication system	Throughout	Public/Private	S/V	S= residents have choices V=cellular dead zones FT = rate is the strength and regular replacement + upgrade	11. Feasibility study to expand town's fiber optic system to residents		13. Offer town-wide wifi	12. Engage neighboring communities to create network of data hubs	11. H 12. M 13. H	11. L 12. S 13. S

Community Resilience Building Risk Matrix



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H-M-L Priority for action over the Short or Long term (and Ongoing)  
 V = Vulnerability S = Strength

Top Priority Hazards (tornado, floods, wildfire, hurricanes, earthquake, drought, sea level rise, heat wave, etc.)

Features	Location	Ownership	V or S	Impacts	Drought	Flooding	Heat Waves	Intense Storms	Priority		Time	
									H	M	L	Short
<b>Socio-Economic</b>												
Seniors+9-11	Throughout		V/S	Isolation, financial, mobility, health, food accessibility, power dependence, mental health	1. Create and distribute preparedness kits 2. Unified communications strategy (promote resources of Council on Aging, diversify outlets, engage places of worship, welcoming groups, and Wellesley at Home) 4. Promote CERT			3. Create a clean up crew with high school students and scouts	1. H 2. H 3. L 4. M	1. S 2. O 3. O 4. O		
Commercial buildings/areas	Throughout	Private	S	Most are in floodplains Used to have major flooding of Linden Lower Falls area Williams st.-new development: no net new runoff Town has minimal control here	5. Partner with Merchants Association to develop preparedness plan				5. M	5. O		
Commuters (including college commuters)				Transportation network is solid but vulnerable to a shock 30% of people work in town	6. Access opportunity to promote more connected and coordinated transportation system between schools 7. Ensure commuters have safe access to get to their jobs inside or outside Wellesley with a focus on connected, multimodal systems				6. M 7. H	6. S 7. L		
Communication Systems	Throughout	Public		90+% do not live in town-- might be hard to get here, too expensive to live here	8. Ensure communication systems are redundant and resilient to address impacts				8. H	8. O		
Municipal Staff					9. Support Housing Production Plan for subsidized municipal housing				9. M	9. L		
New Housing - market and affordable -450 units over next 3-5 years -40R -Williams St electric units solar and heat pumps												
Food Insecure -seniors -K-12 students MetCo -Mas Bay Comm College	Pockets through town		V	Food pantry run by volunteers can't get delivery of food Drought increases cost of food Town camps have grants for transportation and food Mass Bay provides free food for students	10. Increase food rescue program and develop food security plan				10. H	10. S		
Public Health				High heat	11. Strengthen tree preservation bylaw 12. Investigate opportunities to develop a resilience fund/utility				11. H 12. H	11. O 12. L		
Chinese/ESL community	Throughout	--	V/S	Emergency outreach issues Communication bylaws	1. Use schools to distrib+F: 2. Assess translation need: 3. Connect with universities on outreach				1. H 2. L 3. M			
Single/Elderly	Throughout	--	V	Temperature threats House bound	4. Connect with COA	5. Expanding COA reach	6. Staffing COA		4. H 5. H 6. H			
Fixed/Low-income	Throughout or h	--	V	Lack on transit Temperature threats	7. Improve walkability 8. Cooling assistance program 9. Wellness checks 10. Study transit options 11. Sidewalk clearance 17. Cooling centers				7. H 8. M 9. L 10. H 11. L 17. M			
Business community	Throughout	--	V/S	Continuity Emergency mobilization Loss/damage	12. Outreach to Chamber and Merchant Association				12. M			
Student population	Throughout	--	V/S	Mobility/Transit issues Mobilization	13. Create volunteer opportunity 14. Commuter and walk				13. M 14. H			
Religious Community	Throughout	--	S	Access/service demand	15. Outreach to community				15. L			
Medically vulnerable	Throughout	--	V	Medical outages								
Partial/non-residents	Throughout	--	V	Non-compliance								
Limited tech	Town wide	--	V		1. Emergency prep campaign-ability to reach everyone (emergency info distribution) 2. Leveraging COA, HA, schools, library, etc communication channels for unified communications 3. Ensuring tech accessibility (mobile apps, visual impairment, those without email) 4. Utilize low tech communication strategies				H	S		

Those in floodplain	Wellesley Center	Town, private	V	Food vulnerability	5. Ensuring businesses/institutions have communicated evacuation plans 6. Create voluntary checklists for developers that takes climate projections into account 7. Advocate to state for climate considerations for 40Bz	5. H 6. H 7. H	5. S 6. S 7. S
Vulnerability to heat/cold	Town wide	--	V		8. Increasing available heating and cooling centers, providing staffing 9. Cooling shelter protocols (extended library hours, transportation, colleges)	8. H 9. H	8. S 9. S
Limited English speakers	Town wide	--	V/S		10. Protocol on translation for critical communications (partnering with ESL program at library, language program and universities, Chinese schools) 11. Formalize town language priorities across schools, Town, etc	10. H 11. H	10. O 11. S
Elderly/medically vulnerable	Town wide	--	V/S		12. Outreach to create more robust inventory of medically vulnerable 13. Collaboration with medical reserve, COA, CERT, volunteers to check on this population after emergency 14. Continue emergency preparation, home safety and expand COA's climate change workshops and make them available in multiple languages and locations	12. H 13. H 14. H	12. O 13. S 14. S
Mental health	Town wide	--	V		15. Keep communication about climate change in perspective and solution-oriented. Communication with wellness providers to reach out to patients during/after shocks	15. H	15. O
Businesses	Town wide	Private	S/V	Loss of business Loss of access for employees S: MLP able to supply power, so people come from other towns	16. Outreach to businesses on back up power, emergency prep, mitigation strategies, heating/cooling childcare for employees	16. H	16. S
Low income	Town wide	--	V	Food security, transportation	17. Continue to expand food waste/recovery efforts 18. Included access to food in emergency prep plans 20. Advocate to MBTA for preparedness planning, improving emergency access to public transportation	17. H 18. H 19. H	17. O 18. S 19. O
Students	Town wide	--	S/V		21. Planning for MetCo students' transportation/lodging during weather events	20. H	20. S



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Top Priority Hazards (tornado, floods, wildfire, hurricanes, earthquake, drought, sea level rise, heat wave, etc.)

Features	Location	Ownership	V or S	Impacts	Drought	Flooding	Heat Waves	Intense Storms	Priority	Time
									H-M-L	Short Long Ongoing

Environmental										
Tree Canopy	Townwide	Public and private	V/S		1. Refine Tree Protection Bylaw to further incentivize protection 2. Educate residents on benefits of trees and natives vs. invasives 3. Add tree protection to design review of Large House Review 4. Protect the North 40 5. Include de-carb on sequestration (trees/soil) in climate plan 6. Plant hardier, storm resistant trees				1. H 2. M 3. L 4. H 5. H 6. L	1. S/O 2. O 3. S 4. S 5. S 6. O
Watershed	Townwide	Mix. some private	V/S		7. Create a stormwater bylaw 8. Financial incentives to reduce outdoor waste 9. Water education linked with new water meters (rebates, efficiency) 10. Promote rain barrels through installation assistance and education 11. Replicate Fuller Brook restoration program 12. Promote green infrastructure to reduce flooding along Washington street 13. Continue and enhance education around lawns, pesticides, and water use 14. Continue lake management (algae blooms, invasives, etc)				7. M 8. H 9. H 10. L 11. H 12. H 13. M 14. H	7. S 8. S 9. S 10. L 11. L 12. L 13. O 14. O
Biodiversity/wildlife (soil health)	Townwide		S		15. Promote native species on private lands, outreach and education for pollinator friendly plantings, climate beneficial landscaping 16. Promote organic lawn care (leave the leaves campaign) 17. Collaborate with landscapers to improve soil health and biodiversity				15. H 16. H 17. H	15. S 16. O 17. S
Air quality	Townwide		V		18. Continue anti-idling campaign/education 19. Require more electric charging stations in parking lots and encourage installation in heavily trafficked areas 20. Accessibility of commuter rail, bike lanes, increased density, access of public transit				18. M/H 19. H 20. H	18. O 19. L 20. S/L/O
Darkness	Townwide		S		21. Convert existing lighting to shielded, non light-polluting lighting				21. H	21. S
Parks/Open Space	Townwide	Public	S		22. Integrating healthy ecosystems, mitigation, stormwater management, into recreational facilities 23. Natural shade structures around parks/schools 24. Promote benefits of kids getting outside/being active (get outside campaign with programming) 25. Multigenerational community gardens/parks 26. Promote pocket parks/parklets/pop up parks with built in education (e.g. tree nursery) 27. Streamline park permitting 28. Prioritization of envt benefits over costs in RFPs				22. H 23. H 24. H 25. H 26. H 27. H 28. H	22. O 23. S 24. O 25. O 26. S 27. S 28. O
Wetlands	Townwide	Public	V		29. Protect current wetlands and explore creating new ones 30. Consider charging for stormwater utility (Newton as example)				29. H 30. H	29. S/O 30. S

