



BOARD OF SELECTMEN

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

MARJORIE R. FREIMAN, CHAIR
THOMAS H. ULFELDER, VICE CHAIR
JACK MORGAN, SECRETARY
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MEGHAN C. JOP
EXECUTIVE DIRECTOR OF GENERAL GOVERNMENT

SELECTMEN'S MEETING
REVISED AGENDA
ONLINE REMOTE MEETING
5:00 pm Monday, May 4, 2020
<https://youtu.be/MOMwbF2Wgng>

1. 5:00 Call to Order – Open Session
2. 5:01 Citizen Speak
3. 5:05 Annual Town Meeting Preparation
 - Discuss and Vote Proposed Board of Selectmen Departmental Budget Modifications
4. 6:00 Discuss and Vote Unforeseen Measures of COVID-19 Outbreak
 - **Joint Meeting with Board of Health to discuss Governor's Face Covering Order and Vote Guidance or Local Order as needed.**
 - Vote to Extend Definition of Essential Construction to May 18, 2020
5. 6:10 Executive Director's Update
 - Vote Minutes
 - Vote War Memorial Scholarship Amount
 - **Vote to Accept Gifts**
6. 6:20 Liaison Updates
7. 6:30 New Business and Correspondence

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

Next Meeting Dates SUBJECT TO CHANGE

Monday, May 11, 2020 Virtual Meeting

REMOTE MEETING PROTOCOL

Residents can view the meeting from the **youtube** link above. The online meeting will also be streaming live and will be telecast live on Comcast channel 8 and Verizon channel 40. Residents seeking to participate in Citizen Speak or any other agenda item should email sel@wellesleyma.gov prior to the meeting and a number will be assigned for speakers. All residents seeking to participate shall call into 781-489-7525 (Conference Line) and await the announcement of your assigned number to speak. Individuals wishing to participate who have not received a number shall be asked at the end of the agenda item if they would like to speak before the Board moves on to the next agenda item.



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EXECUTIVE DIRECTOR OF GENERAL GOVERNMENT SERVICES

Monday, May 4, 2020

Our meeting will begin on Monday at **5:00 pm** virtually.

1. **Call to Order – Open Session**
2. **Citizen Speak**
3. **Annual Town Meeting Preparation**
 - a. **Discuss and Vote Proposed Board of Selectmen Departmental Budget Modifications**

Sheryl Strother Finance Director and I presented a plan at the April 13, 2020 meeting to modify the FY21 Budget Assumptions. Below are a few updates on the current status of departments, unions, plans to move forward, and proposed Cash Capital cuts. The BOS Department Heads will all be present to answer questions from the Board.

Please find in the packet the Sources and Uses and FY21-26 Capital Plan with proposed reductions. The approved March budget had a year over year total budget increase of 2.95%. The Covid-19 proposed budget currently is reflecting a year over year total budget increase of 1.61%. As a reminder, both budgets currently have a line item for \$500,000 towards union contract settlements. As the Board has not publicly approved any settlements at this time, any discussion of the union costs should be held for an executive session. Once union contracts are approved, those funds would be distributed to the departments to reflect actual departmental costs. At this time, we continue to anticipate 4 unions contracts at the ATM, and likely the remaining 4 at the fall STM. **Documents on this include**

1. **Cash Capital Reduction Proposal**
2. **BOS Departments Reduction Proposal (Yellow Item Deferred/Deleted, Orange Proposed location/amount)**
3. **Original 21-25 Capital Plan**
4. **Revised Sources and Uses Overview**
5. **Revised Sources and Uses Long Form**

Tax Collection

At this time, we continue to receive real estate and personal property tax collections and as of Tuesday, April 28 were \$16M short on 100% collection. Last year at this time we were \$13M short, and did not have the extension that is currently in place until June 1.

REDUCED REVENUES:

As a reminder to the April 13th discussion the below are anticipated reductions.

- With reductions in building, new growth is likely to decrease and we have modified FY21 New growth with a reduction of 28% - \$1,800,000 reduced to \$1,300,000 (\$500,000)
- Given the reduction in workforce and limit to essential services state receipts are likely to decrease and we have modified our FY21 assumption to reflect a reduction from the original proposal. State Aid – No increase- level funded results a reduction of \$200,000
- Local receipts – Motor Vehicle Excise, Permits and License Fees, Interest, Meals tax – reduce \$1,000,000
- Directive approved by the Board was to return to Town Departments and seek a reduction in cash capital by 25% resulting in a \$1,500,000 reduction.
- Modify Health Insurance assumptions by \$200,000
- We are not recommending any reductions to Pension and OPEB because these represent (prior) past service costs. The Town spends \$3,400,000 towards OPEB annually. This is not something we would like to reduce, however if Town services are in jeopardy, reduction in OPEB for a period of time allows for additional funding.
- We are also recommending to continue to add to the Stabilization funds at this time to maintain/enhance reserves. The reserves are the Town's rainy day fund. Arguably it is raining out, and the Town if necessary could use these funds.

REDUCTIONS APPROVED

Other reductions that have been improved by the Board and include the following:

- Delayed Annex project. This results in a Free Cash savings of \$1.3 million for FY21. Please find in the packet a revised reserve calculation indicating our current standing of Free Cash and proposed uses at the ATM. We continue to have stable Free Cash on hand and with the elimination of the Annex Design funds, the current balance is over \$16,000,000 and the reserves are at the top of the Board's financial policies with 11.38%.
- Working with the DPW, there is an agreement to defer the Grove Street project and to transfer previously authorized funds from the Grove Street project to Great Plain Ave. This project is somewhat neutral from a cost savings standpoint, as the Great Plain project costs have increased, however it delays borrowing for two projects during this time and puts Grove Street out until next year.
- Borrow temporarily – Board will be approving a BAN for short-term borrowing at the May 11th meeting, and will also be approving a refinance of the High School borrowing on May 11th.

- The Board at the April 13th meeting also voted a spending freeze for non-Covid 19 related costs and hiring of non-essential staff. Based upon any plans released on or before May 18th from the Governor, the Board will need to evaluate when to lift any hiring freezes.

Additional Consideration

- Sheryl and I were advocating for the CPC to fund the remaining balance on the Softball filed instead of borrowing \$300,000. The CPC has not voted on this to date. Jack Morgan reached out following our meeting, and I have formally asked Barbara McMahon to bring the CPC together to vote on this.

CASH CAPITAL REDUCTIONS

Sheryl has put together a cash capital proposal reflecting an across the board(s) reduction (pun intended) of 25%. As you will see, the DPW, NRC, Clerk, and Library have approved their reductions, Schools will vote their reduction on May 5, and the BOS must vote to approve your reductions tonight.

The Board’s target 25% includes a FMD reduction of \$500,000 and a BOS Department (Ex. Director, Finance, Treasurer, Police, Fire, IT, COA, SEC, Building, ZBA, Youth) reduction of \$112,754.

FMD: Joe has proposed to reduce the FMD Cash Capital by deferring the High School LED Project, a carpet project in Central Admin at the Middle School, and will split the Sprague Chiller project into a design and borrow project. The Sprague Chiller design funds of \$100,000 will remain in the Cash Capital Budget and we will add a Warrant Article to the STM to borrow \$800,000 of the \$900K project. With the removal of the Sprague Chiller to borrowing, that decreases FMD Cash Capital by \$1.4 million in total. The offsetting revenue reduction is therefore pushed into local receipts. Sheryl has modeled this in the Sources and Uses.

BOS Departments: Only Police, Fire, IT, SEC, and COA have Cash Capital requests in FY21. To achieve the \$112,754 reduction, while not impacting public safety, I am recommending the following after consultation with the Department Heads:

IT: Cut FY21 Digitization and Work to do in-house	\$60,000
Police: Defer the Forensic Work Station	\$8,650
Fire: Defer Security Camera Upgrade	\$20,000
COA: Defer AV Upgrades (Use gift?)	\$10,000
SEC: Defer Police Energy Assessment and Reduce CAP by \$9K*	<u>\$14,300</u>
	\$112,950

*For the Climate Action Plan, I am recommending the Board authorize the use of Linden Square Development Agreements funds to make up the \$9,000. The SEC is applying for a grant, if the Town receives the grant we would not have to use the \$9000 and could add back at the fall STM some Cash Capital to Police, Fire, or IT (digitization).

FY20 Considerations

If the Board has continued concerns for FY20 (through June 30) the Town does still have \$175,000 Advisory Emergency reserve which may be used. The Town is currently tracking to meet FY20 budget needs with reduced use of many expenses and personnel vacancies in a number of departments.

The Town will need to consider how to manage accrued time as we approach the end of the year for several departments whose staff cannot take vacation during this period due to the work demands. Allowing for carryover into FY21 may cost additional demands on overtime for union and hourly workers.

COVID-19 Departmental Work Updates

As a brief update on the status of the various staff and current work assignments, please see below:

Executive Director: All staff working hours in excess of 35 a week. Cay and Stephanie work at Town Hall various hours, primarily work remote. Meghan and Amy work remotely. Currently have 1 vacant position funded.

Finance: All staff working regular hours. Many financial operations require in-office work. The Finance staff alternates days in the office and working remote. Three weeks ago, the accounts payable clerk resigned to take another position. Finance will keep the position vacant until such time as the Town Hall is in regular operation.

HR: All staff working regular hours, with alternating staff working remotely and in the office. HR is currently handling open enrollment for benefits.

Retirement: All staff working regular hours, largely working remote with retirement pay requiring in-office work.

IT/GIS: All staff working regular hours, most working remote unless an issue arises. Currently have 2 vacant positions.

Clerk: All staff working regular hours, most alternating remote and in-office, some only working remotely.

Treasurer: Most staff working regular hours. Treasurer staff largely have to be in the office, so clerks working on alternating days. Treasurer and Asst. Treasurers working in-office and remotely.

Assessors: All staff working on alternating day schedule at Town Hall.

Planning: All staff working regular hours remotely. Admin working regular hours in the building. Currently have 1 vacant position not filled.

NRC: All staff working regular hours remotely. Admin position is currently vacant.

Building Department: All inspectors working remotely and conducting virtual inspections. Admin staff working on alternating days to maintain social distancing.

FMD: Central Admin Staff have been working remotely and at 888 Worcester since the beginning. Effective March 23, 2020 through April 30, 2020 all custodial staff were being paid. The DLS ordered that any work in schools must cease as it was deemed non-essential. FMD continued to provide custodial and maintenance support to certain departments that provide mission critical functions, including Police, Fire, DPW, Health Department, WPS Central Office, Town Hall, and limited hours at Main Library and TPC to provide essential administrative services which must be supported during this time period. Additional staff was brought in as needed for deep cleaning when required. Maintenance staff and key outside vendors could be called in by the Maintenance Manager during this time period on an as needed basis, only to make emergency repairs or perform other important maintenance tasks that may be needed at the mission critical facilities. Under the FMD contract, if people are brought in for limited building checks similar to snow emergencies, overtime could be assigned by the custodial manager. As of April 27, 2020 DLS has lifted all restrictions and has allowed custodial staff to enter buildings. Effective April 30, 2020 all FMD is working regular hours.

Police: No change in operations

Fire: No change in operations

TPC: Some employees working on an alternating schedule in the building.

Library: Director and Assistant Director working full time. Others working remotely in varying capacities and being paid. Director has asked people to continue to take vacation as there will be no change in their vacation policy and no additional carry over. Library has a roll out plan and is currently working on ordering plexiglass for computer work stations and other library areas to create separate work stations. In the coming weeks will begin to bring staff in to pull the 4000 book requests, will then open book drop and begin curbside pick-up. They anticipate end of May through June to do curbside. At this time there are no interns, pages, etc. being paid.

DPW: All management staff and Engineering Division are working regular hours with alternating shifts in-office and remote. RDF staff are all working regular shifts. Water/Sewer, Highway, and Park currently working 1 week on 1 week off to create social distancing. All staff available to be called in at any time. Park will begin working more hours as spring growth is underway. DPW does foresee some issues with vacation time as staff are not allowed to take much vacation in the fall and winter. March through June is their big vacation time which has been impacted. Staff with 5 weeks are currently allowed to buy out a portion of vacation time. DPW may look to extend some buy outs.

Schools: All Administrative Staff working remotely and/or in Central Admin. All Teachers, TAs, Paraprofessionals working remotely. David indicated 2 rounds of bargaining with unions. Drivers of Town owned vans currently largely not working, but being paid. Three van drivers are working. One is doing Town inter-departmental mail, and two deliver meals daily to Barton Road.

Recreation: All management staff is working remotely and have begun do to virtual programming.

Health: All staff working either in-office or remotely far in excess of regular hours.

Cash Capital Trend

Department	25% reduction		Requested Reduction		Further Reduction
	FY21	FY21	FY21		
Selectmen	451,016	338,262	112,754	to be discussed 5/4	
Public Works	2,236,000	1,677,000	559,000	approved	
Facilities	2,000,000	1,500,000	500,000	to be discussed 5/4	617,000
Schools	1,104,921	828,691	276,230	discussed / vote next week	move to borrowing
Library	94,300	70,725	23,575	approved	
Natural Resources	105,000	78,750	26,250	approved	
Town Clerk	36,000	27,000	36,000	approved	
Grand Total	6,027,237	4,520,428	1,533,809		617,000

FMD

Delay HS EMC Lighting (\$225K) and MS Carpeting (\$92K) , keep \$100 to design Sprague HVAC, Borrow (\$800K)Sprague HVAC project

Further reductions could be made to revenue assumptions



Town of Wellesley

FY2021-2025 BOS Capital Request

Capital Project	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025	FY21-25 Total
Information Technology							
Server Virtualization	-	-	-	-	-	150,000	150,000
VoIP Maintenance Contract	35,000	-	-	-	-	-	-
Telephone Upgrade (VoIP 2.0)	-	-	-	100,000	-	-	100,000
10GB Core Network Switches	-	65,000	-	-	-	-	65,000
Windows Server 2019 Licensing	35,000	-	-	-	-	-	-
MUNIS Upgrade	-	12,000	-	-	-	-	12,000
Upgrade Office Software	-	-	60,000	-	-	-	60,000
Recovery / Backup Appliance	-	-	85,000	-	-	-	85,000
10GB Edge Network Switches	-	-	-	-	50,000	-	50,000
Aerial Flyover & Orthophotography	-	-	20,000	-	-	-	20,000
Records Digitization/Mgmt.	-	-	75,000	75,000	125,000	-	275,000
Replace Wi-Fi Equipment	-	-	-	30,000	-	-	30,000
	70,000	77,000	240,000	205,000	175,000	150,000	847,000
Police							
Server Replacement	-	12,638	-	-	12,638	-	25,276
Mobile/Portable Radio Replacement	64,401	63,428	60,139	53,483	-	-	177,050
Zetron IP Fire Station Alerting System	-	-	71,936	-	-	-	71,936
Forensic Crime Scope/Light Source	36,973	-	-	-	-	-	-
Kingsbury Room Furniture Replacement	17,715	-	-	-	-	-	-
Dispatch Workstation Replacement	-	-	-	93,793	-	-	93,793
Electronic Control Devices	-	-	-	-	83,350	-	83,350
Forensic Computer Workstation	-	-	8,650	-	-	-	8,650
	119,089	76,066	140,725	147,276	95,988	-	460,055
Fire							
Office/Station Furniture	-	25,000	-	25,000	-	-	50,000
Fire Hose Equipment	-	-	20,000	-	20,000	-	40,000
Scott Air Bottles	-	-	-	45,500	-	-	45,500
Replace command vehicle(s)	-	49,000	-	57,000	-	58,000	164,000
Fire Turnout Gear	150,000	-	150,000	-	-	-	150,000
Fire Turnout Gear Lockers	-	-	-	-	50,000	-	50,000
Pulse/Oxygen/CO Meter	10,000	-	-	-	-	-	-
Light Tower/Generator Trailer	-	-	-	10,000	-	-	10,000
Town AED Replacement	5,000	5,000	5,000	5,000	-	-	15,000
Radio System/Portables	-	55,000	-	-	-	-	55,000
Hydraulic Rescue Cutting Tool	-	-	-	-	-	10,500	10,500
SCBA Air Pacs Upgrade	-	-	-	-	71,500	-	71,500
Security Camera Upgrade	-	-	20,000	-	-	-	20,000
SCBA Masks/Thermal Camera	-	-	-	-	-	100,000	100,000
	165,000	134,000	195,000	142,500	141,500	168,500	781,500
Selectmen							
Town Hall Ground Floor Copier	13,000	-	-	-	-	-	-
North 40 Soil Testing/Master Plan	339,000	-	-	-	-	-	-
	352,000	-	-	-	-	-	-
SEC							
Climate Action Plan	-	41,000	-	-	-	-	41,000
Police Station Energy Assessment/Conservation Pilot	-	-	5,300	-	-	-	5,300
	-	41,000	5,300	-	-	-	46,300
Council on Aging							
A/V components/additions/modifications	10,000	-	-	-	-	-	-
Replacement Carpeting, Window Shades, Painting	-	-	-	-	-	20,000	20,000
Supplemental Vehicle for Transportation Program	-	-	10,000	-	-	-	10,000
iPads for Class	-	-	15,000	-	-	-	15,000
Exercise Equipment	-	-	-	-	10,000	-	10,000
Participant tracking software/hardware upgrades	-	-	10,000	-	-	-	10,000
Replacement/Upgrade TPC furniture & fixtures	-	-	-	10,000	-	-	10,000
Replacements/Upgrade kitchen equipment	-	-	-	-	10,000	-	10,000
Replacements/Upgrade Daily Use Equipment	-	-	-	10,000	-	-	10,000
Replacements/Upgrade Photocopier/Printer	-	10,000	-	-	-	-	10,000
	10,000	10,000	35,000	20,000	20,000	20,000	105,000
BOS Cash Capital Total	716,089	338,066	610,725	514,776	432,488	338,500	2,193,555
Replace Fire Engine Vehicle(s)	735,000	-	-	-	600,000	-	600,000
Dispatch Overhaul	-	-	533,630	-	-	-	533,630
Total BOS Borrowed	735,000	-	533,630	-	600,000	-	1,133,630
Grand Total Selectmen	\$ 1,451,089	\$ 338,066	\$ 1,144,355	\$ 514,776	\$ 1,032,488	\$ 338,500	\$ 3,327,185



Town of Wellesley

Five Year Capital Budget Program FY2021-2025

Summary Schedule

	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025	FY2021-2025 Total
Cash Capital	5,893,417	6,027,237	7,877,499	8,458,996	8,555,411	7,618,350	38,537,493
Free Cash	1,370,998	-	-	-	-	-	-
CPC Funding	771,000	200,000	-	-	100,000	500,000	800,000
Gift/Fundraising	200,000	-	-	-	-	-	-
Other	1,434,044	-	-	-	-	-	-
Chapter 90	970,000	790,000	790,000	790,000	790,000	790,000	3,950,000
Debt Capital Inside Levy	10,683,376	7,478,144	5,338,630	5,066,000	14,611,000	5,284,000	37,777,774
Debt Capital Exclusion *	-	14,300,000	125,563,975	-	18,051,000	-	157,914,975
Grand Total	\$ 21,322,835	\$ 28,795,381	\$ 139,570,104	\$ 14,314,996	\$ 42,107,411	\$ 14,192,350	\$ 238,980,242

Note: This document represents all department capital requests for the years preferred by each department. Because the Town doesn't have the funding to afford every project in the requested year, capital needs are discussed and re-evaluated annually, in an effort to achieve the best result for the entire Town.



Department	FY20	FY21	FY22	FY23	FY24	FY25	FY21-25 Total
Cash Capital							
Selectmen/Central Admin	88,000	-	-	-	-	-	-
SEC	-	55,300	-	-	-	-	55,300
Information Technology	70,000	137,000	240,000	205,000	175,000	150,000	907,000
Police	119,089	84,716	132,075	147,276	95,988	-	460,055
Fire	165,000	154,000	175,000	142,500	141,500	168,500	781,500
Council on Aging	10,000	20,000	25,000	20,000	20,000	20,000	105,000
Library	109,300	94,300	226,300	156,300	168,300	145,300	790,500
Natural Resources Commission	75,000	105,000	120,000	330,000	330,000	80,000	965,000
Morses Pond	-	-	150,000	220,000	45,000	-	415,000
Town Clerk	-	36,000	15,000	-	-	75,000	126,000
Assessors	-	-	-	93,000	-	-	93,000
Planning Board	30,000	-	-	-	-	-	-
Department of Public Works	2,276,000	2,236,000	2,765,000	3,307,000	3,124,500	3,017,500	14,450,000
Schools	1,101,028	1,104,921	1,504,124	1,577,920	1,370,123	1,336,050	6,893,138
Facilities Management	1,850,000	2,000,000	2,525,000	2,260,000	3,085,000	2,626,000	12,496,000
Total Cash Capital	5,893,417	6,027,237	7,877,499	8,458,996	8,555,411	7,618,350	38,537,493
Other Funding Sources							
DPW Street Resurfacing (Ch 90)	970,000	790,000	790,000	790,000	790,000	790,000	3,950,000
DPW Street Resurfacing (Free Cash)	150,000	-	-	-	-	-	-
MOPO Beachfront (CPC)	-	-	-	-	100,000	500,000	600,000
NRC Various (CPC)	271,000	-	-	-	-	-	-
North 40 Soil Testing (Free Cash/Transfer)	264,000	-	-	-	-	-	-
Softball fields (CPC)	500,000	200,000	-	-	-	-	200,000
Softball fields (Gift)	200,000	-	-	-	-	-	-
Sprague Turf Fields (Revolving)	500,000	-	-	-	-	-	-
Town Clk Electronic Voting (Free Cash)	15,000	-	-	-	-	-	-
MS Systems (TRF/FC)	1,300,200	-	-	-	-	-	-
Town Hall Envelope (TRF /FC)	575,842	-	-	-	-	-	-
Total Other Sources	4,746,042	990,000	790,000	790,000	890,000	1,290,000	4,750,000
Debt Capital Inside Levy							
Dispatch Overhaul	-	-	533,630	-	-	-	533,630
DPW- Facility Renovations	500,000	-	-	-	2,000,000	-	2,000,000
DPW- Street Rehabilitations	-	1,750,000	1,750,000	2,000,000	-	2,000,000	7,500,000
DPW- Hunnewell Field/Softball field	300,000	300,000	-	-	-	-	300,000
Town Hall Annex Project	-	1,338,144	-	-	-	-	1,338,144
Town Hall Interior Design	-	-	1,990,000	-	-	-	1,990,000
Middle School Parking Lot Paving	-	-	-	2,000,000	-	-	2,000,000
MOPO Beachfront	-	-	-	-	100,000	500,000	600,000
MS Steam Pipes	4,200,000	-	-	-	-	-	-
Harvester	-	-	315,000	-	-	-	315,000
Hunnewell	4,680,000	-	-	-	-	-	-
Warren HVAC Updgrade	-	-	750,000	-	-	-	750,000
Fire Engine	735,000	-	-	-	600,000	-	600,000
Main Library Space Utilization Reno	268,376	2,885,000	-	-	-	-	2,885,000
Main Library (Lighting, Roof, Carpet)	-	1,205,000	-	-	-	-	1,205,000
DPW RDF Repair Projects	-	-	-	426,000	4,816,000	-	5,242,000
DPW Highway & Park Renovation	-	-	-	640,000	7,095,000	-	7,735,000
Bates School Projects	-	-	-	-	-	1,750,000	1,750,000
Sprague School Projects	-	-	-	-	-	1,034,000	1,034,000
Total Borrowed Inside Levy	10,683,376	7,478,144	5,338,630	5,066,000	14,611,000	5,284,000	37,777,774
Debt Capital Exclusion							
Town Hall Annex/Interior Renovation	-	-	10,558,975	-	18,051,000	-	28,609,975
Middle School Bldg Systems	-	14,300,000	-	-	-	-	14,300,000
Hunnewell School Project	-	-	52,853,000	-	-	-	52,853,000
Hardy/Upham - MSBA	-	-	62,152,000	-	-	-	62,152,000
Total Capital Exclusion	-	14,300,000	125,563,975	-	18,051,000	-	157,914,975
Grand Total	\$ 21,322,835	\$ 28,795,381	\$ 139,570,104	\$ 14,314,996	\$ 42,107,411	\$ 14,192,350	\$ 238,980,242