Wetlands	Townwide	Public/Private	S/V	Encroachment Biodiversity Loss Fire buffer loss Water supply & quality degradation	1 - Study how to maintain during dry periods	2 - Expand flood storage capacity, opportunities with development process 3 - Education for homeowners to protect & expand 4 - Land buyback program 5 - Fund for private green infrastructure	6. Maintain areas of heat relief naturally 7. Evaluate stormwater pumping near wetlands 8. Evaluate heat impact on insects		1. L 2. M 3. H 4. L 5. L 6. L 7. L 8. L	1. S 2. L 3. S 4. L 5. L 6. O 7. L 8. S
Air Quality	Townwide	Public/Private	V	Fire Risk Wood Stove Smoke Dust & Leaf Blowers Gas Leaks	8. Evaluate Air quality alerts for smoke or spraying 10. UIC education on leaf blowers vs mulching into lawn 11. Evaluate license for lawn care companies & incentives to electricify	13. Public transit solutions around schools & college 14. EV school buses 16. Morning only busing	12. Evaluate public tide reduction technologies 15. Educate woodstove retrofits		9. M 10. L 11. M 12. M 13. H 14. L 15. L	9. S 10. S 11. L 12. S 13. O 14. L 15. L 16. S
Ponds and Streams	West side	Public/Private	V/S	Invasives Runoff from pond Runoff from lawns	17. Highlight the importance of ponds during events & with art 18. Water conservation through smart irrigation 19. Promote xeriscaping	20. Highlight good stewards 21. Share best management practices among area institutions 22. Garden Club competition to reduce pesticides/chemicals 23. Educate the youth	24. Aerate the ponds	25. Monitor Pond erosion control	17. M 18. H 19. H 20. H 21. H 22. H 23. H 24. M 25. M	17. S 18. L 19. S 20. S 21. S 22. S 23. S 24. L 25. O
Charles River	East/west	Public/Private	V/S	See wetlands	See wetlands	See wetlands	See wetlands	See wetlands		
Trees	Townwide	Public/Private	V/S	Pests Drought stress	26. Evaluate species list & drought tolerance 27. Education for landscapers 28. Community/Neighborhood tree health study		29. Maintain/Enhance wildlife refuge connectivity	30. Re-use carbon from debris 31. Educate on hazard trees	26. H 27. M 28. M 29. M 30. L 31. M	26. S 27. S 28. S 29. O 30. L 31. S
Solar Resources	Townwide									

Wetlands	Throughout	Public/private	S/V	High heat - warmer water temp invasives	1. Education on the value and quantity of wetlands in the town 2. Investigate incentives for nature based solutions				1. H 2. H 3. H	1. O 2. S 3. S
Tree Canopy	Throughout	Public/private	S/V	Vulnerable to development, storms, drought	4. Support tree preservation bylaw, update with inclusion of climate impacts.	5. Evaluate tree canopy with aerial imagery			4. H 5. H	4. S 5. L
Open Space (Active & Passive Recreation, Wellesley Cons. Ct)	Throughout	Public/Private	S/V	Development invasives	6. Educate community on the opportunities to assign portion of property to be permanently protected with conservation easements to reduce taxes & protect land. 7. Leverage town forest management plan as a model for other conservation areas in town.				6. H 7. M	6. S 7. O
Air quality	Throughout		V	Pass through traffic Natural gas leaks	8. Continue to monitor gas leaks and pressure National Grid to address. 9. Public parking incentives for EVs 10. Rebates from MVP for EVs				8. H 9. M 10. H	8. O 9. S 10. S
Wildlife (Habitat)	throughout		V/S	Lots of species	11. Protect + increase wildlife corridors				11. H	11. S
Ponds and waterways	throughout	Public/Private	S/V		13. Promote native species buffers		12. Develop stormwater bylaw, consider a stormwater utility		12. H 13. H	12. S 13. L
Mosquitoes and ticks										
Invasive species					14. Initiate a sustainable landscaping program 15. Continue to actively manage phosphorus 16. Promote the elimination of neonicotinoids				14. H 15. H 16. M	14. S 15. O 16. O

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**Community Resilience Building Risk Matrix**

H-M-L priority for action over the Short or Long term (and Ongoing)  
 V = Vulnerability S = Strength

Features	Location	Ownership	V or S	Impacts	Top Priority Hazards (tornado, floods, wildfire, hurricanes, earthquake, drought, sea level rise, heat wave, etc.)				Priority Time		
					Drought	Flooding	Heat Waves	Intense Storms	H-M-L	Short Long Ongoing	
Wetlands	throughout	public/private	S/V	high heat - warmer water temp invasives	1. Education on the value + quantity of wetlands in the town	2. Investigate tax incentives for native based solutions	3. Develop a plan for and specific on line annual report on wetland	4. H	1.0	2. H	2.5
Tree Canopy	throughout	public/private	S/V	Wetlands to develop stormwater, drought	4. Support tree preservation by town updates w/ inclusion of climate impacts	5. Exclude tree canopy from insurance		4. H	4.5	5. H	5.5
Open Space	throughout	Public/Private	S/V	development invasives	6. Educate community on the opportunities to assign portion of property to be permanently protected w/ cons. Easement to reduce taxes + protect land.	7. Coveray Town Excess Heat Plan to avoid for other cons. in town		6. H	6.5	7. H	7.0
Air Quality	throughout	-	V	pass through traffic NG leaks	8. Continue to monitor gas leaks + provide NG to address	9. Public parking incentives for EVs	10. Reduce from CLUP for EVs	8. H	8.0	9. H	9.5
Wildlife (Habitat)	throughout	-	V/S	lots of species	11. Protect + increase wildlife corridors			11. H	11.5		
Ponds + Waterways	throughout	public/private	S/V		12. Develop SW by law + consider a low utility	13. Ponds native species buffers		12. H	12.5	13. H	13.5
Mosquitoes + Ticks	throughout	-	V								
Invasive Species	throughout	-	V		14. Initiate a Sustainable Landscaping Program	15. Continue to actively manage Phragmites	16. Promote the elimination of pesticides + other chemicals to residents	14. H	14.5	15. H	15.0

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					Drought	Flooding	Heat Waves	Intense Storms	H-M-L	Short Long Ongoing	
Tree canopy	Townwide	Both town/private	V/S		1. Refine	2. Enhance tree protection by laws (incentives, prizes)	3. Encourage more tree canopy	4. H	4.5	5. H	5.5
Watershed	Townwide	Mix some private/public water	V/S		6. Create a stormwater bylaw	7. Enhance education + outreach	8. Financial incentives to reduce outdoor water use	6. H	6.5	7. H	7.5
Biodiversity/Wildlife (Soil health)	Townwide	-	S		11. Promote green infrastructure + native planting along waterways	12. Promote native species on private lands	13. Promote organic lawn care (leave the leaves campaign)	11. H	11.5	12. H	12.5
Air Quality Darkness	Townwide	-	V/S		21. Convert existing lighting to non-light polluting, shielded			21. H	21.5		
Parks/open space	Townwide	Public	S	development → loss	22. Integrating healthy ecosystems, mitigation, climate management into sec. facilities	23. Install shade structures around parks/schools	24. Promote benefits of kids getting outside + being active	22. H	22.5	23. H	23.5
Wetlands	Townwide	Public	V		25. Streamline park permitting and	26. Connectivity between parks (multi-modal)	27. Promote pocket parks / parklets / pop up parks w/ built in education / tree nursery	25. H	25.5	26. H	26.5

Community Resilience Building Risk Matrix					www.CommunityResilienceBuilding.org					
H-M-L priority for action over the Short or Long term (and Ongoing)					Top Priority Hazards (tornado, floods, wildfire, hurricanes, earthquake, drought, sea level rise, heat wave, etc.)					
V = Vulnerability S = Strength					Drought	Flooding	Heat Waves	Intense Storms	Priority	Time
Features	Location	Ownership	V or S	Impacts					H-M-L	Short Long Ongoing
<b>Power</b> - Small generation Resources currently - No Battery Systems (Aluminum energy → B battery)	Town Wellesley/dbs	Public/ Private	V/S	- No new line - select stations - capacity comes out - local fuel				1. Add solar w/ Battery Backup 2. weather 3. Financing solar storage 4. Integrate grid 5. Grid 6. Building code update 7. Integrate grid 8. Emergency cases 9. Recovers 10. Expand NLP	M	O
<b>Communications</b> - Weak cell coverage - Fiber Network (light plant owned)	Townwide	Public/ Private		- lack ability to connect residents					H	O
<b>Natural Infra Structure</b> - Open Space - Farms & Gardens - Trees	Townwide	Public/Private	V	- Weak trees fire - ETE - in assets - Encourage landscape biodiversity - Tree care FY & local orgs				1. Diversify tree species 2. Don connect w/ colleges etc.	H	O
<b>Fueling Stations</b> - EVs, fossil		Public/ Private	V	- gas shortage - lack of BT infrastructure - 2 day supply is disabled				1. Stop electric only 2. Tree protection 3. Local Computing	M	L
<b>Drainage Systems &amp; Snow Removal</b> - Not all maintained by the town	Townwide very specific	Public		- lanes clogged - freezing, snow - DPV maintenance schedule - Part close				1. Review Mainline schedule of completion w/ State 2. Planning stage 3. Review Mainline schedule of completion w/ State 4. Planning stage	H	O
<b>Water Systems</b> - local wells - MWRRA Construction - Sewer Discharge when B Water	Wells Public Private	Public	S	MCL - 2019 state change - excessive - water ration events				1. Night well infiltration, no water 2. Extended changes in water delivery 3. Low impact discharge	H	O
<b>Community Centers</b> - Municipal buildings - Assets, but High power users University Facilities - Boston Academy, Police, Fire	Highways Rec centers Parkson	Public University	V/S	- Sustainability of shelters - Power consumption				1. Standardizing interoperability of building and construction 2. Eviction standards	A	L
<b>Public Transportation</b> - lack Regular Service, Schools very limited - Bad Redirection Communications, Evacuation of students	Route 9	Public	V	- Evacuation & traffic - school - Absorbing Downtown - Sub side				1. Congestion Pricing 2. Over-ride/pick ups 3. Bus shelter 4. Personal school bag 5. Closure plans	L	O