Town of Wellesley
 FY2021-2025 BOS Capital Request

Capital Project	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025	FY21-25 Total
Information Technology							
Server Virtualization	-	-	-	-	-	150,000	150,000
VoIP Maintenance Contract	35,000	-	-	-	-	-	-
Telephone Upgrade (VoIP 2.0)	-	-	-	100,000	-	-	100,000
10GB Core Network Switches	-	65,000	-	-	-	-	65,000
Windows Server 2019 Licensing	35,000	-	-	-	-	-	-
MUNIS Upgrade	-	12,000	-	-	-	-	12,000
Upgrade Office Software	-	-	60,000	-	-	-	60,000
Recovery / Backup Appliance	-	-	85,000	-	-	-	85,000
10GB Edge Network Switches	-	-	-	-	50,000	-	50,000
Aerial Flyover & Orthophotography	-	-	20,000	-	-	-	20,000
Records Digitization/Mgmt.	-	60,000	75,000	75,000	125,000	-	335,000
Replace Wi-Fi Equipment	-	-	-	30,000	-	-	30,000
	70,000	137,000	240,000	205,000	175,000	150,000	907,000
Police							
Server Replacement	-	12,638	-	-	12,638	-	25,276
Mobile/Portable Radio Replacement	64,401	63,428	60,139	53,483	-	-	177,050
Zetron IP Fire Station Alerting System	-	-	71,936	-	-	-	71,936
Forensic Crime Scope/Light Source	36,973	-	-	-	-	-	-
Kingsbury Room Furniture Replacement	17,715	-	-	-	-	-	-
Dispatch Workstation Replacement	-	-	-	93,793	-	-	93,793
Electronic Control Devices	-	-	-	-	83,350	-	83,350
Forensic Computer Workstation	-	8,650	-	-	-	-	8,650
	119,089	84,716	132,075	147,276	95,988	-	460,055
Fire							
Office/Station Furniture	-	25,000	-	25,000	-	-	50,000
Fire Hose Equipment	-	-	20,000	-	20,000	-	40,000
Scott Air Bottles	-	-	-	45,500	-	-	45,500
Replace command vehicle(s)	-	49,000	-	57,000	-	58,000	164,000
Fire Turnout Gear	150,000	-	150,000	-	-	-	150,000
Fire Turnout Gear Lockers	-	-	-	-	50,000	-	50,000
Pulse/Oxygen/CO Meter	10,000	-	-	-	-	-	-
Light Tower/Generator Trailer	-	-	-	10,000	-	-	10,000
Town AED Replacement	5,000	5,000	5,000	5,000	-	-	15,000
Radio System/Portables	-	55,000	-	-	-	-	55,000
Hydraulic Rescue Cutting Tool	-	-	-	-	-	10,500	10,500
SCBA Air Pacs Upgrade	-	-	-	-	71,500	-	71,500
Security Camera Upgrade	-	20,000	-	-	-	-	20,000
SCBA Masks/Thermal Camera	-	-	-	-	-	100,000	100,000
	165,000	154,000	175,000	142,500	141,500	168,500	781,500
Selectmen							
Town Hall Ground Floor Copier	13,000	-	-	-	-	-	-
North 40 Soil Testing/Master Plan	339,000	-	-	-	-	-	-
	352,000	-	-	-	-	-	-
SEC							
Climate Action Plan	-	50,000	-	-	-	-	50,000
Police Station Energy Assessment/Conservation Pilot	-	5,300	-	-	-	-	5,300
	-	55,300	-	-	-	-	55,300
Council on Aging							
A/V components/additions/modifications	-	10,000	-	-	-	-	10,000
Replacement Carpeting, Window Shades, Painting	-	-	-	-	-	20,000	20,000
Supplemental Vehicle for Transportation Program	10,000	-	-	-	-	-	-
iPads for Class	-	-	15,000	-	-	-	15,000
Exercise Equipment	-	-	-	-	10,000	-	10,000
Participant tracking software/hardware upgrades	-	-	10,000	-	-	-	10,000
Replacement/Upgrade TPC furniture & fixtures	-	-	-	10,000	-	-	10,000
Replacements/Upgrade kitchen equipment	-	-	-	-	10,000	-	10,000
Replacements/Upgrade Daily Use Equipment	-	-	-	10,000	-	-	10,000
Replacements/Upgrade Photocopier/Printer	-	10,000	-	-	-	-	10,000
	10,000	20,000	25,000	20,000	20,000	20,000	105,000
BOS Cash Capital Total	716,089	451,016	572,075	514,776	432,488	338,500	2,253,555
Replace Fire Engine Vehicle(s)	735,000	-	-	-	600,000	-	600,000
Dispatch Overhaul	-	-	533,630	-	-	-	533,630
Total BOS Borrowed	735,000	-	533,630	-	600,000	-	1,133,630
Grand Total Selectmen	\$ 1,451,089	\$ 451,016	\$ 1,105,705	\$ 514,776	\$ 1,032,488	\$ 338,500	\$ 3,387,185



Town of Wellesley

FY2021-2025 Facilities Capital Request

Building Description	FY20	FY21	FY22	FY23	FY24	FY25	FY21-25 Total
Town Cash Capital							
Townwide (Municipal)	71,000	30,000	80,000	30,000	30,000	30,000	200,000
Town Hall Annex Design	110,000	135,000	75,000	-	-	-	210,000
Police	216,000	-	55,000	25,000	184,000	17,000	281,000
Fire Department Main (Headquarters)	110,000	-	65,000	253,000	125,000	25,000	468,000
Fire Department Central (Station 1)	83,000	-	238,000	25,000	50,000	-	313,000
Warren (Recreation and Health)	-	-	12,000	67,000	-	102,000	181,000
Morses Pond	-	-	10,000	-	100,000	10,000	120,000
Main Library	50,000	100,000	-	85,000	1,046,000	548,000	1,779,000
Hills Library	95,000	-	-	15,000	-	60,000	75,000
Fells Library	28,000	-	-	10,000	-	-	10,000
DPW Operations	-	-	-	-	40,000	30,000	70,000
DPW Water & Sewer	-	-	-	-	-	189,000	189,000
DPW Highway & Park	75,000	-	-	-	-	100,000	100,000
DPW RDF (Sprinkler and Fabric shed)	75,000	400,000	150,000	-	-	-	550,000
Subtotal Cash Capital - Municipal	913,000	665,000	685,000	510,000	1,575,000	1,111,000	4,546,000
School Cash Capital							
Districtwide (Schools)	209,000	118,000	293,000	132,000	202,000	147,000	892,000
Preschool at Wellesley (PAWS)	-	-	10,000	60,000	-	-	70,000
Bates Elementary	180,000	-	65,000	60,000	140,000	730,000	995,000
Field House	75,000	-	-	-	-	-	-
Fiske Elementary	-	-	12,000	-	55,000	-	67,000
Hardy Elementary	35,000	-	65,000	253,000	125,000	25,000	468,000
Hunnewell Elementary	35,000	-	35,000	-	44,000	-	79,000
Sprague Elementary	173,000	900,000	-	135,000	184,000	438,000	1,657,000
Schofield Elementary	-	-	-	-	75,000	-	75,000
Upham Elementary	35,000	-	35,000	-	35,000	35,000	105,000
Middle School	100,000	92,000	600,000	500,000	75,000	140,000	1,407,000
High School	95,000	225,000	725,000	610,000	575,000	-	2,135,000
Subtotal Cash Capital - Districtwide	937,000	1,335,000	1,840,000	1,750,000	1,510,000	1,515,000	7,950,000
Other Unidentified Cash Capital	-	-	-	-	-	-	-
Total Cash Capital Requests	1,850,000	2,000,000	2,525,000	2,260,000	3,085,000	2,626,000	12,496,000
Other funding sources							
MS Systems design (TRF/FC)	1,300,200	-	-	-	-	-	-
Town Hall Envelope (TRF/FC)	575,842	-	-	-	-	-	-
Total other funding sources	1,876,042	-	-	-	-	-	-
Borrowed Inside							
Town Hall Annex Design/Construction	-	1,338,144	-	-	-	-	1,338,144
Warren Heat Pumps Replacement	-	-	750,000	-	-	-	750,000
Main Library (Lighting, Roof, Carpet)	-	1,205,000	-	-	-	-	1,205,000
Main Library Space Utilization Reno Projec	268,376	2,885,000	-	-	-	-	2,885,000
MS Parking Lot Paving	-	-	-	2,000,000	-	-	2,000,000
MS Steam Pipes	4,200,000	-	-	-	-	-	-
"Early" Hunnewell design	4,680,000	-	-	-	-	-	-
Town Hall Interior design	-	-	1,990,000	-	-	-	1,990,000
Sprague School Projects	-	-	-	-	-	1,034,000	1,034,000
Bates School Projects	-	-	-	-	-	1,750,000	1,750,000
New Bathhouse at Morses Pond	-	-	-	-	-	1,000,000	1,000,000
DPW RDF Repair Projects	-	-	-	426,000	4,816,000	-	5,242,000
DPW Highway & Park Renovation	-	-	-	640,000	7,095,000	-	7,735,000
Total Borrowed Inside	9,148,376	5,428,144	2,740,000	3,066,000	11,911,000	3,784,000	26,929,144
Town Hall Interior Renovation	-	-	-	-	18,051,000	-	18,051,000
Middle School Bldg Systems	-	14,300,000	-	-	-	-	14,300,000
Hunnewell School Project	-	-	52,853,000	-	-	-	52,853,000
Town Hall Annex Construction	-	-	10,558,975	-	-	-	10,558,975
Hardy/Upham Renov.	-	-	62,152,000	-	-	-	62,152,000
Total Borrowed Outside	-	14,300,000	125,563,975	-	18,051,000	-	157,914,975
Total FMD Capital Requests	12,874,418	21,728,144	130,828,975	5,326,000	33,047,000	6,410,000	197,340,119



Capital Project	FY20	FY21	FY22	FY23	FY24	FY25	FY21-25 Total
Natural Resources Commission							
Park Sidewalk Paths/ Parking Lot Repairs	-	15,000	15,000	15,000	15,000	15,000	75,000
Fuller Brook Invasive Management	20,000	-	-	-	-	-	-
Tree Planting/Management Program	40,000	40,000	40,000	40,000	40,000	40,000	200,000
Trail System Improvements	5,000	-	-	-	-	-	-
IPM Turf Plan Implementation	10,000	-	-	-	-	-	-
Natural Landscape Development	-	35,000	25,000	25,000	25,000	25,000	135,000
Comprehensive Pond Improvements	-	-	-	100,000	100,000	-	200,000
Open Space and Recreation Plan Update	-	15,000	-	-	-	-	15,000
Playground Improvement/ADA Access	-	-	20,000	150,000	150,000	-	320,000
Town Forest Improvements	-	-	20,000	-	-	-	20,000
Subtotal Cash Capital	75,000	105,000	120,000	330,000	330,000	80,000	965,000
Church Park Restoration (CPC)	30,000	-	-	-	-	-	-
Duck Pond Bridge Restoration (CPC)	91,000	-	-	-	-	-	-
Erosion at Morses Pond (CPC)	150,000	-	-	-	-	-	-
Total NRC Capital	346,000	105,000	120,000	330,000	330,000	80,000	965,000
Morses Pond							
Morses Pond Shoreline and Pond Improvements	-	-	150,000	150,000	-	-	300,000
Stormwater Construction/Demo & Monitoring	-	-	-	10,000	-	-	10,000
Bylaw/Regulatory Review/Development	-	-	-	25,000	-	-	25,000
Selective Planting	-	-	-	35,000	35,000	-	70,000
Plant Monitoring	-	-	-	-	10,000	-	10,000
Subtotal Cash Capital	-	-	150,000	220,000	45,000	-	415,000
Harvester (Borrowed)	-	-	315,000	-	-	-	315,000
Total Morses Pond Capital	-	-	465,000	220,000	45,000	-	730,000
Library							
Time Card system	30,000	-	-	5,000	-	-	5,000
Repair/Replace Furniture	-	-	-	-	-	-	-
Computer/Peripheral Replacement	52,300	52,300	55,300	57,300	57,300	59,300	281,500
IT Infrastructure Replacement	12,000	12,000	12,000	12,000	12,000	12,000	60,000
Automated Material Handler	-	-	-	-	10,000	-	10,000
Photovoltaic Study	-	-	-	-	-	-	-
Relocate Stacks for Recarpeting	-	-	65,000	-	-	-	65,000
WFL Van	-	-	40,000	-	-	-	40,000
New Technology & Devices	15,000	30,000	30,000	30,000	30,000	40,000	160,000
Website Construction/Redesign	-	-	-	15,000	-	10,000	25,000
Self Check System	-	-	24,000	12,000	24,000	24,000	84,000
Traffic Study	-	-	-	25,000	-	-	25,000
Parking Lot Improvements	-	-	-	-	25,000	-	25,000
Strategic Planning	-	-	-	-	10,000	-	10,000
Total Library Cash Capital	109,300	94,300	226,300	156,300	168,300	145,300	790,500
Town Clerk							
Electronic Poll Books for Voter Lists	-	36,000	-	-	-	-	36,000
Electronic Voting Devices for Town Meeting	-	-	15,000	-	-	-	15,000
New Voting Equipment	-	-	-	-	-	75,000	75,000
Total Town Clerk Cash Capital	-	36,000	15,000	-	-	75,000	126,000
Electronic Voting Devices (FC)	15,000	-	-	-	-	-	-
Town Clerk Total	15,000	36,000	15,000	-	-	75,000	126,000
Board of Assessors							
CAMA database software	-	-	-	93,000	-	-	93,000
Total Assessors	-	-	-	93,000	-	-	93,000
Planning Board							
Mobility Plan	30,000	-	-	-	-	-	-
Planning Subtotal	30,000	-	-	-	-	-	-
Planning Board Total	30,000	-	-	-	-	-	-
Recreation							
MOPO Beachfront - CPC	-	-	-	-	100,000	500,000	600,000
Recreation Subtotal	-	-	-	-	100,000	500,000	600,000
MOPO Beachfront (Borrowed)	-	-	-	-	100,000	500,000	600,000
Recreation Total	-	-	-	-	200,000	1,000,000	1,200,000
School Department (non-Facilities)							
Infrastructure	-	-	225,000	225,000	225,000	225,000	1,063,371
Furniture/Furnishings/Equipment	205,018	163,371	1,279,124	1,352,920	1,145,123	1,111,050	5,829,767
Technology	896,010	941,550	-	-	-	-	-
Total School Capital	1,101,028	1,104,921	1,504,124	1,577,920	1,370,123	1,336,050	6,893,138



Town of Wellesley

FY2021-2025 Public Works Capital Request

Capital Project	FY20	FY21	FY22	FY23	FY24	FY25	FY21-25 Total
Cash Capital							
Street Improvement	385,000	500,500	580,500	605,500	605,500	605,500	2,897,500
Sidewalk Restoration	50,000	160,000	160,000	160,000	160,000	160,000	800,000
Private Ways	20,000	20,000	22,000	22,000	22,000	22,000	108,000
Drainage System Rehabilitation	200,000	-	270,000	270,000	270,000	270,000	1,080,000
Other Improvements	20,000	-	-	-	-	-	-
Vehicle/Equipment Procurement	1,136,000	1,073,000	1,085,000	1,452,000	1,447,000	1,500,000	6,557,000
DPW Facilities	85,000	107,500	127,500	127,500	130,000	130,000	622,500
Street Rehabilitation-Weston Road	-	-	150,000	-	-	-	150,000
Street Rehabilitation-TBD	-	-	-	-	160,000	-	160,000
Athletic/Playground Improvements	380,000	375,000	370,000	670,000	330,000	330,000	2,075,000
Total Cash Capital	2,276,000	2,236,000	2,765,000	3,307,000	3,124,500	3,017,500	14,450,000
Other Funding Sources:							
DPW Street Resurfacing (Ch 90)	790,000	790,000	790,000	790,000	790,000	790,000	3,950,000
Great Plain Avenue (Ch 90)	180,000	-	-	-	-	-	-
Hunnewell Softball fields (Gift)	200,000	-	-	-	-	-	-
Hunnewell Softball fields (CPC)	500,000	200,000	-	-	-	-	200,000
Street Rehabilitation-Walnut Street (Free Cash)	150,000	-	-	-	-	-	-
Sprague Turf Fields (Revolving)	500,000	-	-	-	-	-	-
Total Other Funding Sources:	1,670,000	990,000	790,000	790,000	790,000	790,000	4,150,000
Borrowed Inside							
DPW Fuel Depot Rehabilitation	-	-	-	-	1,000,000	-	1,000,000
Street Rehabilitation-Great Plain Avenue	-	1,750,000	-	-	-	-	1,750,000
Street Rehabilitation-Walnut Street	-	-	1,750,000	-	-	-	1,750,000
Street Rehabilitation-Weston Road	-	-	-	2,000,000	-	-	2,000,000
Street Rehabilitation-TBD	-	-	-	-	-	2,000,000	2,000,000
Hunnewell Field SoftballField	300,000	300,000	-	-	-	-	300,000
Replacement/Renovation DPW Yard	-	-	-	-	1,000,000	-	1,000,000
Sprague Field Artificial Turf	500,000	-	-	-	-	-	-
Total Borrowed	800,000	2,050,000	1,750,000	2,000,000	2,000,000	2,000,000	9,800,000
Debt Capital Exclusion:							
Public Works- DPW Administration Building	-	-	-	-	-	-	-
Free Cash:							
Park/Hwy Building HVAC Rehab Design	-	-	-	-	-	-	-
Total Free Cash	-						
Grand Total DPW	4,746,000	5,276,000	5,305,000	6,097,000	5,914,500	5,807,500	28,400,000

Reserves Projection

	<u>Amount</u>
Reserves as of 6/30/2019	
Free Cash Actual	\$ 16,171,779
General Purpose Stabilization fund	3,371,774
Other Stabilization Funds	2,131,623
	<u>\$ 21,675,176</u>
Sources and (Uses) of Reserves in FY20	
Snow & ice removal	(300,000)
Hunnewell Design	(2,000,000)
Annex design	
North 40 remediation	(144,000)
Add to SPED stabilization 2021	(500,000)
Add to SPED stabilization - Medicaid	(112,000)
Add to IOD stabilization	(49,419)
Add to Baler Stabilization	(50,000)
Add to new Recreation Pond Fund	
Additions to various Stabilization (no impact)	711,419
Stabilization interest	100,000
removed from SPED stabilization in 2020	(412,000)
Balance FY21 budget (Article 8)	(2,639,066)
Net operating change - estimated	2,000,000
Estimated Reserves as of 6/30/20	<u><u>\$ 18,280,110</u></u>
FY21 Revenue	\$ 160,682,903
% of Revenue	11.38%

TOWN OF WELLESLEY- SOURCES AND USES OF FUNDS

Exhibit I

	FY2020 Tax Rate	FY2021 Request	% Change
*** SOURCES OF FUNDS ***			
Tax & Other Current Revenues			
Within Levy Limits			
Real Estate & Per. Prop. Tax	134,008,497	138,658,709	3.47%
From the Commonwealth	10,714,574	10,685,003	-0.28%
Local Revenue	11,352,726	11,339,191	-0.12%
Sub-Total (Tax & Cur. Rev.)	156,075,797	160,682,903	2.95%
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	1,264,100	24.45%
Appropriated/Reserved CPA Surcharge	887,500	349,500	-60.62%
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	2,507,245	100.00%
Unencumbered/Transfers from other funds	154,145	279,501	100.00%
Sub-Total (Available Funds)	20,305,567	18,545,741	-8.67%
TOTAL SOURCES OF FUNDS	176,381,364	179,228,644	1.61%
*** USE OF FUNDS ***			
Personal Services (Non-School)			
Expenses (Non-School)	10,658,686	10,966,601	2.89%
Subtotal (Non-School)	39,069,488	40,339,811	3.25%
Personal Services (School)			
Expenses (School)	76,783,930	80,379,651	4.68%
Subtotal (School)	76,783,930	80,379,651	4.68%
Sub-Total (Pers. Svcs.& Exp)	115,853,418	120,719,462	4.20%
Capital & Debt:			
Within Levy Limits			
Capital/Extraord./Special Items	5,893,417	3,876,428	-34.22%
Debt Service	4,300,000	5,000,000	16.28%
Sub-Total (Within Levy Limits)	10,193,417	8,876,428	-12.92%
Outside Levy Limits			
Debt Service	11,440,452	11,191,579	-2.18%
SUB-TOTAL (CAPITAL & DEBT)	21,633,869	20,068,007	-7.24%
Employee Benefits:			
Health Insurance & other	20,113,538	21,000,462	4.41%
Pension Contribution	7,487,909	7,965,781	6.38%
OPEB Liability Fund	3,432,000	3,432,000	0.00%
Sub-Total (Shared Costs)	31,033,447	32,398,243	4.40%
SUB-TOTAL (OPERATIONS)	168,520,734	173,185,712	2.77%
Special Items:			
Traffic & Parking Management	975,018	1,228,015	25.95%
Appropriated/Reserved CPA Surcharge	887,500	349,500	-60.62%
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	2,507,245	100.00%
Sub-Total (Special Items)	7,860,630	6,042,932	-23.12%
TOTAL USE OF FUNDS	176,381,364	179,228,644	1.61%
TOTAL SOURCE OF FUNDS	176,381,364	179,228,644	1.61%
SURPLUS (DEFICIT)	0	0	

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
Real Estate & Personal Property Tax				
Within the Levy Limit	134,008,497	138,658,709	4,650,212	3.47%
Outside the Levy Limit	10,888,408	10,638,135	(250,273)	-2.30%
Subtotal - Real Estate & Personal Property Tax	144,896,905	149,296,844	4,399,939	3.04%
From the Commonwealth				
Chapter 70 Aid	9,273,504	9,219,784	(53,720)	-0.58%
Lottery Aid	1,375,608	1,414,125	38,517	2.80%
Other Aid	65,462	51,094	(14,368)	-21.95%
Subtotal - From the Commonwealth	10,714,574	10,685,003	(29,571)	-0.28%
Local Revenue				
Motor Vehicle Excise	5,158,524	5,200,000	41,476	0.80%
Licenses and Permits	2,200,000	2,100,000	(100,000)	-4.55%
Interest Earnings	750,000	449,191	(300,809)	-40.11%
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%
Subtotal - Local Revenue	11,352,726	11,339,191	(13,535)	-0.12%
Other Sources				
MLP/Water/Sewer reimbursements to IT	307,072	314,750	7,678	2.50%
Parking Meter Receipts	1,015,728	1,264,100	248,372	24.45%
Free Cash to balance budget	2,515,000	2,639,066	124,066	4.93%
Free Cash items	3,985,670	2,507,245	(1,478,425)	-37.10%
Appropriated CPA Surcharge	887,500	349,500	(538,000)	-60.52%
CPA Funds applied to North 40	552,044	553,444	1,400	0.25%
Insurance Funds		158,700	158,700	
Police detail	154,145	120,801	(33,344)	-21.63%
Subtotal - Other Sources	9,417,159	7,907,606	-1,509,553	-16.03%
TOTAL SOURCES OF FUNDS	176,381,364	179,228,644	2,847,280	1.61%

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 - %
GENERAL GOVERNMENT										
Board of Selectmen - Administration										
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%
Board of Selectmen - Human Services										
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%
Board of Selectmen - Facilities										
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%
Board of Selectmen - Other Services										
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%
Board of Selectmen - Shared Services										
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
Subtotal - Board of Selectmen - General Government	7,380,589	5,472,375	12,852,964	7,958,819	5,634,633	13,593,452	578,230	162,258	740,488	5.76%

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 - %
Other General Government										
Town Clerk/Election & Registration	272,927	39,815	312,742	326,357	43,390	369,747	53,430	3,575	57,005	18.23%
Board of Assessors	289,572	101,800	391,372	296,847	85,500	382,347	7,275	(16,300)	(9,025)	-2.31%
Planning Board	285,246	43,000	328,246	296,056	43,300	339,356	10,810	300	11,110	3.38%
Advisory Committee	10,000	22,000	32,000	11,000	21,500	32,500	1,000	(500)	500	1.56%
Reserve Fund	0	175,000	175,000	0	175,000	175,000	0	0	0	0.00%
Permanent Building Committee	0	0	0	0	0	0	0	0	0	
Human Resources Board	382,484	37,950	420,434	382,942	43,750	426,692	458	5,800	6,258	1.49%
HR Salary adjustments	39,182		39,182	177,500		177,500	138,318	0	138,318	NA
Subtotal - Other General Government	1,279,411	419,565	1,698,976	1,490,702	412,440	1,903,142	211,291	(7,125)	204,166	12.02%
GENERAL GOVERNMENT TOTAL	8,660,000	5,891,940	14,551,940	9,449,521	6,047,073	15,496,594	789,521	155,133	944,654	6.49%
PUBLIC SAFETY - BOARD OF SELECTMEN										
Police Department	5,888,463	664,810	6,553,273	5,948,414	718,752	6,667,166	59,951	53,942	113,893	1.74%
Injured on Duty	see Risk Management Dept 945			see Risk Management Dept 945						
Special School Police	129,254	3,263	132,517	130,974	3,377	134,351	1,720	114	1,834	1.38%
Fire Department	5,351,153	267,270	5,618,423	5,326,195	280,720	5,606,915	(24,958)	13,450	(11,508)	-0.20%
Building Department	541,711	41,000	582,711	547,055	41,000	588,055	5,344	0	5,344	0.92%
Sealer of Weights & Measures	15,000	2,700	17,700	15,000	2,700	17,700	0	0	0	0.00%
PUBLIC SAFETY TOTAL - BOARD OF SELECTMEN	11,925,581	979,043	12,904,624	11,967,638	1,046,549	13,014,187	42,057	67,506	109,563	0.85%
DEPARTMENT OF PUBLIC WORKS										
Engineering	545,122	65,500	610,622	559,897	65,500	625,397	14,775	0	14,775	2.42%
Highway	1,097,837	470,450	1,568,287	1,124,227	494,200	1,618,427	26,390	23,750	50,140	3.20%
Fleet Maintenance	165,000	43,462	208,462	170,775	43,462	214,237	5,775	0	5,775	2.77%
Park	1,269,377	372,570	1,641,947	1,283,430	401,300	1,684,730	14,053	28,730	42,783	2.61%
Recycling & Disposal	1,106,742	1,263,947	2,370,689	1,128,722	1,240,422	2,369,144	21,980	(23,525)	(1,545)	-0.07%
Management	382,958	24,070	407,028	378,215	24,070	402,285	(4,743)	0	(4,743)	-1.17%
Winter Maintenance	0	366,355	366,355	0	379,177	379,177	0	12,822	12,822	3.50%
PUBLIC WORKS TOTAL	4,567,036	2,606,354	7,173,390	4,645,266	2,648,131	7,293,397	78,230	41,777	120,007	1.67%
WELLESLEY FREE LIBRARY										
Library Trustees	2,032,158	585,015	2,617,173	2,060,562	616,840	2,677,402	28,404	31,825	60,229	2.30%
LIBRARY TOTAL	2,032,158	585,015	2,617,173	2,060,562	616,840	2,677,402	28,404	31,825	60,229	2.30%
RECREATION										
Recreation Commission	354,626	28,741	383,367	356,925	29,747	386,672	2,299	1,006	3,305	0.86%
RECREATION TOTAL	354,626	28,741	383,367	356,925	29,747	386,672	2,299	1,006	3,305	0.86%