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V = Vulnerability S = Strength					Drought	Flooding	Heat Waves	Intense Storms	Priority	Time
Features	Location	Ownership	V or S	Impacts					H-M-L	Short Long Ongoing
<b>Energy Supply</b>	Townwide	Both Municipal - gas Oil - Private	S/V	- greater demand of heat/cold - Fragmented - Outlets in energy supply - gas leaks				1. Plan for gathering power district 2. Reduce peak demands through provision of a battery storage 3. Transition to more renewable energy sources 4. Encourage energy efficiency: heat pump water heaters, passive house standards, energy efficient building guidelines, net-zero buildings	1. H 2. H 3. U 4. H 5. S	1. S 2. O 3. O 4. O/S
<b>Transportation (public, roads)</b>	Townwide	Public - State Private	V/S	- Eviction - tree blowdown - snow				5. IDing location of gas storage tanks & maintenance 6. Collaboration with other towns on increasing transport options 7. Expansion use of transportation to wellness visits (collaborate with other towns) 8. Develop emergency routes for maintenance (snow plow) 9. Complete streets	6. H 7. H 8. H 9. H	6. S 7. O 8. O 9. O
<b>Sewer / Drainage</b>	Regional Townwide	Town	V/S	- Stormwater infiltration - sewer line of pump - dam breaks				10. Carefree days / maintenance / water treatment 11. Education around sump pump drainage 12. Green Infrastructure Plan, wetland restoration 13. Reduce impervious surface (depressing pavements) - zoning, stormwater regulations 14. Develop drought management plan (water bans, etc) 15. Study on water vulnerability from stormwater infiltration 16. Feasibility Long-Term Dam (feasibility of green infrastructure) 17. Study on water vulnerability from stormwater infiltration 18. Feasibility Long-Term Dam (feasibility of green infrastructure) 19. Study on water vulnerability from stormwater infiltration 20. Study on water vulnerability from stormwater infiltration 21. Study on water vulnerability from stormwater infiltration	10. H 11. H 12. H 13. H 14. H 15. H 16. H 17. H 18. H 19. H 20. H 21. H	10. O 11. O 12. O 13. O 14. O 15. O 16. O 17. O 18. O 19. O 20. O 21. O
<b>Water system (dams, reservoir, wells, aquifers)</b>										
<b>Communication Systems (cell towers, telephone)</b>										

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Features	Location	Ownership	V or S	Impacts	Top Priority Hazards (tornado, floods, wildfire, hurricanes, earthquake, drought, sea level rise, heat wave, etc.)				Priority		Time
					Drought	Flooding	Heat Waves	Intense Storms	H-M-L	Short Long Ongoing	
<b>Infrastructural</b>											
Municipal Bldgs	Throughout	Public	S	Flooding: Town Hall 600+ spaces Branch libraries, town hall - multiple no guarantee of backup support (in remote bldg)	Parade the effective MUNI BLDGS	2. Establishing a risk related disaster tourist data/network 3. Ensure resilience of fiber optic network	recovery s/b for Identifying priority bldgs for backup generation	1. M 2. H 3. H	1. L 2. S/O 3. S		
RDF	Specific	Public	S	Surrounded by wetlands in flood plain - access is limited							
Water System (Upstream ecology reservoir system) township spans the town Most of the town - must support in winter	Throughout	Public	S	Very few private wells 2 Aquifers - G1 Cultivate waters emergency team Automated Metering, 15 wells Overhead infrastructure Impaired supply reserves water for AMI System - breaks	Investigate the willingness of the community to consider going beyond voluntary measures for Heat construction 5. Implement AMI	Heat related disaster		4. H	4. S		
Electrical System	Throughout	Public	S				7. Evaluate opportunities for renewable energy + power backup - storage 8. Educate Residents + find apps to support power outages	5. H 6. H 7. H	5. L 6. S 7. S		
S/O System	Throughout	Public/private	S/V	Designed to handle a 100 year storm Ave's 70 years old Culvert below Blg 9, incl		9. Appoint risk assess in positions, benchmarking + investigate grant apps		8. H	9. L		
COMMS. System	Throughout	Public + private	S/V	51 residents have check vs cellular devices IT is not the strength Regular assessments + upgrades	10. Work w/ MDOT to address Blg 9 culvert + provide S/O Maintenance		11. Feasibility study to expand town's fiber optic systems 12. Engage neighboring communities to create a network of data hubs	10. H	10. L/O 11. L 12. S 13. S		
Roadways	Throughout	Public/private	S/V	Steep roads can present a challenge Weathering roads are poorly done HUMAN ACCESSIBILITY			13. Offer town - Made 401				

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Partnering w/  
Private Orgs.

Features	Location	Ownership	V or S	Impacts	Top Priority Hazards (tornado, floods, wildfire, hurricanes, earthquake, drought, sea level rise, heat wave, etc.)				Priority		Time
					Drought	Flooding	Heat Waves	Intense Storms	H-M-L	Short Long Ongoing	
<b>Socio-Economic</b>											
Limited Tech	Town wide	-				1. Emergency Prep Campaign - ability to reach everyone (Emergency into district) 2. Leveraging COA, WA, schools, library, etc. common channels for unified comm. 3. Ensuring tech accessibility (mobile apps, visual impairment, those who email) 4. Utilizing low-tech comm strategies			1. H 2. H 3. H 4. H	1. S 2. S 3. S 4. S	
Those in Flood plain	Wellesley Center	Town Private	V	Flood vulnerability		5. Ensuring businesses/individuals have communicated evacuation plans 6. Create voluntary checklists that take 5 climate projections into account for developers 7. Advocate to state for climate consideration for HOBs			5. H 6. H 7. H	5. S 6. S 7. S	
Vulnerability to heat/Cold	Town-wide	-	V			8. Increasing available heating/cooling centers, staffing 9. Cooling shelter protocol (extended library hours, transportation, etc.) Citywide			8. H 9. H	8. S 9. S	
Limited English	Town-wide	-				10. Probed on translation for critical communications - partnering w/ Est program @ library, language program @ universities, Chinese school 11. Formalize town language policies across schools, bus, etc.			10. H 11. H	10. O 11. S	
Elderly / Isolated (medically vulnerable asthma)		-				12. Outreach to create more robust inventory of medically vulnerable 13. Call w/ medical resources of EMT, volunteers to check on high risk after emergency 14. Continue emergency prep, home safety, etc. Climate A workshops (COA) available language, localities			12. H 13. H 14. H	12. O 13. S 14. S	
Those w/ mental illnesses Mental Health		-				15. Keep communication about CE in perspective and solution-oriented 16. Comm session w/ wellness providers to reach out to patients around other sessions/strategies			15. H 16. H	15. O 16. O	
Businesses	Town wide	Private	S/V	loss of business loss of access for employees S: still able to supply food -> people coming from other towns		17. Outreach to businesses on backup power, emergency prep, mitigation strategies, heating/cooling, child care for employees			17. H	17. S	
Lower-income Students	Town wide	-		Food security, transportation		18. Continue + expand food waste/recovery efforts 19. Include access to food in emergency prep plans 20. Support access to public transportation, by the organizations, ones - advocate to transportation MBTA for pre-planned plans, support access to public transport			18. H 19. H 20. H	18. O 19. O 20. O	
						21. Planning for Middle School's transportation logistics during winter events - communication			21. H	21. S	

Community Resilience Building Risk Matrix					www.CommunityResilienceBuilding.org					
H-M-L priority for action over the Short or Long term (and Ongoing)					Top Priority Hazards (tornado, floods, wildfire, hurricanes, earthquake, drought, sea level rise, heat wave, etc.)					
V = Vulnerability S = Strength					Drought	Flooding	Heat Waves	Intense Storms	Priority	Time
Features	Location	Ownership	V or S	Impacts					H-M-L	Short Long Ongoing
Socio-Economic										
Chinese/ESL community			V/S	Emergency outreach issues Communication/Options	Use schools to distribute info.	Assess translation needs on papers/web	Connect w/ various sites on outreach		1: H 2: L 3: M	
Single Elderly on case			V	Temperature threats House bound (ac)	Connect w/ act	Expanding Cct Reach	Staffing Cct		4: H 5: H 6: M	
Fixed/Low income	Throughout or Housing Authority		V	Lack of transit Temperature threats		Improve walkability Subway etc	Caroling assistance program Wellness checks Caroling centers	Study transit options sidewalk closures	7: H 10: H 8: M 10: L 12: M	
Business Community			V/S	Continuity, emergency mobilization loss/Damage		Outreach to Chamber + merchant association			12: M	
Student Population			V/S	Mobility/Transit issues, mobilization	Create volunteer opportunity			Coordinate + walking connections to schools	13: M 14: H	
Religious Community			S	Access/Service Demand		Outreach to community			15: L	
Medically Vulnerable			V	Medical Changes						
Non-Partial/non resident Property Owners			V	Non-compliance						

Community Resilience Building Risk Matrix					www.CommunityResilienceBuilding.org					
H-M-L priority for action over the Short or Long term (and Ongoing)					Top Priority Hazards (tornado, floods, wildfire, hurricanes, earthquake, drought, sea level rise, heat wave, etc.)					
V = Vulnerability S = Strength					Drought	Flooding	Heat Waves	Intense Storms	Priority	Time
Features	Location	Ownership	V or S	Impacts					H-M-L	Short Long Ongoing
Socio-Economic										
Seniors	Throughout		V/S	ISOLATION FINANCIAL MOBILITY HEALTH FOOD ACCESSIBILITY	1. Create a Preparedness Kit 2. Provide resources of Council on Aging		3. Create a preparedness course w/ HS students + scouts	PROMOTE CERT	1: M 2: H 3: L 4: H 5: M	1: S 2: O 3: O 4: O 5: O
Commercial Business Areas	Throughout	private	S	HIGH ASSET USED TO HAVE MANY PLANNERS LOWER PRICES WILL HAVE IT - NEW DEVELOPMENT AN ART DISTRICT	5. Partner w/ Merchant Association to develop preparedness plan					
Commuters (includes college commuters)				Transportation network is used but not necessarily safe 30% of people work in town	6. Assess opportunities to promote more coordinated + coordinated drop-off systems between schools		7. Ensure commuters have safe access to get to their jobs inside or outside of walking with a focus on connected multi-modal systems.		6: M 7: H	6: S 7: L
Communications Systems	Throughout	Public			8. Ensure comms systems are redundant + resilient to address impacts				8: H	8: O
MUNICIPAL STAFF				90% do not live in town might be hard to get home Too expensive to live here	Support Refer to Housing Production Plan for subsidized Municipal housing				9: M	9: L
NEW HOUSING - MARCET + AFFORDABLE 40R - without Electric units near 2-3 hrs										
Food Insecure	districts + street team		V	Food pantry rely on volunteers can't get delivery of food Drought increases cost of food More people hungry for more food Mass Bay generating fuel for students right now		10. Increase food rescue program + develop food security plan			10: H	10: S
Public Health							11. Strengthen tree preservation bylaw + filliness and utility		11: H 12: H	11: O 12: L