Exhibit B

USES OF FUNDS

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	Pers Srvs	Expenses	Total Ops	Pers Srvs	Expenses	Total Ops	Variance Pers Srvs	Variance Expenses	Variance Total - \$	Variance Total - %
HEALTH										
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%
HEALTH TOTAL	637,779	392,343	1,030,122	656,766	400,511	1,057,277	18,987	8,168	27,155	2.64%
NATURAL RESOURCES										
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%
NATURAL RESOURCES TOTAL	233,622	175,250	408,872	236,532	177,750	414,282	2,910	2,500	5,410	1.32%
NON-SCHOOL TOTAL	28,410,802	10,658,686	39,069,488	29,373,210	10,966,601	40,339,811	962,408	307,915	1,270,323	3.25%
WELLESLEY PUBLIC SCHOOLS										
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%
SCHOOL TOTAL	68,817,105	7,966,825	76,783,930	71,611,886	8,767,765	80,379,651	2,794,781	800,940	3,595,721	4.68%
EMPLOYEE BENEFITS										
Group Insurance		19,648,490	19,648,490	0	20,536,313	20,536,313	0	887,823	887,823	4.52%
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%
EMPLOYEE BENEFITS TOTAL	0	31,033,447	31,033,447	0	32,398,243	32,398,243	0	1,364,796	1,364,796	4.40%
ALL PERSONAL SERVICES & EXPENSES	97,227,907	49,658,958	146,886,865	100,985,096	52,132,609	153,117,705	3,757,189	2,473,651	6,230,840	4.24%

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 - %
CAPITAL & DEBT										
<i>Departmental Cash Capital</i>										
Public Works Capital	0	2,276,000	2,276,000	0	1,677,000	1,677,000	0	(599,000)	(599,000)	-26.32%
School Capital	0	1,101,028	1,101,028	0	828,691	828,691	0	(272,337)	(272,337)	-24.73%
Facilities Capital - School	0	937,000	937,000	0	218,000	218,000	0	(719,000)	(719,000)	-76.73%
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	338,262	338,262	0	(113,827)	(113,827)	-25.18%
Library Capital	0	109,300	109,300	0	70,725	70,725	0	(38,575)	(38,575)	-35.29%
Town Clerk	0	0	0	0	0	0	0	0	0	0.00%
Recreation	0	0	0	0	0	0	0	0	0	0.00%
NRC Capital	0	75,000	75,000	0	78,750	78,750	0	3,750	3,750	5.00%
Morses Pond Capital	0	0	0	0	0	0	0	0	0	#DIV/0!
Subtotal - Cash Capital	0	5,893,417	5,893,417	0	3,876,428	3,876,428	0	(2,016,989)	(2,016,989)	-34.22%
<i>Debt Service</i>										
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%
Subtotal - Debt Service	0	15,740,452	15,740,452	0	16,191,579	16,191,579	0	451,127	451,127	2.87%
CAPITAL & DEBT TOTAL		21,633,869	21,633,869	0	20,068,007	20,068,007	0	(1,565,862)	(1,565,862)	-7.24%
SPECIAL ITEMS										
<i>Receipts Reserved for Appropriation</i>										
Traffic & Parking Operations	312,418	662,600	975,018	280,265	947,750	1,228,015	(32,153)	285,150	252,997	25.95%
Community Preservation Appropriated	0	887,500	887,500	0	349,500	349,500	0	(538,000)	(538,000)	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	1,025,101	1,025,101	0	(945,569)	(945,569)	0.00%
Fall STM Hunnewell// North 40 remediation		2,000,000	2,000,000	0	1,482,144	1,482,144		(517,856)		
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%
SPECIAL ITEMS TOTAL	312,418	7,548,212	7,860,630	280,265	5,762,667	6,042,932	(32,153)	(1,785,545)	(1,299,842)	-16.54%
TOTAL USES OF FUNDS			176,381,364			179,228,644			2,847,280	1.61%
TOTAL SOURCES OF FUNDS			176,381,364			179,228,644			2,847,280	1.61%
SURPLUS (DEFICIT)			0			0				

4. Discuss and Vote Unforeseen Measures of COVID-19 Outbreak

a. Extend Definition of Essential Business to May 18, 2020

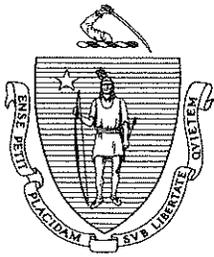
The Board of Selectmen issued a definition of essential construction as it relates to building permits on April 13. The Governor's order has now been extended to May 18, and therefore requires the Board's definition to be extended until May 18 as well.

MOTION:

Move to extend the Town of Wellesley's definition of essential construction until May 18.

b. Joint Meeting to continue to discussion on Face Covering Order

In the packet is both the Governor's Order on Face Coverings in addition to the latest version of the BOH and BOS proposed order for face coverings. The version of the Town order is inclusive of the discussion items and modifications that were made at the meeting. Both the Governor's Order and the Draft Town Order have been placed online for review and comments continue to be received. I am hoping that additional guidance from the State on the Governor's Order will be released Monday prior to our meeting. I do not have a motion for this topic at this time as it is currently evolving. BOH had not posted as of Saturday for this meeting yet. Questions continue to arise particular to outdoor activities of essential businesses. In my opinion this will impact RDF, Landscaping, Construction, and continue to impact segments of Brook Path that preclude a separation of 6 feet. These may be areas we need clarification on.



OFFICE OF THE GOVERNOR
COMMONWEALTH OF MASSACHUSETTS
STATE HOUSE • BOSTON, MA 02133
(617) 725-4000

CHARLES D. BAKER
GOVERNOR

KARYN E. POLITO
LIEUTENANT GOVERNOR

ORDER REQUIRING FACE COVERINGS IN PUBLIC PLACES WHERE SOCIAL DISTANCING IS NOT POSSIBLE

COVID-19 Order No. 31

WHEREAS, on March 10, 2020, I, Charles D. Baker, Governor of the Commonwealth of Massachusetts, acting pursuant to the powers provided by Chapter 639 of the Acts of 1950 and Section 2A of Chapter 17 of the General Laws, declared that there now exists in the Commonwealth of Massachusetts a state of emergency due to the outbreak of the 2019 novel Coronavirus (“COVID-19”);

WHEREAS, on March 11, 2020, the COVID-19 outbreak was characterized as a pandemic by the World Health Organization;

WHEREAS, the Federal Centers for Disease Control have determined that COVID-19 is spread mainly by person to person contact and that the best means of slowing the spread of the virus is through practicing social distancing and by minimizing personal contact with environments where the virus may be spread;

WHEREAS, the Department of Public Health continues to urge all residents of the Commonwealth to limit activities outside of the home and to practice social distancing at all times to limit the spread of this highly contagious and potentially deadly virus;

WHEREAS, public health experts have determined that it is possible for an infected individual to transmit COVID-19 even when the individual does not exhibit symptoms of the virus;

WHEREAS, the Centers for Disease Control and Department of Public Health have advised individuals to wear cloth face coverings when they are out of the home and may be in close proximity to others in order to prevent transmission of this highly contagious virus;

WHEREAS, the number of confirmed cases of COVID-19 continues to rise in the Commonwealth. As of April 30, 2020, the Department of Public Health had reported 62,205 cases of COVID-19, including 3,562 deaths, with all counties across the Commonwealth affected;

WHEREAS, the eventual reopening of businesses and public places in the Commonwealth will require residents to continue to take precautions, including the wearing of masks or cloth face coverings; and

WHEREAS, sections 7, 8, and 8A of Chapter 639 of the Acts of 1950 authorize the Governor, during the effective period of a declared emergency, to exercise any and all authority over persons and property necessary or expedient for meeting a state of emergency, including but not limited to authority over assemblages and pedestrian travel in order to protect the health and safety of persons; transportation or travel; regulation of the sale of articles of food and household articles; and the policing, protection, and preservation of public and private property;

NOW, THEREFORE, I hereby Order the following:

Effective Wednesday, May 6, 2020, any person over age two who is in a place open to the public in the Commonwealth, whether indoor or outdoor, and is unable to or does not maintain a distance of approximately six feet from every other person shall cover their mouth and nose with a mask or cloth face covering, except where a person is unable to wear a mask or face covering due to a medical condition or the person is otherwise exempted by Department of Public Health guidance. A person who declines to wear a mask or cloth face covering because of a medical condition shall not be required to produce documentation verifying the condition. This requirement applies to all workers and customers of businesses and other organizations open to the public that are permitted to operate as COVID-19 Essential Businesses as defined in Appendix A of COVID-19 Order 13, as extended by COVID-19 Orders 21 and 30.

All persons are required to wear masks or cloth face coverings at all times when inside grocery stores, pharmacies, and other retail stores. All persons are also required to wear masks or cloth face coverings when providing or using the services of any taxi, car, livery, ride-sharing, or similar service or any means of mass public transit, or while within an enclosed or semi-enclosed transit stop or waiting area.

All persons are strongly discouraged from using medical-grade masks to meet the requirements of this Order, as medical-grade masks should be reserved for healthcare workers and first responders.

The Commissioner of Public Health is directed to issue guidance, subject to my approval, to implement the terms of this Order, which shall include guidance for the use of face coverings by children between the ages of two and five years old.

If a customer refuses to wear a mask or cloth face covering for non-medical reasons, a business may decline entry to the individual.

The Department of Public Health, local boards of health and authorized agents pursuant to G. L. c. 111, § 30 are authorized to enforce this Order and if necessary may do so with the assistance of State or municipal police. Violation of the terms of this Order or Department of Public Health Guidance may result in a civil fine of up to \$300 per violation, in the manner provided for non-criminal disposition of violations of municipal by-law, ordinance, rule, or regulation pursuant to G. L. c. 40, § 21D.

This Order is effective Wednesday, May 6, 2020, and shall remain in effect until rescinded or until the emergency is terminated, whichever happens first.

Given in Boston at 9:30AM this 1st day of
May, two thousand and twenty

A handwritten signature in black ink, appearing to read "Charles D. Baker", written over a horizontal line.

CHARLES D. BAKER
GOVERNOR
Commonwealth of Massachusetts

[Town Letterhead]

**Emergency Order of the Wellesley Board of Health and the Wellesley Board of Selectmen
Regarding Practices to Prevent the Spread of Infectious Respiratory Droplets**

On March 10, 2020, the Governor of the Commonwealth of Massachusetts issued a Declaration of a State of Emergency to Respond to COVID-19. COVID-19 is a novel coronavirus that can cause severe respiratory distress and the need for hospitalization, and [lead to death](#), in some persons, but cause no symptoms whatsoever in others. Regardless of symptoms, a person infected with the virus may easily transmit it to others in close proximity (within six feet) through respiratory droplets.

On March 23, 2020, the Governor issued an Order that allowed for the continuation of operation of essential services in the Commonwealth subject to certain conditions, and closed businesses providing non-essential services. On April 10, 2020, the Massachusetts Department of Public Health (MDPH) issued an Advisory regarding face coverings to help prevent the spread of COVID-19. [On April 27, 2020, the Massachusetts Attorney General issued guidance on local authority to state that municipalities can issue an order or reasonable regulation to require people to wear face coverings in public.](#) As of April 30, 2020, within the Commonwealth there have been 62,205 laboratory confirmed cases of the virus and 3,562 deaths.

It is essential that the spread of this virus is slowed in order to protect members of the public and the ability of healthcare providers and other first responders to continue to safeguard the public health and safety of our residents and visitors. For that reason, the Board of Health and the Board of Selectmen are issuing the following Emergency Order Regarding Practices to Prevent the Spread of Infectious Respiratory Droplets, pursuant to their joint authority under M.G.L. c.111, §104:

Face Coverings

1. All members of the public shall wear a face covering such as a fabric mask, bandana, or scarf, over their mouth and nose, whenever entering into the inside of any building open to the public or engaging in any activity within a confined or enclosed facility where other members of the public are present. This includes essential businesses, enclosed worksites, common areas and communal spaces of commercial and residential buildings, and Town-owned buildings.
2. Per MDPH and Board of Health guidance, face coverings are not mandated to be placed on children younger than the age of 5 years old, anyone who has trouble breathing, or anyone who is unable to remove the face covering without assistance.
3. Members of the public may make their own [face coverings](#); the Centers for Disease Control has published helpful instructions. If a resident of Wellesley does not have a face

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covering, or needs assistance with obtaining one, please call the Supporting Wellesley Call Center at 781-239-0256.

Essential Businesses

1. As stated above, members of the public entering an essential business, including but not limited to pharmacies, grocery stores, home improvement stores, banks, and restaurants, shall wear a face covering. This requirement shall extend to parking lots that are appurtenant or adjacent to the essential business.
2. All employees working inside an essential business shall wear a face covering. Essential businesses shall increase employee illness surveillance by ensuring that employees do not come to work while sick and asking employees if they have been exposed to COVID-19 at the beginning of a shift.
3. Signage must be posted at all entry doors advising members of the public that face coverings and social distancing must be maintained inside the facility and outside if waiting to enter.
4. Social distancing of six feet shall be maintained while inside the essential business. Clear markings of such distance for purposes of queue formation shall be visible for members of the public.
5. Restaurants and other food establishments may only serve food through drive-thru, curbside takeout, counter service, or delivery. Employees who bring food to curbside delivery stations must wear a face covering even while outside.
6. Members of the public may not bring their own reusable bags or mugs into an essential business.
7. Employees and/or independent contractors of essential businesses that do not operate inside a confined space or building, such as landscapers and construction workers, must wear a face covering to the extent that they are in close proximity to others.
8. To the extent necessary, the Wellesley Police Department and the Board of Health shall enforce this Emergency Order with respect to essential businesses, and such businesses that are not adhering to its requirements may face legal action.
9. Essential businesses are encouraged to take other action to enhance social distancing efforts, such as offering home delivery options and encouraging online ordering and payment; establishing one-way flow for aisle shopping; and, relocating high-demand items to easily accessible areas to limit the amount of time customers are inside the business.