Concerns	What can be done?	Action taken or willing to take
Traffic	Wetlands "management" needs to be done vs. a haul off thinking that currently exists Street by street, neighborhood by neighborhood inventory of stormwater issues beyond/behind/alongside of houses, not just at the sidestreets themselves, so as to begin to see clustered issues and how to address	Sump pump
Mosquitos Blocked evacuation routes	Fund education	Freach drain Clear street drain Create community members group to address sewer clearance, etc
Basement flooding	Reach residents	
Pollution spread via flood water or from overflowing storm drainage system	Install rain gardens and bioswales in the tree lawns between sidewalks and streets and in parking lots	Look into underground water storage in residential or institutional settings Enforce stricter codes about adding expanding buildings and roads
Destruction of property Flooding that prevents people from getting around--assessing necessary services	Stronger protection of wetlands Road flooding is particularly dangerous for road and shoulder bike lanes Address the soon-to-fail 1930s concrete culverts under many of Wellesley side streets	Rain barrels, etc for storage and slow release of water
Poor drainage		Limite footprint of new houses as a % of lot size We've installed sump pumps in our basement, two rain gardens in backyard, planted a green roof on our garage
Sewer overflow Inhibited travel, especially for emergency vehicles	Keep drains clear Increase sewer capacity Require new buildings to use permeable material in driveways	Flooding preserve trees and root system
Basement flooding Flooding of homes at bottom of hills and near watershed (example--I live at 27 Seaver surrounded by watershed on 3 sides and at bottom of hill. I want funds to build runoff protection)	Replace impermeable pavements Through housing codes, require permeable driveways	Explore porous pavement in flood areas
Flooding of Fuller Brook Stormwater management in many of Wellesleys 1920s/1030s/1940s ere neighborhoods relies on ditches and daylighted street drains that no longer can keep up with the intense storms we've expected. Flooding, stream bank erosion, soil saturation all ensue so that all of this exponentially increases in very short timelines	Regular drain/sewer clean up Identification of zones at risk of flooding and develop plans for remediation	Increase frequency and availability of public transit, reducing single-occupancy transit, reduce carbon emissions, thereby reducing climate change effects such as flooding Designin of property to capture all water: raingardens
Tree roots blocking drains		Zoning and construction should pay attention to new construction effects on surrounding areas--some construction has increased flooding for neighbors Wetland protection zoning --dragonfly protection to eat mosquitos
Death of animals/wildlife	Stricter wetland enforcement bylaws	Fewer impervious surfaces (decrease parking lots and more public transportation) Increase frequency and availability of public transit, reducing single-occupancy transit, reduce carbon emissions, thereby reducing climate change effects such as flooding
Contamination	Educate residents to maintain woodlands and not disrupt soil	Inceded trees and roots in landscapes to absorb water and keep soils from eroding
Loss of trees and habitat Mosquitos/EEE Loss of water Loss of soil and vegetation Danger on roads Flooded basements Flooding related to sewer access after storms or melting snow. How to be sure grates are clear? The permanent damage it creates (i.e. loss of houses, parks, historical buildings)	Stop using pesticides Flood sensors on smart poles Increase wetlands Better water storage and collection Better landscaping More natura-based landscape solutions Increase awareness thourgh programs like this Permeable pavement to reduce runoff	Plant Don't use pesticides
Does Charles River management upstream of Wellesley present a potential or future risks for flooding in Wellesley?	Bat protection and mosquito-eating birds shoule be protected and habitats preserved Require permeable pavement on new larger projects	



Concerns	What can be done?	Action taken or willing to take
Death of trees	Education on and access to diverse, hardy plants	Limit use of household water
Loss of vegetation	Protect existing tree canopy Prevent their removal during house sales or construction	Not watering lawn
Loss of water supply	Free yard "audits" to give advice to homeowners	Eat less beef
Damage to gardens	Enact regular water bans during summer months so people are habituated to reducing lawns & not relying on irrigation to preserve landscapes.	Adopt permeable pavement
Loss of habitat	Promote landscaping that is drought resistant, not lawns	Live in denser housing
Bad behavior in society		Stricter enforcement of waterig bans
Loss of food sources	Implement lawn watering bans Promote hardy plants	Stop unmetered water for outdoor use
Loss of crops/community gardens		Collect rain water
Drought-stricken areas force migration to livable areas, which has an economic impact.	Promote use of public transit and limit single occupancy vehicles to reduce emissions	Conserve household use
Bad sanitation	Collect rain water	Reduce lawn area
Loss of native plants	Smart planting with less water Increase biodiversity of plants and insects, but prioritize native species	Plant drought-resistant plants
	Educate the public on sustainable landscaping	Take public transit
	Advocate planting of ground cover that is not grass, which needs lots of water	Stop using pesticides
		No till agriculture
	Promote sustainable landscaping with local landscapers	
	Eliminate pesticides	
	Stop dumping	
	Eat less meat	



Concerns	What can be done?	Action taken or willing to take
Damage to native plants Disease health	Drought resistant landscaping that relies on native plants that don't require irrigation and provide habitat Incentives for heat pumps Educate people on tried and true ways to keep cool without air conditioning--awnings on windows, close shades during high heat and sunny times of day, use fans, plant shade trees	Improve public transit so fewer people drive single occupancy vehicles, reducing carbon-emissions and therefore reducing climate effects such as heat waves Ceiling fans
Insects (ticks, mosquitoes)	Require planting of replacement trees when trees are removed	Educate people at risk (parents with young kids/elderly people) on how to protect themselves
Invasive species that damage trees		Tree placement to reduce solar warming
Vicious cycle of AC/increased GHGs Impact on elderly and sick	Ban mass felling of trees by homeowners and developers Teach public need for shade trees-->less need for AC Teach school about all environmental needs--kids talk to parents	Moved to a building with AC combined housing Electric car
Housing units without A/C	Waive architecture require for heat pumps and provide incentives for heat pumps. Like lower the price, buy in volume	Moderate use of AC in house
Vulnerable populations	Heat pump incentives from the MLP are very small compared to MassSave: \$300 compared to \$4000	Move North
Increase in carbon emitting AC Impact on vulnerable populations: seniors, ill, disabled	Stronger protection of trees in building/development Encourage connections between neighbors to provide support during extreme weather events No idling of cars	Triple glazed windows Heat pump
Effects on wildlife, native plants, trees EEE		Live with less air conditioning Keep my trees We have a drought resistant landscape, all bedrooms and kitchen have ceiling fans and we hang out in our cool basement in the summer Better system of cooling. Geothermal in microgrid (using natural gas conduits)
Tick-borne diseases	Reflective roofs	Teach people how to live comfortably without AC--fans open windows at night, good insulation, etc.--at least during times when there is not a deadly heat wave
Health hazards Elevated nighttime temperatures are particularly dangerous (best prediction for heat-related mortality) Commuter rail shuts down when tracks are hot	Buildings designed to reduce heat and increase shade Bike commute routes that are separated from traffic and shaded Talk, talk, talk	Heat pump
Power loss, no AC, death Care for elderly, children, disabled Power outages Disease Increased carbon footprint Excessive use of air conditioning Peak energy issue (more emissions, more money)	Reduce carbon footprint with solar on roofs, electrification, roof fans, heat pumps Shade trees all over Stop cutting down trees Don't build more than you need Don't buy more stuff than you need Tree canopy Fund education Reach residents Incent residents to learn	Reduce energy usage Whole house fans



Concerns	What can be done?	Action taken or willing to take
Lack of communication	Reduce "mowing" of public space to increase stormwater capacity	Increase public transit to reduce single occupancy vehicles, therefore reducing climate impact
Downed trees	Gambion baskets to retain water	Denser housing, which promotes more supportive communities in times of need
Economic impact	Bioswales	Install solar panels on houses
Damage to homes, schools and power supply	Drought tolerant + native landscape	Trim trees near houses
Lack of hurricane evacuation and recovery planning	Education of kids, teens	Establish regional or town level micro-grids.
Higher water table with saturated soil, leading to loss of tree canopy	Coordinate with town garden clubs and civic groups to plant adaptive species that can manage water	Establish solar panels & batteries on private houses
Trees are spread out, not clustered, leading to reduced resilience to climate	Town communication re: resources/actions for home flooding	Reduce energy demand
Understory trees no longer adapted to new climate	Reverse 911 calls to alert people of hazards and actions	Solar hot water/stored water
Being cold due to power outages	Identify evacuation routes & place signage	Plan ahead for food, water, supplies
Unclear evacuation routes	Checklist of actions + supplies to boost preparation	Public education to encourage food/supplies for several days
Loss of trees	Combine water management infrastructure with parks/greenspace	Explore solar heating
Loss of resources	Establish post-hurricane recovery protocols	Electric cars
Vulnerability of seniors & disabled in a storm event	Conduct tree inspections to prevent catastrophic damage	Tree trimming
Impact on communications	Strategically plant shade + understory trees adaptable to climate change and storms.	Prioritize trees that do well in high winds
Power line issues	Establish solar battery and backup	Check on vulnerable people, such as the sick or elderly
Develop microgrids for electricity for storm resilience	Create safe stored water solutions	Create work-from-home systems for local government.
Water tablerising	Text alerts	Emergency transportation for low-income populations
Downed powerlines	Establish shelter plan in case of hurricane	
Rt 9 flooding	Place power lines underground	
Local flooding	Cluster woodland to increase resilience	
Travel impacts	Establish backup power generation	
Destruction of property	Training sessions for community to stay safe	
Streambank erosion	Fund education	
Water supply contamination from runoff	Smart poles with sensors to collect live emergency data	
Centennial Park's Bezanson's Pond ineffective due to watershed-to-pond ratio	Improve commuter rail reliability	
	Better public transportation	
	Battery wall for town backup (see: Green Mountain Power)	
	Bury power lines	
	Engage the trails committee to review all the known trails they've catalogued for existence of unintentionally created sluiceways. There is a big one on the southside of Magus Hill.	
	Expand the size of Bezanson's Pond	





**The Commonwealth of Massachusetts**  
William Francis Galvin, Secretary of the Commonwealth  
Public Records Division

Rebecca S. Murray  
Supervisor of Records

February 14, 2020  
SPR20/0259

Meghan C. Jop  
Town of Wellesley, Town Hall  
525 Washington Street  
Wellesley, MA 02482

Dear Ms. Jop:

I have received your petition on behalf of the Town of Wellesley (Town) seeking permission to charge \$33.85 per hour in responding to a request made by Ronald Alexander. G. L. c. 66, § 10(c), (d)(iv). As required by law, the Town furnished a copy of their petition to the requestor. *Id.* On February 4, 2020, Mr. Alexander requested "all email Sent or Received by Board of Selectmen member Thomas Ulfelder since the start of his term(s) as a Board of Selectmen member."

***Petitions to assess fees***

The Supervisor of Records (Supervisor) may approve a petition from a municipality to charge for time spent segregating or redacting or to charge in excess of \$25 per hour, if the Supervisor determines that 1) the request is for a commercial purpose or 2) the fee represents an actual and good faith representation by the agency to comply with the request. G. L. c. 66, § 10(d)(iv).

In rendering such a decision, the Supervisor is required to consider the following: a) the public interest served by limiting the cost of public access to the records; b) the financial ability of the requestor to pay the additional or increased fees; and c) any other relevant extenuating circumstances. G. L. c. 66, § 10(d)(iv).

The statute sets out a two-prong test for determining whether the Supervisor may approve a municipality's petition to allow the municipality to charge for time spent segregating or redacting records or to charge in excess of \$25 an hour for the provision of public records. The first prong is whether the request for records was made for a commercial purpose. G. L. c. 66, § 10(d)(iv). It is my determination that the request is not for a commercial purpose. The second prong of the test is whether the fee represents an actual and good faith representation by the municipality to comply with the request. The Supervisor must consider 1) if the fee is necessary

such that the request could not have been prudently completed without the redaction or segregation or fee in excess of \$25 per hour; 2) the amount of the fee is reasonable; and 3) the fee is not designed to limit, deter or prevent access to requested public records. Id.

### ***Fee Estimates***

A municipality may assess a reasonable fee for the production of a public record except those records that are freely available for public inspection. G. L. c. 66, § 10(d). The fees must reflect the actual cost of complying with a particular request. Id. A maximum fee of five cents (\$.05) per page may be assessed for a black and white single or double-sided photocopy of a public record. G. L. c. 66, § 10(d)(i).

Municipalities may not assess a fee for the first two hours of employee time to search for, compile, segregate, redact or reproduce the record or records requested unless the municipality has 20,000 people or less. G. L. c. 66, § 10(d)(iii). Where appropriate, municipalities may include as part of the fee an hourly rate equal to or less than the hourly rate attributed to the lowest paid employee who has the necessary skill required to search for, compile, segregate, redact or reproduce a record requested, but the fee shall not be more than \$25 per hour. Id. However, municipalities may charge more than \$25 per hour if such rate is approved by the Supervisor of Records under a petition under G. L. c. 66, § 10(d)(iv).

A fee shall not be assessed for time spent segregating or redacting records unless such segregation or redaction is required by law or approved by the Supervisor of Records under a petition under G. L. c. 66, § 10(d)(iv). See G. L. c. 66, § 10(d)(iii); 950 C.M.R. 32.06(4). Petitions relating to fees must be submitted to the Supervisor within ten business days after receipt of a request for public records. 950 C.M.R. 32.06(4)(g).

### ***Current Petition***

In its petition to this office dated February 11, 2020 the Town states, "I am writing to petition for a waiver of statutory limits on fees for responding to a public records request. I request authorization to charge, at a rate of \$33.85 per hour to: (1) segregate and redact emails and (2) prepare a log of any emails withheld on the basis of attorney-client privilege..." The Town "estimates that this review will take approximately 5.5 hours to complete." The Town "has determined that there are 110 emails that contain the word 'Ronald Alexander,' or 'Ron Alexander.'"

The Town cites Exemption (c) explaining "Mr. Ulfelder may discuss how a particular employee handles or responds to one of Mr. Alexander's public records requests in an email communication." Further, "Mr. Ulfelder may communicate about highly private issues..." The Town cites Exemption (d) claiming, "it is possible that the potentially responsive records could contain information pertaining to on-going deliberations that if released could taint the deliberative process." In addition, the Town claims attorney-client privilege explaining that Mr.

Alexander “has also filed a citizen’s petition for consideration at this year’s annual Town Meeting. It is possible that Mr. Ulfelder communicated with Town Counsel on these matters.”

The Town notes that for all emails “implicating the Attorney-Client privilege, I am the lowest paid employee capable of performing this review because I am the only employee with the authority to review these emails and with the necessary knowledge of the Public Records Law. I am paid \$109.89 per hour.” However, the Town “only seeks permission to charge \$33.85 per hour, which is the hourly rate of Cathryn Meagher, Executive Assistant to the Executive Director of General Government Services.”

Further, the Town identifies that they are “extremely familiar redacting records of this type and estimate that it will take approximately 3 minutes, on average, to review and as necessary, redact each responsive record. Thus, with 110 potentially responsive records, it will take 5.5 hours to segregate and redact the records.... The increase in the fee from \$25 per hour to \$33.85 per hour is not only modest but is far less than the Town will actually incur in responding to the request.” The Town argues that it is “only fair to the citizens of Wellesley that the Town be allowed to recoup at least some of its costs in responding to this request.”

Given these records may contain confidential information exempt under the attorney-client privilege, and Exemptions (c) and (d) under the Massachusetts Public Records Law, I find the Town has met its burden to explain how the request could not prudently be completed without redaction or segregation or by assessing a fee in excess of \$25.00 per hour. See G. L. c. 66, § 10(d)(iv). Further, I find the Town has established how it may assess a fee for the time spent to segregate and redact these requested records at \$33.85 per hour.

### ***Conclusion***

For the reasons described above, the Town may assess a fee for the time spent to segregate and redact these requested records at a rate not exceeding \$33.85 per hour.

Please note, the requestor has the right to seek judicial review of this decision by commencing a civil action in the appropriate superior court. See G. L. c. 66, § 10(d)(iv)(4), 10A(c).

Sincerely,



Rebecca S. Murray  
Supervisor of Records

cc: Ronald Alexander





**The Commonwealth of Massachusetts**  
William Francis Galvin, Secretary of the Commonwealth  
Public Records Division

Rebecca S. Murray  
Supervisor of Records

February 18, 2020  
SPR20/0287

Meghan C. Jop  
Town of Wellesley, Town Hall  
525 Washington Street  
Wellesley, MA 02482

Dear Ms. Jop:

I have received your petition on behalf of the Town of Wellesley (Town) seeking permission to charge \$33.85 per hour in responding to a request made by Ronald Alexander. G. L. c. 66, § 10(c), (d)(iv). As required by law, the Town furnished a copy of its petition to the requestor. *Id.* On February 10, 2020, Mr. Alexander requested "all email Sent or Received by Board of Selectmen member Marjorie Freiman since the start of her term(s) as a Board of Selectmen member that references myself, Ron (Ronald) Alexander, in any way."

***Petitions to assess fees***

The Supervisor of Records (Supervisor) may approve a petition from an agency to charge for time spent segregating or redacting or to charge in excess of \$25 per hour, if the Supervisor determines that 1) the request is for a commercial purpose or 2) the fee represents an actual and good faith representation by the agency to comply with the request. G. L. c. 66, § 10(d)(iv).

In rendering such a decision, the Supervisor is required to consider the following: a) the public interest served by limiting the cost of public access to the records; b) the financial ability of the requestor to pay the additional or increased fees; and c) any other relevant extenuating circumstances. G. L. c. 66, § 10(d)(iv).

The statute sets out a two-prong test for determining whether the Supervisor may approve a municipality's petition to allow the municipality to charge for time spent segregating or redacting records or to charge in excess of \$25 an hour for the provision of public records. The first prong is whether the request for records was made for a commercial purpose. G. L. c. 66, § 10(d)(iv). It is my determination that the request is not for a commercial purpose. The second prong of the test is whether the fee represents an actual and good faith representation by the municipality to comply with the request. The Supervisor must consider 1) if the fee is necessary such that the request could not have been prudently completed without the redaction or

segregation or fee in excess of \$25 per hour; 2) the amount of the fee is reasonable; and 3) the fee is not designed to limit, deter or prevent access to requested public records. Id.

### ***Fee Estimates***

A municipality may assess a reasonable fee for the production of a public record except those records that are freely available for public inspection. G. L. c. 66, § 10(d). The fees must reflect the actual cost of complying with a particular request. Id. A maximum fee of five cents (\$.05) per page may be assessed for a black and white single or double-sided photocopy of a public record. G. L. c. 66, § 10(d)(i).

Municipalities may not assess a fee for the first two hours of employee time to search for, compile, segregate, redact or reproduce the record or records requested unless the municipality has 20,000 people or less. G. L. c. 66, § 10(d)(iii). Where appropriate, municipalities may include as part of the fee an hourly rate equal to or less than the hourly rate attributed to the lowest paid employee who has the necessary skill required to search for, compile, segregate, redact or reproduce a record requested, but the fee shall not be more than \$25 per hour. Id. However, municipalities may charge more than \$25 per hour if such rate is approved by the Supervisor of Records under a petition under G. L. c. 66, § 10(d)(iv).

A fee shall not be assessed for time spent segregating or redacting records unless such segregation or redaction is required by law or approved by the Supervisor of Records under a petition under G. L. c. 66, § 10(d)(iv). See G. L. c. 66, § 10(d)(iii); 950 C.M.R. 32.06(4). Petitions relating to fees must be submitted to the Supervisor within ten business days after receipt of a request for public records. 950 C.M.R. 32.06(4)(g).

### ***Current Petition***

In its petition to this office dated February 13, 2020 the Town states, "I am writing to petition for a waiver of statutory limits on fees for responding to a public records request... I request authorization to charge, at a rate of \$33.85 per hour, to (1) segregate and redact emails and (2) prepare a log of any emails withheld on the basis of attorney-client privilege..." The Town "estimate[s] that this review will take approximately 9.3 hours to complete." The Town "has determined that there are approximately 187 emails" that reference Mr. Alexander.