Outdoor Physical Activity

1. The Emergency Order does not apply to persons who are engaged in permissible outdoor physical activity when in public outdoor areas, including sidewalks, parks, trails, and the Fuller Brook Path. However, ~~every person is~~ it is strongly advised that ~~every person~~ the use ~~of~~ a face covering ~~is strongly advised~~ for public health and safety. Members of the public should continue to maintain social distancing while engaging in outdoor physical activity. Pedestrians are advised to pass each other on opposing sides of the street when safely able to do so and to step aside to avoid close proximity to other persons.
2. Members of the public may not engage in running, jogging, or biking on the Fuller Brook Path as long as this Emergency Order remains in effect.

Timing

This Emergency Order shall go into effect at 12:01 a.m. on Monday, May 4, 2020, and shall remain in effect until notice is given pursuant to the Board of Health and the Board of Selectmen's judgment that it is no longer needed, or until the Governor's Declaration of a State of Emergency is lifted, whichever occurs first.

We, the undersigned, in counterpart, certify that the foregoing Emergency Order was made at a joint meeting of the Board of Health and Board of Selectmen duly noticed pursuant to the Open Meeting Law, as amended.

On Behalf of the Board of Health:

Date:

Name:
Title

Date:

On Behalf of the Board of Selectmen:

Name:
Title

5. Executive Director's Update

a. Vote Minutes

There are two sets of minutes for the Board to review from February 6, 2020 and April 23, 2020.

MOTION:

MOVE to approve the minutes of February 6, 2020 and April 23, 2020.

Approved:

Board of Selectmen Joint Meeting with SBC and School Committee: February 6, 2020
Present: Freiman, Ulfelder, Olney, Morgan, Sullivan Woods

Meeting Documents:

1. Agenda
2. SBC Meeting Minutes 11/14/19
3. FMD Conceptual Cost Memo for Three School
4. SMMA Presentation of Current Options
5. H/U Workplan
6. Playing Fields Task Force Presentation
7. Historical Commission Presentation
8. MSBA Comment Responses

1. Call to Order

Ms. Freiman, Chair, called the meeting to order at 5:50pm in the Great Hall, joining the SBC and SC already in session.

2. Review Conceptual Costs of Three Schools

Mr. Gagosian reviewed the FMD prepared analysis of the significant factors potentially affecting the cost analysis of building 3 schools rather than 2 including schedule delays, operational impacts, and carbon emissions. He stated FMD predicted a 2-year delay at minimum if the project was revised to three schools. Mr. D'Amico noted that using the existing date from the HHU project, they were able to determine the additional construction cost for 3 schools vs. 2 would be between \$40-46million, plus costs associated with an additional 2-year delay. He added that delays or interruptions in scheduling could jeopardize participation in the MSBA grant program and contractual deadlines could be missed. The Boards discussed the FMD analysis of three vs. 2 schools, and the non-binding referendum question on the March ballot.

3. Hardy/Upham Project

Mr. Pitkin reviewed the Hardy/Upham site analysis and plan concept option updates. He stated that the SMMA architect reviewed both Hardy and Upham sites documenting trees and other features noting their existing conditions. He summarized options being studied for each site including a base repair at Upham new construction at Upham, and new construction and addition/renovation at Hardy. Mr. Pitkin summarized the various issues related to the Hardy site options, including a constrained site, and access issues. He then summarized the Upham site issues, noting that blasting would be required. Mr. Pitkin provided an overview of the proposed criteria to be used to select between the two sites including educations plan, site amenities, walkability, impacts to natural habitats, traffic, and costs. He confirmed that the traffic impact study for both sites would be completed before determination of a site.

Mr. Stuntz and Ms. Martin of the Playing Fields Task Force joined the meeting. Mr. Stuntz expressed concern for the potential impact of construction at either site. He added that field use in Town had seen significant growth and field rental fees total approximately \$150,000 per year. He provided an overview of the use of the fields at Hardy and Upham. He noted that while enrollment had declined, field usage had increased.

Ms. Shlala and Ms. Maitin of the Historical Commission joined the meeting. Ms. Shlala briefly described the history of the original Hardy School and encouraged preservation of the original structure. Dr. Lussier noted the extensive efforts of incorporating historical elements of the old high school in the new building.

4. New Business and Correspondence

Mr. D'Amico reviewed the SBC's upcoming meeting schedule.

The meeting was adjourned at 8:40pm

1 **Approved:**

2
3 **Board of Selectmen Meeting: April 23, 2020**

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

5 **Also Present: Jop, Frigulietti**

6
7 **Warrants approved: none**

8
9 **Meeting Documents:**

- 10 1. Agenda
- 11 2. BOS draft calendar
- 12 3. Draft Authorization to sign Consent to Assignment
- 13 4. Draft minutes April 6, 2020
- 14 5. Memo from Treasurer
- 15 6. Memo from FirstSouthwest
- 16 7. May 2020 BAN plan
- 17 8. Monthly Parking Receipts
- 18 9. Memo from Joe McDonough on 3-year Natural Gas Contract

19
20 **1. Call to Order**

21
22 Ms. Freiman, Chair, called the meeting to order at 5:00 pm online.

23
24 Ms. Freiman announced the meeting was being streamed live on Comcast channel 8 and Verizon channel
25 40 and by Wellesley Media and recorded for subsequent viewing on the cable channels or at
26 wellesleymedia.org. She stated residents wishing to speak in Citizen Speak or another agenda item should
27 email sel@wellesleyma.gov to be assigned a number and call 781-489-7525 and wait for their number to
28 be called.

29
30 Ms. Freiman expressed the Board's support for those in the community effected by the COVID-19 outbreak
31 including those that are sick, front line workers, and children home from school. She thanked the residents
32 that continue to stay home and wear masks in public. She noted the Town's guidance and resources
33 available on the Town's website. She thanked all of the Town departments as they continue to work
34 diligently during the outbreak.

35
36 **2. Citizen Speak**

37
38 Ms. Jop confirmed there were no callers on the line.

39
40 **3. Annual Town Meeting Preparation**

41
42 Ms. Jop stated that staff continued to evaluate the FY21 budget and were working on various strategies to
43 present to the Board at a future meeting. She added that there was current legislation at the Senate regarding
44 remote participation for representative Town Meetings and the Town submitted comments to the
45 legislation. Ms. Freiman stated that the Moderator delayed Annual Town Meeting for at least a month to
46 May 27, 2020.

47
48 **4. Discuss and Vote Unforeseen Measures of COVID-19 Outbreak**

49
50 Ms. Jop stated that the Town continued to review various pieces of legislation related to the crisis. She
51 added that the state stay at home advisory may be extended beyond May 4th. She noted that the school

52 administration was working through the impacts of in class education begin cancelled for the remainder for
53 the school year. She stated that she expected further guidance on summer camps and recreational
54 programming from the state in the near future.
55

56 Ms. Jop stated that the Town was continuing discussions with Babson College for potential use of space
57 for the postponed Town election. She added that she expected more information in the near future as the
58 Town worked through the logistics of the rescheduling of the election. She noted that the Town Clerk's
59 Office continued its campaign to encourage mail-in ballots.
60

61 Ms. Sullivan Woods stated that the Celebrations Committee had postponed Wellesley Wonderful Weekend
62 and hoped to hold events in late summer or fall.
63

64 **5. Discuss and Vote Authorization for Chair to Sign Consent to Assignment of Lease 442**
65 **Washington Street (Cochituate Aqueduct)**
66

67 Ms. Jop stated that at the previous meeting the Board did not authorize the Chair to sign the Consent to
68 Assignment of the lease at 442 Washington Street that was approved at the last meeting. She noted the
69 Board's vote to authorize the Chair to sign the document was necessary for the process to move forward.
70

71 **Upon a motion by Mr. Morgan and seconded by Mr. Ulfelder, the Board was polled and voted (5-0)**
72 **to authorize the Chair to sign the Consent to Assignment of Lease for 442 Washington Street, which**
73 **was approved by vote at the April 13, 2020 Board of Selectmen Meeting.**

74 **Morgan - Aye**

75 **Sullivan Woods - Aye**

76 **Olney - Aye**

77 **Ulfelder - Aye**

78 **Freiman - Aye**
79

80 **6. Executive Director's Update**
81

82 Ms. Jop presented the drafted minutes for the Board's approval.
83

84 **Upon a motion by Mr. Morgan and seconded by Mr. Ulfelder, the Board was polled and voted (5-0)**
85 **to approve the minutes of April 6, 2020.**

86 **Morgan - Aye**

87 **Sullivan Woods - Aye**

88 **Olney - Aye**

89 **Ulfelder - Aye**

90 **Freiman - Aye**
91

92 **7. Discuss and Vote Wellesley Refinancing Authorization**
93

94 Ms. Strother, Town Finance Director and Mr. Waldman, Town Treasurer joined the meeting.
95

96 Mr. Waldman stated that the Town's financial advisors had advised that it was in the Town's interest to
97 refinance the remaining life of the 2010 portion of the borrowing for the High School. He added that the
98 borrowing for the school was done in three portions and this bond was the second of the three. He stated
99 that remaining life on the bond ran through 2035 and the estimated savings by refinancing was
100 approximately \$2.9million. He stated that he was requesting the Board to authorize him to continue the
101 process of putting the information out to bid. He noted the approval of the debt would not occur until the

102 bids were in place. Mr. Waldman stated that Moody's had recertified the Town's Aaa rating as part of the
103 process. The Board discussed the potential of refinancing the bond.

104
105 **Upon a motion by Mr. Morgan and seconded by Mr. Ulfelder, the Board was polled and voted (5-0)**
106 **That, in order to save interest costs, the Treasurer is authorized to provide for the sale and issuance**
107 **of bonds under G.L. c. 44, Section 21A, to refund all or any portion of the remaining principal of and**
108 **redemption premium and interest on the Town's General Obligation Bonds dated March 15, 2010**
109 **and that for this purpose the Treasurer is authorized to provide for the preparation and distribution**
110 **of a Preliminary Official Statement; provided, however, that no bonds shall be issued under this vote**
111 **unless and until the final interest rates and other terms of the refunding bonds are approved by the**
112 **Board.**

113 **Morgan - Aye**
114 **Sullivan Woods - Aye**
115 **Olney - Aye**
116 **Ulfelder - Aye**
117 **Freiman - Aye**

118
119 **8. Liaison Updates**

120
121 Mr. Ulfelder stated that the SBC was reviewing a revised HHU schedule due to the COVID-19 outbreak
122 adding the revisions would still meet MSBA deadlines. He reviewed the potential schedule noting that the
123 biggest consideration moving forward was public input in the process. The Board discussed the revised
124 schedule.

125
126 Mr. Morgan stated that the CPC would vote on potentially increasing funding for the softball field project.

127
128 Ms. Sullivan Woods stated that the Youth Commission and the Recreation Department continued to focus
129 on family friendly online programming for no charge during the outbreak. She added that the COA was
130 offering several programs online for seniors.

131
132 Ms. Olney stated that the SEC had discussed moving forward on a climate action plan that would
133 incorporate findings from the MVP program.

134
135 **9. New Business and Correspondence**

136
137 Mr. Morgan stated that he was moving from Wellesley and would be giving notice to the Town Clerk that
138 he would be resigning from the Board and as a Town Meeting Member effective May 31, 2020. He thanked
139 the residents and stated that he had enjoyed serving the Town for over twenty years on various Boards and
140 Committees.

141
142 The Board expressed their thanks to Mr. Morgan for his service to the Town.

143
144 The meeting was adjourned at 5:47 pm.

145
146 The next regular meeting is scheduled for Monday, April 27 at a 5:00pm -online.

b. Vote War Memorial Scholarship Amount

The Scholarship Committee is eager to finalize scholarship awards. They are asking the Board for this year's scholarship amounts to be distributed. Over the past several years we have funded the scholarships based upon the anticipated Marathon funds raised. This year we asked each charitable organization receiving a marathon bib to raise \$4500. The funding has obviously been delayed with the delay of the Boston Marathon until September 14. All funds raised must be submitted by mid-October. The scholarship amounts have increased over the years, and based upon the Treasurer's review of funds and recommendation, staff recommends the Board authorize \$10,000 to be granted in Scholarships.

MOTION:

Move to authorize the Wellesley Scholarship Foundation to award a total of \$10,000 in scholarships for 2020.

TOWN OF WELLESLEY

MARC V. WALDMAN
Treasurer & Collector



Tel (781) 431-1019 Ext. 2266
Fax (781) 237-5037

OFFICE OF THE TREASURER/COLLECTOR
525 Washington Street
Wellesley, MA 02482

To: Board of Selectmen
From: Marc V. Waldman, ^{*MVW*} Treasurer/Collector
Date: 4/23/2020
Re: War Memorial Scholarship Fund

In FY1996, the Town adopted a method for determining the annual War Memorial Scholarship amount. The process was to calculate the three year average market value of the Fund and apply an assumed interest rate to determine the earnings available for award. The value calculation is as follows:

• 12/31/17	\$267,794
• 12/31/18	\$269,517
• 12/31/19	<u>\$309,103</u>
Average	\$282,138

The estimated annual rate of return on this fund is projected at about 1.5%. Therefore, the amount available for scholarships, based on earnings alone is **\$4,232**.