The Town cites Exemption (c) explaining "Ms. Freiman may discuss how a particular employee handles or responds to one of Mr. Alexander's public records requests in an email communication." Further, "Ms. Freiman may communicate about highly private issues..." The Town cites Exemption (d) claiming, "it is possible that the potentially responsive records could contain information pertaining to on-going deliberations that if released could taint the deliberative process." In addition, the Town claims attorney-client privilege explaining that Mr. Alexander "has also filed a citizen's petition for consideration at this year's annual Town Meeting. It is possible that Ms. Freiman communicated with Town Counsel on these matters."

The Town notes that for all emails “implicating the Attorney-Client privilege, I am the lowest paid employee capable of performing this review because I am the only employee with the authority to review these emails and with the necessary knowledge of the Public Records Law. I am paid \$109.89 per hour.” However, the Town “only seeks permission to charge \$33.85 per hour, which is the hourly rate of Cathryn Meagher, Executive Assistant to the Executive Director of General Government Services.”

Given these records may contain confidential information exempt under the attorney-client privilege, and Exemptions (c) and (d) under the Massachusetts Public Records Law, I find the Town has met its burden to explain how the request could not prudently be completed without redaction or segregation or by assessing a fee in excess of \$25.00 per hour. See G. L. c. 66, § 10(d)(iv). Further, I find the Town has established how it may assess a fee for the time spent to segregate and redact these requested records at \$33.85 per hour.

***Conclusion***

For the reasons described above, the Town may assess a fee for the time spent to segregate and redact these requested records at a rate no higher than \$33.85 per hour.

Please note, the requestor has the right to seek judicial review of this decision by commencing a civil action in the appropriate superior court. See G. L. c. 66, § 10(d)(iv)(4), 10A(c).

Sincerely,



Rebecca S. Murray  
Supervisor of Records

cc: Ronald Alexander





# Greater Boston Labor Council

United unions for stronger communities. **AFL-CIO**

8 Beacon Street, 5th Floor • Boston, MA 02108 • Tel: (617) 723-2370 • Fax: (617) 723-2480 • [www.gbclc.com](http://www.gbclc.com)



**RICHARD M. ROGERS**  
Executive Secretary-Treasurer

**LOUIS A. MANDARINI, JR.**  
President

**DARLENE LOMBOS**  
Vice-President

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Marcus Taylor  
Al Vega

## AUDITORS

Janelle Quarles  
Ivelisse Santos-Rodriguez  
Tom Ward

February 17, 2020

Dear Local Elected Official,

On behalf of the Greater Boston Labor Council, I am writing to express my deep concern about a municipal ordinance regarding new development projects that is making its way throughout Massachusetts. Specifically, the ordinance seeks to prohibit the use of natural gas in new construction as a way to address the climate crisis, but unfortunately it does not advance what I understand to be our shared values of equity, diversity and inclusion. Banning fossils without a comprehensive alternative energy strategy will have disproportionate negative impacts on poor and working-class communities and communities of color.

The Greater Boston Labor Council (GBLC) is an umbrella organization of local unions representing nearly 100,000 workers and their families throughout the Greater Boston area. Our sister organization Community Labor United convenes the Green Justice Coalition (GJC), a united front of grassroots organizations, environmental groups, and labor unions who for over 10 years have won policies that move Massachusetts towards a sustainable, equitable, and clean energy economy. This means making sure that equity, diversity, and inclusion are at the center of policies that GJC promotes by supporting the leadership of frontline communities of color and workers whose livelihoods and communities are most affected.

We applaud the determination of local elected leadership in taking assertive action on the climate crisis, which of course represents an existential threat to all our cities and towns. However, environmental policy is also economic policy. Workers and the communities we live in are key to developing long-lasting solutions that will unite us in addressing the disparities in our current economic system as we also transform energy and development policies that hasten climate catastrophe. Given the failures of federal leadership on all these questions, we need – now more than ever – for local elected officials to build bridges that can produce a triple win: for frontline communities of color, affected workers, and the natural systems on which all life depends.

We encourage you to build on a successful track record of community/labor action on climate and the economy here in Massachusetts. In 2008, community leaders of color in Chelsea and Boston's Chinatown worked with construction trade unions through the Green Justice Coalition (GJC) to transform statewide residential weatherization programs that resulted in a triple win for Massachusetts's working class households--saving \$59 million in fuel costs, increasing pay for weatherization workers by \$42 million, and reducing 84,000 pounds of greenhouse gas emissions in the state. Another GJC campaign brought together Amalgamated Transit Union locals and transit rider advocacy groups from across the state and helped to secure \$2.5 billion in state funding for public transit,

won a 5% cap on fare increases, lowered fares for the elderly and disabled, and won a guaranteed a voting seat on each of the 16 regional transit boards.

These are the kinds of initiatives that are rooted in the lived experiences of people most affected by the extractive economy and are the kinds of solutions that show a commitment to diversity, equity and inclusion. By contrast, the municipal legislation regarding the prohibition of natural gas infrastructure in new buildings do not consider the residents and workers who would be directly and negatively affected. However well-intentioned, these types of proposals are short-sighted, divide communities along race and class lines, and limit our opportunities to address the climate crisis while also advancing social, economic and racial justice.

The GBLC urges elected officials to adopt an alternative framework for advancing both climate and economic justice that follows and amplifies the existing leadership in frontline communities of color and affected workers. We specifically call on our municipal leadership to:

- Advocate for a more robust and comprehensive public transit system that is safe, affordable, reliable, and accessible for all residents in the Commonwealth. Public transit is a lifeline for working class communities and investing in public transit infrastructure helps stabilize and sustain the local economy. The transportation sector is the largest emitter of GHGs in Massachusetts, and communities that invest in public transit reduces the nation's carbon emissions by 37 million metric tons annually.
- Promote greater energy efficiency in existing commercial and residential buildings both public and private, which account for more than 40% of GHGs in Massachusetts. Greater investment in weatherization programs when done with an equity, diversity, and inclusion framework can result in significant reductions in GHG emissions, increase job access and standards, and lower fuel costs for Massachusetts residents.
- Push for safer gas infrastructure – increasing oversight, reducing leaks, and building up the number of inspectors and trained employees. With methane being significantly more potent than carbon dioxide at trapping heat in the atmosphere over a shorter period, greater investment in repairing gas leaks should be a high priority in dealing with the climate crisis, while ensuring job standards and community safety are at the center of these efforts.

In these and other approaches to sustainable economic development, the GBLC challenges the business associations that are clearly driven by profits and benefit from an unsustainable and disastrous *status quo*. Our position is that corporations must be held accountable to pay their fair share to address the climate crisis, and elected officials who believe in people over profit must work to advance policies rooted in equity, diversity, and inclusion.

We hope that you will support our efforts to advocate for policies that confront the climate crisis, build a public energy infrastructure that promotes community wealth and health, and ensure a triple win for frontline communities of color, affected workers and the natural environment.

We welcome the opportunity for partnership and look forward to meeting with all of you to continue this dialogue. Please do not hesitate to contact me if you should have any questions.

Sincerely,



Darlene Lombos  
Executive-Secretary Treasurer  
Greater Boston Labor Council

# Wellesley Animal Control Monthly Report

## January 2020

Jan. 6 I spoke to the Friendship Circle at the Warren bldg. The seniors meet for a lunch and have a speaker or activity on Mondays. It brings them together for socialization. I talked to them about all the types of animals that animal control officers get calls for. I talked about both domestic pets and wildlife around Wellesley. (see email note)

Jan 8 I participated in the Animal Control Officers Asso. Of Mass. conference call as we were finalizing this year's academy and future board meetings.

I received notice from Mass. Dept. Agricultural Resources that I have completed required continuing education credits each year. (See attached)

### Breakdown of enforcement

- 85 Warnings (26 unvaccinated, 59 unlicensed)
- 17 Citations (12 unvaccinated, 0 unlicensed)
- 10 Follow up letters unpaid fines
- 0 Request for Court hearings

After no response to follow up letters on unpaid fines I send the information to court to request hearings.

A volunteer continues to take photos of stray pets and post them on social media. This helps to keep in mind that owners of lost pets should report lost pets to Animal Control, thus helping us get more returned to the owners. A student also posts adoptable pets on petfinder.com and uploads video of each pet that is available for adoption.

I update town animal control web site to alert citizens or current issues about pets and wildlife around town. When winter arrives and the leaves are off trees there is always an increase of sightings of coyotes and other wildlife passing through yards.

1/21/2020 *The Wellesley Townsman* published an article regarding the domestic ducks/geese at the town duck pond by Town Hall. It was a chance to educate the public on a little history of the waterfowl at the pond. I also had them include information on what and how we feed only the domestic waterfowl. (see attached)

ON my own time

I meet with High School Girl Scout working toward her silver badge. She was looking for ideas for a project that would help animals.

1/12 I spoke to 3<sup>rd</sup> grade Girl Scouts who were working on their pet badge.

1/13 I attended the World of Wellesley board meeting.

1/20 I help out with set up and clean up for the World of Wellesley's MLK breakfast held at Wellesley College.(see agenda attached)

I continue working with Linkup Education Network and coordinate their SafePeopleSafePets program..

I continue to help set up weekly trainings for Search and Rescue ground searchers and k-9 handlers. I also attended, on 1/15/2020, the MA SAR training working group meeting at the MA State Police barracks in Milbury, MA.

JAN. 2020

Month of:

40 Total incidents investigated

Off Duty calls 9  
Police Responded 6

12 Loose/Uncontrolled  
3 Bite  
1 Bark  
16 Wild  
4 Cat  
4 Other

6 Loose/Uncontrolled  
1 Bite  
1 Bark  
2 Wild  
    Cat  
    Other

Report filed/Assistance given 6  
Gone on arrival/Quiet 3

102 Total actions taken

85 Warning

9 Loose  
50 Unlicensed  
26 Unvaccinated

5 \$50.00 Loose  
    \$25.00 Unlicensed  
12 \$50.00 unvaccinated

23 Total Animals Picked Up

Dog	Cat	Domestic	Wild
_____	_____	_____	_____
_____	_____	_____	<u>3</u>
<u>4</u>	_____	_____	_____
<u>3</u>	<u>1</u>	_____	_____
_____	_____	_____	<u>12</u>
<u>7</u>	_____	_____	_____
_____	_____	_____	_____
_____	<u>1</u>	_____	_____
_____	_____	_____	<u>3</u>
_____	_____	_____	<u>12</u>
_____	_____	_____	_____

On Hand Begining

Hospital

Truck

Station

Dead on arrival

\*\*\*\*\*

Returned to owner/wildlife released

Adopted

Transferred to humane Shelter

Euthanized

Deceased-unclaimed

On hand end

Wellesley Animal Control Monthly Report

Number of calls received daily: JAN. 2020

1. _____	7. <u>1</u>	13. _____	19. _____	25. _____
2. _____	8. <u>5</u>	14. <u>17</u>	20. _____	26. _____
3. _____	9. <u>5</u>	15. <u>11</u>	21. <u>11</u>	27. <u>9</u>
4. _____	10. <u>8</u>	16. <u>10</u>	22. <u>4</u>	28. <u>4</u>
5. _____	11. _____	17. <u>5</u>	23. <u>3</u>	29. _____
6. <u>26</u>	12. _____	18. _____	24. <u>5</u>	30. _____
				31. _____

Average calls per day: 8-9

Total Calls this year: 1113

Type of Calls

- 8 Lost/Found Dogs
- 15 Lost/Found Cats
- 8 Cat nuisance
- 4 Cat rabies vaccination
- 11 Dog rabies vaccination
- 11 Licensing
- 16 Wildlife
- 9 Dead animal
- 3 Adoptions
- 28 Other

Anonymous 25

Violation calls

- 9 Loose/uncontrolled
- \_\_\_\_\_ Bite
- 2 Bark
- \_\_\_\_\_ Other

Total Violation calls this year: 93

**Re: Friendship circle at Warren Building from 12 - 2**

Alison Bedenkop <abedenkop@yahoo.com>

Mon 1/6/2020 7:07 PM

To: Webb, Sue <swebb@wellesleyma.gov>

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

Hi Sue,

Thank you so much for coming to Friendship Circle today! Your presentation was so interesting and engaging, we really appreciate your spending the time with us.

Thank you!!  
Alison

On Sunday, January 5, 2020, 04:50:04 PM EST, Alison Bedenkop <abedenkop@yahoo.com> wrote:

Hi Sue,

Happy New Year! I am writing to confirm your visit to the Friendship Circle tomorrow (Jan 6th). Typically you would have the first hour from around 12 - 1, and then the ladies would eat lunch from 1-2 (we could switch this if it works better for you). We would love it if you could stay for lunch too!

If anything comes up, please call me on my cell: 867-544-6093.

Thank you!  
Alison

On Monday, October 28, 2019, 11:03:07 AM EDT, Webb, Sue <swebb@wellesleyma.gov> wrote:

I put you into my calendar for Mon Jan. 6 Noon - 2 pm at the Warren bldg.

Sue Webb  
Animal Control Officer, Wellesley Police Dept.  
485 Washington Street  
Wellesley, MA 02482  
781-235-8460

When responding be advised the Town of Wellesley and the Office of the Secretary of State have determined that E-mail could be considered a public record. ~ Think Green... please don't print this e-mail unless it's absolutely necessary. This e-mail may contain **FOR OFFICIAL USE ONLY** and/or confidential information. This E-mail, including any attachments, is covered by the Electronic Communications Privacy Act, 18 USC 2510-2521. This communication is confidential and may be legally privileged. If you are not the intended recipient, you are hereby notified that any retention, dissemination, distribution, or copying of this communication is strictly prohibited and may be unlawful. Please reply to the sender that you have received the message in error and then delete the message and any attachments.

THE COMMONWEALTH OF MASSACHUSETTS  
EXECUTIVE OFFICE OF ENERGY AND ENVIRONMENTAL AFFAIRS



Department of Agricultural Resources

251 Causeway Street, Suite 500, Boston, MA 02114  
617-626-1700 fax: 617-626-1850 www.mass.gov/agr



CHARLES D. BAKER  
Governor

KARYN E. POLITO  
Lt. Governor

KATHLEEN A. THEOHARIDES  
Secretary

JOHN LEBEAUX  
Commissioner

1/24/2020

Dear ACO Sue Webb,

Thank you for participating in the Massachusetts Animal Fund Animal Control Officer Training Program.

Regardless of previous training, all Animal Control Officers (ACOs) employed by a municipality in the Commonwealth of Massachusetts must complete training in compliance with Section 51 of Chapter 193 of the Acts of 2012. All ACOs must complete the Core Competencies Training (16 education credits), and may select any combination of instructor-led, or online courses to complete a total of 30 credits in their first training year.

All animal control officers are eligible for exemption from the remaining fourteen (14) credit hours of continuing education in the first year if they completed a comprehensive course with the Animal Control Officers Association of Massachusetts (ACOAM), the National Animal Care & Control Association (NACA), or the New England Animal Control/Humane Academy (NEACHA). If you have taken a course with one of the above-mentioned organizations at some point in your career and have not submitted a copy of your certification, please email it to [sheri.gustafson@mass.gov](mailto:sheri.gustafson@mass.gov).

Upon completing the first training cycle, animal control officers are required to take eight credit hours of continuing education (CE) through any combination of in-person or online trainings offered by or approved by the Massachusetts Animal Fund during each calendar year.

In 2016, you completed the Core Competencies Training and were awarded 16 education credits.

Below is a list of all education credits awarded:

Last Name	Core Training Completed	Exempt Status Year One	2016 CE	2017 CE	2018 CE	2019 CE	2020 CE
Webb	2016	Exempt	40	24.5	25	18	8
Class Title					Credits Awarded	Year Taken	
Wildlife Training Day					8	2016	
MDAR Inspector Meeting					2	2016	
ARL Tethering Law					4	2017	
NACA Conference Classes					15.5	2017	
ACOAM 2017 Day of Training					5	2017	
HSUS:Animal Abuse Investigations					7	2018	
NEFED: 2018 conference					12	2018	
ACOAM 2018 Day of Training					6	2018	
MAC: Pets in Hot Cars					3	2019	
MDAR AI Meeting					3	2019	

ACOAM 2019 Day of Training	6	2019
MSPCA Search and Seizure	6	2019
RDPC: AWR 328 All Hazards Preparedness for Animals in Disasters	8	2019

**Congratulations, you have completed all required training through December 31, 2020.**

If you have completed training courses that are not listed in the above chart, fill out the enclosed Request for CE Form for each class attended and we will adjust your record accordingly. Please note, CEUs awarded backfill credits needed, so they are not always reflected in the year the class was taken.

You can find a complete list of preapproved course on our website at [www.mass.gov/info-details/aco-training-courses](http://www.mass.gov/info-details/aco-training-courses)

Please contact us if you have any questions.

We thank you for your dedication to the care and control of animals in your municipality.

Sincerely,



Sheri Gustafson  
 Massachusetts Animal Fund Program Coordinator  
[sheri.gustafson@mass.gov](mailto:sheri.gustafson@mass.gov)  
 617-626-1740

# The case of the missing ducks

## Why did the population of the Wellesley Town Hall pond drop?

By Cathy Brauner  
cbranner@wickedlocal.com

At one time, the Wellesley duck pond was Times Square for the town's bird population. Located on Town Hall land across Washington Street from the main library, the pond attracted both human and feathered tourists. Often families would bring bread and other food for the wild birds, a definite no-no from the town's perspective.

But this past Friday afternoon, a bitterly cold day, only eight white geese and one duck huddled together in the pond. So what happened to the many birds that live on in the memory of generations of children who visited the pond with classmates or families?

Sue Webb, Wellesley's animal control officer (ACO), said originally, ducks and geese were dropped off at the pond after Easter.

"With new laws about the sale of them just before Easter, we don't have that issue any more," said Webb.

Today, there are four big white geese, domestic birds left over from generations of pond residents. Then there are four smaller white mixed-breed geese that are a cross from a time when an injured Canada goose stayed with the white geese. Sadly, Webb said, "She eventually was eaten by a coyote. I look for nests each year so the population doesn't go up but missed that one nest about four years ago." Finally, there's one Peking/mallard mix duck.

The Natural Resources Commission buys the corn for the domestic birds, which is fed to them by Webb and volunteers. "They don't eat much in the summer as they are grazers, like cows. They roam the lawns around Town Hall and from the post office to the police station. As long as there is green showing they will be grazing. They really need the corn when the snow comes. We also put the corn in a little tray or trough so when they finish we pick it up. That way there is none left on the ground for rodents and we no longer have a rat problem like there was when people were throwing all kinds of stuff on the ground, the majority which was not healthy for the geese and ducks.

**No free treats** "We do not feed the wild ducks - the brown female mallards, the green headed male mallards or the Canada geese," according to the town website. "They need to keep their wildness by foraging for natural foods. They

See DUCKS. A\*

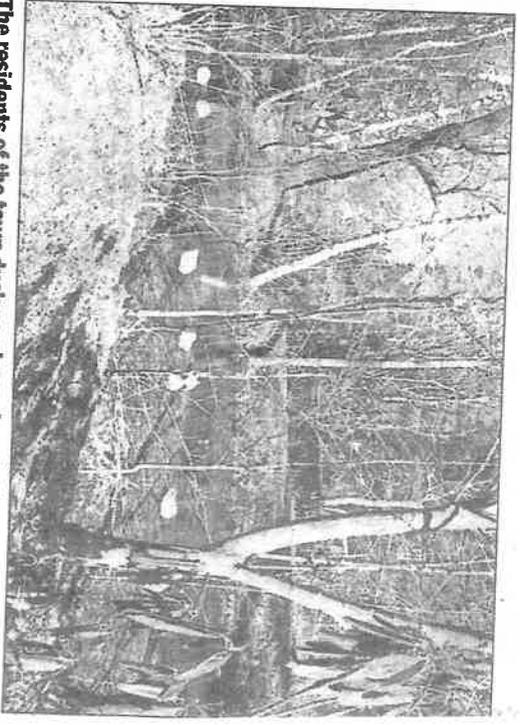
## DUCKS

From Page A4

need to teach their young how to survive and if we feed them they will lose their ability to find food naturally. Also, if we start feeding the wild ducks and geese they will bring more and more relatives to the pond, which would make it unhealthy for both the animals living there and the people visiting."