In recent years, the Board of Selectmen has been receiving contributions from residents as a condition of receiving a Boston Marathon number. The BOS determined that those contributions would be deposited into the War Memorial Scholarship Fund with the dual purpose of increasing the amounts available for scholarship awards and increasing the balance in the fund. Recently, the fund has received contributions of \$14,670 in FY17, \$8,208 in FY18 and \$11,003 in FY19,

largely from the Marathon. Correspondingly, the awards from the War Memorial were increased to \$5,000 in FY17, \$7,000 in FY18 and \$10,000 in FY19.

If it is anticipated that Marathon funds will continue to be applied to the War Memorial Scholarship Fund at levels similar to last year, the Selectmen should be able to annually award in the \$10,000 range and still have some funds going towards continued growth of the fund. Of course, the BOS has the discretion to award any amounts it deems appropriate, up to the \$50,858 that is maintained as the non-expendable portion of the fund. If there are any questions or if the BOS has further instructions, call me at 781-489-7511.

c. Vote to Accept Gifts

Both the Fire Department and Board of Health received gifts from the new Fund for Wellesley Covid-19 Fund. The Fire Department's grant of \$5,300 must be approved by the Board as it exceeds \$3000. This grant is for the purchase of KN95 masks for seniors. I have included as a reminder the grants that have been approved to date. Amy can give an update on this topic at the meeting.

MOTION:

Move to approve the grant from the Fund for Wellesley to the Fire Department in the amount of \$5300 for the purchase of KN95 masks for seniors.

From: [Frigulietti, Amy](#)
To: [Jop, Meghan](#)
Subject: FW: Community Fund for Wellesley Checks
Date: Friday, May 1, 2020 4:20:42 PM

FYI – see below. Does the BOS need to accept these gifts?

Amy M. Frigulietti, MPA
Assistant Executive Director
Town of Wellesley
525 Washington Street
Wellesley, MA 02482
afrigulietti@wellesleyma.gov
781-431-1019 Ext. 2205
www.wellesleyma.gov

This is a Town of Wellesley email account. The substance of this message, including attachments, is a matter of public record.

From: Lopes, Rachel <rlopes@wellesleyma.gov>
Sent: Friday, May 1, 2020 4:18 PM
To: Waldman, Marc <mwaldman@wellesleyma.gov>; Sheehan, Jill <jsheehan@wellesleyma.gov>; Rumsey, Kathryn <krumsey@wellesleyma.gov>; Sarousi, Marie-Odette <msarousi@wellesleyma.gov>; Koushouris, Jeannie <jkoushouris@wellesleyma.gov>
Cc: Renzella, Maura <mrenzella@wellesleyma.gov>; Doku-Gardner, Deadra <ddokugardner@wellesleyma.gov>; Frigulietti, Amy <afrigulietti@wellesleyma.gov>; Strother, Sheryl <sstrother@wellesleyma.gov>; DeLorie, Rick <rdelorie@wellesleyma.gov>
Subject: Community Fund for Wellesley Checks

Hi All,

The Community Fund for Wellesley has awarded the Town the following Gifts:

Health Department \$2,000
Fire Department \$5,300

Two separate checks from the Community Fund for Wellesley are being mailed to the Town (either today or Monday). The checks will be sent to my attention. If I am not in the office when they arrive, could the Treasurer's office please go ahead and process these as a Non-Munis to the following accounts.

Please include a copy of this email as back-up and let me know that the checks have arrived. BOS are aware of these gifts and I'm including Amy on this email as well.

29051070-483000 \$2,000 HEALTH
29022070-483000 \$5,300 FIRE

Thanks ALL for your help! Please let me know if you have any questions.

Rachel Lopes
Assistant Finance Director
Town of Wellesley
525 Washington Street
Wellesley, MA 02482
(781) 431-1019 ext 2211



TOWN OF WELLESLEY
525 Washington Street
Wellesley, MA 02482
781-431-1019



COMMUNITY FUND FOR WELLESLEY
3 Eliot Street
Natick, MA 01760
508-647-2260

FOR IMMEDIATE RELEASE

Wellesley COVID-19 Relief Fund Awards \$12,800 in Initial Grants to Support Critical Programs

April 29, 2020 (Wellesley, MA) – The newly-established Wellesley COVID-19 Relief Fund is announcing its first round of grant funding, awarding \$12,800 to local non-profit organizations providing critical support for residents in the Town of Wellesley. This money will fund programs to connect long-term care residents to loved ones, support remote learning for vulnerable school-aged children, and support Wellesley restaurants while serving COVID-19 affected residents.

Created just two weeks ago, the Wellesley COVID-19 Relief Fund is a partnership between The Community Fund for Wellesley, an endowed fund of the Foundation for MetroWest, a tax exempt 501(c)3 organization, and the Wellesley Board of Selectmen, that addresses unmet needs in our community resulting from the ongoing Coronavirus crisis. Wellesley-based organizations are invited to submit proposals; grants will be awarded on a rapid and rolling basis.

The four initial grants were chosen based on immediate need and for their impact on a cross-section of the Wellesley community.

- **Connecting those in medical quarantine to their loved ones:** Elizabeth Seton Residence Skilled Nursing and Rehabilitation is receiving a grant to purchase several iPads to enable residents in the long-term care facility to visually connect with their loved ones.
- **Masking residents most vulnerable to community spread of COVID-19:** Through a joint initiative between the Wellesley Fire Department, Wellesley Health Department, and Wellesley Council on Aging grant funds will purchase 2,000 KN95 masks for distribution to Wellesley senior citizens and medically vulnerable residents.
- **Supporting Wellesley families with school-aged children:** Through a grant to Wellesley Service League funds will support 50-75 Wellesley families in public housing and throughout Town who are struggling with the at home and online learning needs of their school-aged children. Grant money will provide items such as: kits and school supplies for remote learning; arts and crafts supplies; and games and pizza lunch every other Friday through the remainder of the school year.
- **Freshly prepared meals from Wellesley restaurants to those isolated at home:** Through a collaboration between the Wellesley Health Department, Wellesley Council on Aging, and Wellesley Housing Authority grant funds will supply 60 meals from Wellesley restaurants per week (including delivery) for COVID-19 affected residents identified by Town social services and nursing staff. The organizations will partner with our Wellesley restaurants to provide these meals. This funding supports an initial two-week pilot with Wellesley restaurants, supporting both the residents and the local business community.

At Elizabeth Seton Residence Skilled Nursing and Rehabilitation, a non-profit long-term care facility in Wellesley, Coronavirus has taken a tremendous toll on both the staff and the residents. Judith Coogan, Director of Development, shared words of gratitude for the funds.

“This grant will make a significant difference in the lives of all we are honored to serve. The iPads will allow our residents to connect with those they love, and for end-of-life FaceTime calls, they are invaluable. Through the support of the Wellesley COVID-19 Relief Fund, we will be able to facilitate FaceTime calls for all our residents and we could not be more grateful,” said Judith Coogan, Director of Development.

The Wellesley COVID-19 Relief Fund was established with an initial gift of \$10,000 from the Community Fund for Wellesley to ensure an immediate source of grant support. In the past two weeks, the Wellesley COVID-19 Relief Fund has grown to more than \$20,000 thanks to generous donations from many Wellesley residents and the business community. The Community Fund for Wellesley looks forward to supporting future grants on a rapid and rolling basis and encourages the Wellesley community to support this initiative.

To donate to the Wellesley COVID-19 Relief Fund or learn more, please visit: www.CFFW-COVID.org

Donations are accepted electronically using the link above or by sending checks made out to the Foundation for MetroWest; please specify in the memo line ‘Wellesley COVID-19 Relief Fund’ and mail to:

Community Fund for Wellesley
c/o Foundation for MetroWest
3 Eliot Street
Natick, MA 01760

About the Community Fund for Wellesley

The mission of the Community Fund for Wellesley is to promote the common good and to benefit all residents of our Town. The Fund serves as a permanent source of funding to foster innovation and collaboration in support of community needs and opportunities. The Community Fund for Wellesley was established in 2008 in celebration of Wellesley’s 125th birthday. A dedicated group of Town residents had a vision to create a fund that would exist to benefit members of the Wellesley community for generations to come. In the past 11 years, the Fund has made grants of over \$400,000 to more than 30 local non-profits and Town of Wellesley departments.

-END-

6. Liaison Updates

7. New Business and Correspondence

- ❖ COA Approved Gift Log
- ❖ Draft Senate Bill on Remote Town Meeting – To begin discussion next week

COA Donations/Gifts Presented to Board - Calendar Year 2020

Date of Acceptance	Amount From	
1/16/2020	\$15.00	Bus Donation - Jarod Ziegelman
1/16/2020	\$7.00	Bus Donation - Joanne Kmiec
1/16/2020	\$100.00	General Donation - Sajida Khudari Family Trust
1/16/2020	\$50.00	General Donation - Magaret Taylor
1/16/2020	\$353.15	December 2019 Lunch Subsidy - FWCOA
2/13/2020	\$74.84	Coffee Donations from Mary Bowers Cafe - Individual Donations
2/13/2020	\$25.00	General Donation to COA - In Memory of Mary Kinneavy
2/13/2020	\$100.00	General Donation to COA - Anthony & Paula DiMarco
2/13/2020	\$892.10	January 2020 Lunch Subsidy - FWCOA
4/16/2020	\$40.00	Coffee Donations from Mary Bowers Cafe - Individual Donations
4/16/2020	\$3.00	Bus Donation - Joanne Kmiec
4/16/2020	\$5.00	Bus Donation- Blanche LaRose
4/16/2020	\$937.15	February 2020 Lunch Program Subsidy - FWCOA
4/16/2020	\$270.75	March 2020 Lunch Program Subsidy - FWCOA
4/16/2020	\$40.00	General Donation to COA - Mary Welch * refund checks never cashed and then donated; TH doing internal transfer
4/16/2020	\$40.00	General Donation to COA - Judith Paige * refund check never cashed and then donated; TH doing internal transfer
4/25/2020	\$100,000.00	Richard A Campana Revocable Trust - 3rd Distribution

SENATE No. 2673

The Commonwealth of Massachusetts

—
In the One Hundred and Ninety-First General Court
(2019-2020)
—

SENATE, May 4, 2020.

The committee on Senate Ways and Means to whom was referred the House Bill relative to host community agreements (House, No. 4398), - reported, in part, a "Bill relative to municipal governance during the COVID-19 emergency" (Senate, No. 2673).

For the committee,
Michael J. Rodrigues

SENATE No. 2673

The Commonwealth of Massachusetts

**In the One Hundred and Ninety-First General Court
(2019-2020)**

An Act relative to municipal governance during the COVID-19 emergency.

Whereas, The deferred operation of this act would tend to defeat its purpose, which is to protect forthwith both public health and the viability of town meetings in the face of the state, national and global public health emergencies existing as a result of the COVID-19 pandemic, therefore it is hereby declared to be an emergency law, necessary for the immediate preservation of the public health and convenience.

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows:

1 SECTION 1. (a) Notwithstanding section 13 of chapter 39 of the General Laws or any
2 other general or special law, charter provision or by-law to the contrary, a town not having a
3 representative town meeting form of government may act by vote of its select board, in
4 consultation and with the approval of the town moderator, to prescribe the number of voters
5 necessary to constitute a quorum at any town meeting held from the governor’s March 10, 2020
6 declaration of a state of emergency until 30 days after the termination of the state of emergency
7 at a number that is less than the number that would otherwise be required by law, town by-law or
8 town charter; provided, however, that the number of voters necessary to constitute a quorum
9 shall not be less than 10 per cent of the number that would otherwise be required.

10 (b) The select board shall publish notice of its intention to consider an adjustment of town
11 meeting quorum requirements under this section not less than 7 days before the vote of the select
12 board. The select board shall provide for adequate means of public access that will allow
13 interested members of the public to clearly follow the deliberations of the select board on making
14 a quorum adjustment as those deliberations are occurring.

15 (c) Not less than 10 days after a vote of the select board to adjust the quorum requirement
16 under this section, the town clerk shall notify the attorney general of the adjusted quorum
17 requirement.

18 (d) A town meeting held pursuant to this section shall take up only those matters related
19 to their budget or necessary to meet a federal deadline and shall not include warrant articles other
20 than those adopted by the select board.

21 (e) All actions taken pursuant to this section are hereby ratified, validated and confirmed
22 to the same extent as if the town meeting had been conducted in accordance with all other
23 applicable laws, charter provisions, ordinances and by-laws.