The lone mallard cross is the last of the domestic ducks, Webb said. "He was dumped there by someone who probably didn't know what to do with it over the winter. He has been there for a few years now. "The rest died of old age, or were killed by predators or hit by cars. (At one time, people would call and report that the birds were outside the fence. But in fact, the fence was there to keep kids from getting too close to the dam.)

The domestic birds can't fly, Webb said. "Humans bred them to be fat and (have) small wings to keep them on the farm. But when chased by a dog or scared they pick up enough to fly a



The residents of the town duck pond are almost all geese these days. [WICKED LOCAL STAFF PHOTO/CATHY BRAUNER]

would drop in for meals. "It was very unhealthy for birds and people," not to mention the pond itself, Webb said.

More than 10 years ago, most of the birds were moved to two different farms that had the space for them. Three to four years ago, someone left a pair of Pilgrim geese by Longfellow Pond and Webb transferred them to an animal control officer who has a farm.

Interested in being a feeding volunteer? To learn how, email Animal Control or call 781-235-8460.



**Twentieth Annual  
World of Wellesley  
DR. MARTIN LUTHER KING, JR. BREAKFAST  
Monday, January 20, 2020  
Alumnae Hall  
Wellesley College  
8:00 a.m. – 10:00 a.m.**

**Program**

❖ **Welcome**

Michelle Chalmers, President of the World of Wellesley  
Land Acknowledgement

**We as people who reside, work, and engage in Wellesley acknowledge  
this town is located on the traditional territory of the Massachusetts People.**

❖ **Invocation**

Rev. Jacqueline (Jackie) Marquez M.Div., MAPC  
Dean of Religious and Spiritual Life Wellesley College

❖ **Choral Presentation**

Kuumba Singers of Harvard

❖ **Student Presentation**

Wellesley Raiders Cheer

❖ **Panel Presentation: A Dream Deferred**

**Featuring an inter-racial and inter-ethnic panel of social justice advocates who will  
provide insights on Dr. MLK's dream and the fight for civil rights of Black people,  
Indigenous People and Latin X**

**Moderator:** Christina Horner, Co-chair Dr. MLK, jr. Breakfast Committee

**Panelists:**

**Dr. Tina Opie, Ph.D**, is an award winning researcher and teacher. She is Associate Professor of Management at Babson College and a Visiting Associate Professor at MIT's Sloan School of Management.

**Annawon Weeden** (Mashpee Wampanoag/Pequot/Narragansett) is a recipient of Congressional honor as culture & arts bearer for the region. He is currently employed as a cultural instructor for the Mashantucket Pequot Tribal government.

**Mo Nuñez (Mozart)** is an award winning music producer, an educator and activist. He works throughout New England coaching schools on how to creating inclusive school environments for students.



**Twentieth Annual**

**MARTIN LUTHER KING JR. BREAKFAST**

- ❖ **Choral Presentation**  
Kuumba Singers of Harvard College
- ❖ **Dr. Martin Luther King Jr. Action - Community Engagement and Share**
- ❖ **Closing Ceremony - Annawon Weeden**
- ❖ **Closing Announcements – Michelle Chalmers**

**SAVE THE DATE: World of Wellesley 30th Anniversary Gala- here on June 13th at 7pm!**

**Today's Event Sponsored by:**

**World of Wellesley**

**Wellesley College**

**The Kuumba Singers of Harvard College, Cambridge**

**<http://kuumbasingers.org/>**

**Wellesley Raiders Cheer**

*Special thanks to:*

*Coach Odessa Sanchez, Wellesley Raiders Cheer*

*Richard S. McGhee Jr. for the photographs and posters*

**[www.worldofwellesley.org](http://www.worldofwellesley.org)**

Facebook: **<https://www.facebook.com/worldofwellesley/>**

**Join us today from 11:30am to 1:00pm.**

**Bates Elementary School, Elmwood Rd, Wellesley.**

**The World of Wellesley's Family Dr. Martin Luther King, Jr.**

**Birthday Celebration.**

**Everyone welcome**

*"History will have to record that the greatest tragedy of this period of social transition was not the strident clamor of the bad people, but the appalling silence of the good people." Dr. Martin Luther King, Jr.*

## MONTHLY PARKING METER, CALE, PASSPORT COLLECTIONS

			423220, 423225, 423226, 423227, 423235, 423240, 423245, 423250, 423265, 423266, 423270,423275, 423276, 423277, 423280, 423285, 423290, 423295		423220, 423225, 423226, 423227, 423235, 423240, 423245, 423250, 423265, 423266, 423270,423275, 423276, 423277, 423280, 423285, 423290, 423295		423220, 423225, 423226, 423227, 423235, 423240, 423245, 423250, 423265, 423266, 423270,423275, 423276, 423277, 423280, 423285, 423290, 423295
	from Munis 27029300 423220, 423240,423250	from Munis 27029300 423220, 423240,423250, 423265					
	<b>FY16</b>	<b>FY17</b>	<b>FY18</b>	<b>FY19</b>	<b>FY20*</b>		
JULY 2015	\$64,094.66	JULY 2016 \$50,667.34	JULY 2017 \$54,003.77	JULY 2018 \$63,222.92	JULY 2019 \$69,812.42		
AUGUST	\$58,749.76	AUGUST \$61,344.19	AUGUST \$61,112.19	AUGUST \$66,674.76	AUGUST \$63,009.06		
SEPTEMBER	\$55,809.42	SEPTEMBER \$50,830.99	SEPTEMBER \$55,629.78	SEPTEMBER \$53,961.02	SEPTEMBER \$60,631.88		
OCTOBER	\$61,535.29	OCTOBER \$62,225.28	OCTOBER \$51,914.25	OCTOBER \$65,586.90	OCTOBER \$64,891.69		
NOVEMBER	\$49,936.99	NOVEMBER \$50,881.23	NOVEMBER \$62,836.07	NOVEMBER \$68,857.41	NOVEMBER \$69,379.37		
DECEMBER	\$50,918.32	DECEMBER \$38,108.86	DECEMBER \$46,604.28	DECEMBER \$46,482.26	DECEMBER \$51,860.50		
JANUARY	\$47,964.92	JANUARY \$47,280.92	JANUARY \$35,145.28	JANUARY \$50,184.42	JANUARY \$52,047.20		
FEBRUARY	\$49,343.49	FEBRUARY \$34,550.25	FEBRUARY \$65,329.44	FEBRUARY \$55,630.69	FEBRUARY		
MARCH	\$51,078.12	MARCH \$59,385.45	MARCH \$65,527.70	MARCH \$64,794.10	MARCH		
APRIL	\$51,021.54	APRIL \$52,563.25	APRIL \$51,080.85	APRIL \$62,584.11	APRIL		
MAY	\$67,963.90	MAY \$52,878.35	MAY \$68,547.60	MAY \$73,683.32	MAY		
JUNE	<u>\$60,997.93</u>	JUNE <u>\$59,343.56</u>	JUNE <u>\$65,115.00</u>	JUNE <u>\$63,400.58</u>	JUNE		
	\$669,414.34	\$620,059.67	\$682,846.21	\$735,062.49	\$431,632.12		
1st quarter avg	\$59,551.28	\$54,280.84	\$56,915.25	\$61,286.23	\$64,484.45		
2nd quarter avg	\$54,130.20	\$50,405.12	\$53,784.87	\$60,308.86	\$62,043.85		
3rd quarter avg	\$49,462.18	\$47,072.21	\$55,334.14	\$56,869.74	\$17,349.07		
4th quarter avg	\$59,994.46	\$54,928.39	\$61,581.15	\$66,556.00	\$0.00		
Passport Parking System implemented February 2017 (included in totals above)		\$12,553.75	\$187,170.95	\$262,148.89	\$214,508.71		

\* Cale revenue ceased at the end of June 2019 with loading machine failure



# Ever So Humble Pie Company, Inc.

153 Washington Street E. Walpole, MA 02032  
 (508) 660-9731 www.eversohumble.com

Stray Pets In Need fundraiser

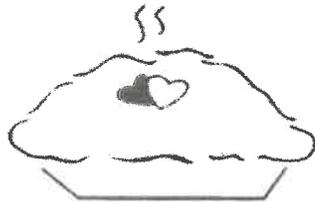
- New England Apple Pie** - Freshly peeled apples tossed with brown sugar and spices, beneath a delicate flaky crust.
- Apple Crisp** - Freshly peeled apples topped with rolled oats, whole wheat flour, butter and brown sugar.
- Blueberry Crumb** - Sweet, plump blueberries topped with a crunchy oat topping.
- Cherry** - Tart Michigan grown cherries enhanced with a hint of almond oil.
- Strawberry Rhubarb** - Sweet strawberries partnered with tart rhubarb and a touch of orange zest.
- Key Lime** - Real Key West key lime juice covered in a cloud of 100% real whipped cream.
- Chicken Pot Pie** - Stewed chicken breast with carrots, celery and peas in our own gravy.



8" Pie Serves 6

Apple Crisp Serves 5

Allergy Alert: Produced in a facility that uses eggs, milk, wheat, pecans, walnuts, almonds, almond oil.



	New England Apple	Blueberry Crumb	Cherry	Strawberry Rhubarb	Key Lime	Chicken Pot Pie		Apple Crisp	TOTAL
Name & Phone	17.95	17.95	17.95	17.95	17.95	21.95		10.95	

Pies are delivered frozen

Pie pre-paid orders must be received by Tuesday March 17th. Drop off order forms & checks made out to SPIN at Pet World in Natick or mail them with checks to SPIN P. O. Box 812143 Wellesley, Ma. 02482. Pick up pies at Pet World Natick between 12 – 12:30 Sat April 4th. Can also be picked up at the transition house by appointment, [contact straypetsinneedofmass@gmail.com](mailto:straypetsinneedofmass@gmail.com)