24 SECTION 2. (a) Notwithstanding any general or special law, charter provision, ordinance
25 or by-law to the contrary, during the governor's March 10, 2020 declaration of a state of
26 emergency, if the moderator in a town having a representative town meeting form of government
27 determines that it is not possible to safely assemble the town meeting members and interested
28 members of the public in a common location while complying with any applicable state or local
29 orders, directives or guidance concerning public assemblies, the moderator may request that the
30 select board of the town call for a representative town meeting to be held through remote
31 participation, including, but not limited to, by means of a video or telephone conferencing

32 platform. Such a request by the moderator to the select board shall be in writing and shall
33 include, but not be limited to: (i) the moderator's determination and request to hold a town
34 meeting through remote participation in accordance with this section; (ii) the video or telephone
35 conferencing platform the moderator has determined to use to hold the town meeting; and (iii) a
36 certification that by the moderator that: (A) the moderator has tested the video or telephone
37 conferencing platform; and (B) the platform satisfactorily enables the town meeting to be
38 conducted in substantially the same manner as if the meeting occurred in person at a physical
39 location and in accordance with the operational and functional requirements set forth in this
40 section.

41 A video or telephone conference platform used by a town meeting for remote
42 participation under this section shall, at minimum, provide for: (i) the moderator, town meeting
43 members, town officials and any other interested members of the public to identify and hear the
44 moderator and each town meeting member who attends and participates in the remotely-held
45 town meeting, as well as any other individuals who participate in the remotely-held town
46 meeting; (ii) the ability to determine whether a quorum is present; (iii) a town meeting member,
47 town official or other individual to request recognition by the moderator without prior
48 authorization; provided, however, that the request is visible or audible to the public in real time
49 and upon review of the recording of the town meeting proceedings, preserved according to
50 subsection (h); (iv) the moderator to determine when a town meeting member wishes to be
51 recognized to speak, make a motion, raise a point of order or object to a request for unanimous
52 consent; (v) the moderator to recognize a town meeting member, town official or other
53 individual to speak and to enable that person to speak; (vi) the ability to conduct a roll call vote;
54 (vii) any interested members of the public to access the meeting remotely for purposes of

55 witnessing the deliberations and actions taken at the town meeting; and (viii) the town meeting to
56 be recorded. Registered voters residing in the town wishing to participate in a remote town
57 meeting conducted pursuant to this section shall submit a request to participate to the town clerk
58 not less than 48 hours in advance of the town meeting. Upon receipt of the request and
59 verification of the requester's voter registration status, the clerk shall provide to the requester
60 instructions for participating in the remote town meeting.

61 (b) Not later than 10 business days following receipt of a written request by the
62 moderator under subsection (a), the select board shall vote to determine if the town meeting shall
63 be held remotely by means of the video or telephone conferencing platform requested by the
64 moderator.

65 (c) If the select board votes to approve the request of the moderator for remote
66 participation at a town meeting and the select board has already issued a warrant calling a town
67 meeting to be held not later than June 30, 2020, the select board shall, at the same meeting of the
68 board, approve and issue, in consultation with the moderator, a notice that expressly states: (i)
69 that the town meeting shall be held remotely by means of the video or telephone conferencing
70 platform requested by the moderator; (ii) the date and time of the meeting; and (iii) any
71 information necessary for the moderator, town meeting members, town officials and interested
72 members of the public to access and attend the town meeting remotely.

73 The notice issued by the select board shall be: (i) accompanied by the written request of
74 the moderator submitted to the select board under subsection (a); (ii) filed and posted in
75 accordance with the requirements of subsection (b) of section 10A of chapter 39 of the General
76 Laws; (iii) distributed to each town meeting member; and (iv) publicly posted not less than 10

77 days before the scheduled date of the remote town meeting. The notice may include a date, time
78 and place for the town meeting to be resumed if the town meeting does not vote to continue the
79 town meeting remotely as required under subsection (f).

80 (d) If the select board votes to approve the request of the moderator for remote
81 participation at a town meeting and the select board has not yet issued a warrant for a town
82 meeting, the select board shall approve and issue a warrant for the town meeting that expressly
83 states: (i) that the town meeting shall be held remotely by means of the video or telephone
84 conferencing platform requested by the moderator; (ii) the date and time of the meeting; and (iii)
85 any information necessary for the moderator, town meeting members, town officials and
86 interested members of the public to access and attend the town meeting remotely.

87 The warrant issued by the select board shall be: (i) accompanied by the written request of
88 the moderator submitted to the select board under subsection (a); and (ii) filed in accordance
89 with section 10 of chapter 39 of the General Laws, all other applicable laws and any relevant
90 provision of the town charter or by-laws. The warrant may include a date, time and place for the
91 town meeting to be resumed if the town meeting does not vote to continue the town meeting
92 remotely as required under subsection (f).

93 (e) Not later than 5 business days after a vote of the select board to approve the
94 request of the moderator to hold a town meeting remotely pursuant to subsection (c) or (d), the
95 town clerk shall submit a certified copy of the vote of the select board and of the written request
96 of the moderator to the attorney general.

97 (f) Before taking any other vote at a representative town meeting held through remote
98 participation under this section, the town meeting members present and voting at the meeting

99 shall vote on whether or not to continue conducting the town meeting remotely by means of the
100 chosen video or telephone conferencing platform. If the town meeting votes to continue
101 conducting the town meeting remotely, then the town meeting shall proceed by remote
102 participation to address the articles included in the warrant. If the town meeting does not vote to
103 continue conducting the town meeting remotely, then the town meeting shall be adjourned to the
104 date, time and place specified in the notice or warrant under subsection (c) or (d). If no date, time
105 and place has been specified in the notice or warrant, the town meeting shall immediately be
106 dissolved without taking any votes on any other matters and the select board may call the town
107 meeting pursuant to a new warrant that provides for the town meeting to be held in person at a
108 physical location in accordance with section 10 of chapter 39 of the General Laws, all other
109 applicable laws and provisions of the town charter and by-laws.

110 (g) A vote taken at a representative town meeting held through remote participation
111 pursuant to this section shall be taken by any means that the moderator determines accurately
112 and securely records the votes of those entitled to vote at the meeting, including, but not limited
113 to, a roll call vote, electronic voting, voting by ballot, voting by phone or any combination
114 thereof. The vote of each town meeting member on a roll call vote shall be recorded and kept
115 with the minutes of the town meeting.

116 (h) A representative town meeting held remotely pursuant to this section shall be
117 recorded and the recording shall be preserved and made publicly available on the town's website
118 for not less than 90 days after the conclusion of the town meeting.

119 (i) All actions taken pursuant to this section are hereby ratified, validated and confirmed
120 to the same extent as if the town meeting had been conducted in accordance with all other
121 applicable laws, charter provisions, ordinances and by-laws.

122 SECTION 3. Notwithstanding section 9 of chapter 39 of the General Laws or any other
123 general or special law, charter provision, ordinance or by-law to the contrary, during the
124 governor's March 10, 2020 declaration of a state of emergency, a select board, in consultation
125 and with the approval of the town moderator, may vote to hold town meeting outside the
126 geographic limits of the town if the board determines that it is not possible to adequately conduct
127 town meeting in a location within the geographic limits of the town in a manner that ensures
128 health and safety; provided, however, that a meeting for the election by ballot of federal, state or
129 other officers or the determination of other matters that are to be determined by ballot at an
130 election shall be held within the geographic limits of the town. The select board shall publicly
131 post notice of the location of town meeting to be held outside the geographic limits of the town
132 not less than 10 days before the date of the meeting. Nothing in this section shall supersede or
133 otherwise affect the validity of any a special law, charter or by-law in place before the
134 governor's March 10, 2020 declaration of a state of emergency that provides for holding town
135 meeting outside the geographic limits of the town.

136 SECTION 4. Notwithstanding section 32 of chapter 44 of the General Laws or any other
137 general or special law, charter provision or ordinance to the contrary, if the mayor of a city is
138 unable, as a result of the governor's March 10, 2020 declaration of a state of emergency, to
139 submit an annual budget for fiscal year 2021 to the city council within 170 days as required by
140 the first paragraph of said section 32 of said chapter 44, the time periods and deadlines set forth
141 in said section 32 of said chapter 44 for the mayor and city council to act on the annual budget

142 shall be extended until 60 days after the termination of the declaration of the state of emergency;
143 provided, however, that within 30 days after the termination of the declaration of emergency or
144 on July 31, 2020, whichever is earlier, the mayor shall submit to the city council the annual
145 budget for fiscal year 2021 for the purposes of said section 32 of said chapter 44 and the time
146 periods and deadlines set forth in said section 32 of said chapter 44 shall, if not inconsistent with
147 this section, otherwise thereafter apply; and provided further, that notwithstanding said section
148 32 of said chapter 44 to the contrary, the mayor may submit to the city council a continuing
149 appropriation budget for the city on a month-by-month basis for a period not to exceed 3 months
150 if the city has not approved an annual budget for fiscal year 2021 by June 30, 2020, as a result of
151 the governor's March 10, 2020 declaration of a state of emergency.

152 SECTION 5. (a) (1) Notwithstanding sections 52 and 56 of chapter 41 of the General
153 Laws, a city or town may approve a payment for the period beginning on or after March 10, 2020
154 through the remainder of fiscal year 2020 on an existing service contract for school or education-
155 related services entered into by the school committee or a service contract renegotiated or
156 modified by the school committee in order to maintain the availability of and access to the
157 services secured under the underlying contract between the parties; provided, however, that: (i)
158 the underlying service contract was in effect before March 10, 2020 and the service contractor
159 was unable to perform services under the contract as a result of the governor's March 10, 2020
160 declaration of a state of emergency or the outbreak of the 2019 novel coronavirus, also known as
161 COVID-19; and (ii) there are sufficient unencumbered available funds remaining for such
162 payment in the appropriation for the purpose.

163 (2) Before any payment, the service contractor shall present to the approving authorities
164 set forth in subsections (b) and (c), a sworn statement reporting grants, discounted loans or other

165 financial support that the service contractor has received from a state, federal or local
166 government as a result of the COVID-19 outbreak or, if the service contractor has not received
167 any such grants, discounted loans or other financial support, affirming that the service contractor
168 has not received, and shall not receive thereafter, any such grants, discounted loans or other
169 financial support. If the service contractor reports it has received grants, discounted loans or
170 other financial support from a state, federal or local government, the payment to the service
171 contractor shall not exceed the amount to which the service contractor was eligible under the
172 service contract less the amount received in such grants, discounted loans or other financial
173 support and the sworn statement shall include an attestation that the payment is not in excess of
174 that amount.

175 (b) In a city, the payment set forth in subsection (a) shall be approved by: (i) the school
176 committee; (ii) a city auditor, accountant or other officer having similar duties; and (iii) the chief
177 executive officer of the city as defined in Fifth B of section 7 of chapter 4 of the General Laws.

178 (c) In a town, the payment set forth in subsection (a) shall be approved by: (i) the school
179 committee; (ii) a town accountant or other officer having similar duties; and (iii) the chief
180 executive officer of the town as defined in Fifth B of section 7 of Chapter 4 of the General Laws.

181 (d) This section shall not apply to tuitions and rates set by the bureau of purchased
182 services within the operational services division pursuant to section 22N of chapter 7 of the
183 General Laws, which are set and are non-negotiable for fiscal year 2020.

184 SECTION 6. (a) (1) Notwithstanding sections 52 and 56 of chapter 41 and section 16A of
185 chapter 71 of the General Laws, a regional school district may approve a payment for the period
186 beginning on or after March 10, 2020 through the remainder of fiscal year 2020 on an existing

187 service contract for school or education-related services entered into by the regional school
188 district or a service contract renegotiated or modified by the regional school committee in order
189 to maintain the availability of and access to the services secured under the underlying contract
190 between the parties; provided, however that: (i) the underlying service contract was in effect
191 before March 10, 2020 and the service contractor was unable to perform services under the
192 contract as a result of the governor's March 10, 2020 declaration of a state of emergency or the
193 outbreak of the 2019 novel coronavirus, also known as COVID-19; and (ii) there are sufficient
194 unencumbered available funds remaining for such payment in the appropriation for the purpose.

195 (2) Before any payment, the service contractor shall present to the approving authorities
196 set forth in subsection (b), a sworn statement reporting grants, discounted loans or other financial
197 support that the service contractor has received from a state, federal or local government as a
198 result of the COVID-19 outbreak or, if the service contractor has not received any such grants,
199 discounted loans or other financial support, affirming that the service contractor has not received,
200 and shall not receive thereafter, any such grants, discounted loans or other financial support. If
201 the service contractor reports it has received grants, discounted loans or other financial support
202 from a state, federal or local government, the payment to the service contractor shall not exceed
203 the amount to which the service contractor was eligible under the service contract less the
204 amount the service contractor received in such grants, discounted loans or other financial support
205 and the sworn statement shall include an attestation that the payment is not in excess of that
206 amount.

207 (b) The payment set forth in subsection (a) shall be approved by the regional school
208 committee and a business manager, assistant superintendent for business or other employee with
209 title of similar import and responsibilities as those of a town accountant.

210 (c) This section shall not apply to tuitions and rates set by the bureau of purchased
211 services within the operational services division pursuant to section 22N of chapter 7 of the
212 General Laws, which are set and are non-negotiable for fiscal year 2020.

213 SECTION 7. This act shall expire 35 days after the termination of the governor's March
214 10, 2020 declaration of a state of emergency and such expiration shall not affect the validity of
215 any vote or action taken by a select board or town meeting pursuant to this act.