SELECTMEN’S MEETING
TENTATIVE AGENDA
Juliani Room, Town Hall
4:00 pm Tuesday, October 15, 2019

1. 4:00 Call to Order
2. 4:01 Public Comment
3. 4:04 Announcements
4. 4:05 Executive Session under M.G.L. c. 30A, §21(A), exemption #6 – to discuss negotiations for the land lease of real estate with Trinity Financial at the Tailby and Railroad Commuter Parking Lots
5. 5:00 Discuss and Vote Hunnewell Feasibility Study and Call Special Town Meeting
6. 5:40 Executive Director’s Report
   • Discuss and Vote Minutes
   • Discuss and Vote One Day License for Wellesley Free Library
7. 5:45 Discuss and Vote COA Appointments
8. 5:50 Discuss and Accept Campana Gift
9. 5:55 Discuss and Vote Common Victualler License Transfer Sigh’s Café, 312 Washington St.
10. 6:05 Project Updates
    • School Building Committee
    • Board Liaison Updates
11. 6:15 New Business and Other Correspondence

Please see the Board of Selectmen’s Public Comment Policy

Next Meeting Date: Monday, October 21, 7:00 pm in Juliani Room
                 Monday, November 4, 7:00 pm in Juliani Room
<table>
<thead>
<tr>
<th><strong>Date</strong></th>
<th><strong>Selectmen Meeting Items</strong></th>
<th><strong>Other Meeting Items</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>10/21 Monday</td>
<td><strong>Meeting</strong>&lt;br&gt;Open STM Warrant&lt;br&gt;148 Weston Road – Amend Development Agreement&lt;br&gt;MLP update&lt;br&gt;Discuss and Vote – engagement letter&lt;br&gt;Future’s Act - SEC</td>
<td>Wellesley College Meeting 10/16 at 9 am</td>
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<td>10/28 Monday</td>
<td>Wellesley Club – No meeting</td>
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<td>11/4 Monday</td>
<td><strong>Meeting</strong>&lt;br&gt;FMD FY21 Capital Presentation&lt;br&gt;Award Marathon Entries</td>
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<td>11/11 Monday</td>
<td>VETERANS Day – Town Hall Closed</td>
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<tr>
<td>11/18 Monday</td>
<td><strong>Meeting</strong>&lt;br&gt;Open ATM Warrant (Warrant to be Closed 12/27/19)</td>
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<tr>
<td>12/2 Monday</td>
<td><strong>Meeting</strong>&lt;br&gt;Tax Classification Hearing – 7:15pm&lt;br&gt;Approve Annual Licenses&lt;br&gt;Review BOS Budget</td>
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<td>12/3</td>
<td>Staff Presentations on Budgets</td>
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<td>12/9 Monday</td>
<td>Potential Quarterly Retreat this Week</td>
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<td>12/9 Monday</td>
<td>STM</td>
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<td>12/16 Monday</td>
<td><strong>Meeting</strong>&lt;br&gt;Approve BOS Budget&lt;br&gt;New Year’s Eve Alcohol Service Extensions</td>
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<td>1/1/20</td>
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<tr>
<td>1/6/20 Monday</td>
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<td>1/20/20 Monday</td>
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**Notes**

Quarterly updates

- Traffic Committee (Deputy Chief Pilecki)
- Facilities Maintenance (Joe McDonough)
- Wellesley Club Dates: September 23, October 28, January 13, March 2
Tuesday, October 15, 2019

Our meeting will begin on Tuesday at **4:00 pm in the Juliani Room**

1. Call to Order – Open Session
MEMORANDUM

DATE: October 11, 2019

TO: Board of Selectmen

FROM: Meghan C. Jop, Executive Director

SUBJECT: Weekly Report

Financial

- The HR Board voted yesterday to recommend the 40/50/60 series employees budget for a 2.5% salary increase for FY21.

- Tax Classification Hearing has been scheduled for December 2nd.

- Auditors are working to complete their report with a draft scheduled to be received October 17th and finalization at the Audit Committee Meeting on October 21st.

Personnel

No update.

Projects and Departmental Updates

- Joe McDonough, Marjorie and I attended the PBC meeting on Thursday, October 10th to discuss both the Town Hall Interior project and the Town Hall Annex project. Overall the discussion was very good, with thoughtful questions on the division of departments and the roles of each of the two buildings. The PBC had several specific questions related to the scope of work with regards to space planning for the Town Hall Interior project and ancillary site work proposed. PBC had questions related to the architecture (whether to make it more of a civic building v. office), equity of departmental space, and operation and maintenance of the solar roof for the Annex building. The project team will discuss the comments and return to PBC at the start of November.
• FMD has received a MIIA Grant for 2 Portable Dehumidifiers and 8 Pinless Moisture Meters. The total grant amounts to $6380. We will have the Board accept the grant at the October 21st meeting. Mike Andersen, the FMD Maintenance Manager, did a great job putting this application together on behalf of the Town.

• The Town was notified this morning that the DPW has received a $11,700 grant from the Mass. DEP Recycling Dividends Program for its outstanding reuse and recycling of materials. I have placed a letter from Representative Peisch in the Friday Night Mail on this accomplishment.

• On Tuesday, October 8th Peter Tamm and I were invited to the Massachusetts General Finance Officers Association meeting to present on Wellesley Office Park’s 40R Smart Growth District. Peter and I gave an overview of 40R and the potential economic benefits to communities. We discussed the negotiation and challenges with the proposal and the number of steps the Town partnering with John Hancock and DHCD had to undergo for approval. Following the meeting we took the group on a site walk of Wellesley Office Park.

• Thursday, October 10th was a good meeting with the new President of Babson College Stephen Spinelli and his team. President Spinelli discussed his vision for the College with the use of expansion of digital technology and the Board discussed upcoming major projects such as HHU, Town Hall, and the Wellesley Office Park. David Grissino, Director of Capital Projects (Chair of Wellesley PBC) gave a brief slideshow of the completed Library renovation, Webster Athletic Facility renovation, and the new Kerry Murphy Healey park which has moved the Babson Globe with a Roger Babson statue to a more prominent location.

• The Board will be meeting with Wellesley College next Wednesday, October 16th for our annual meeting. I did speak with Marianne Cooley this week. Wellesley College is working with the Police Department to bring their campus officers up to Special Police Officers with the Town, similar to Babson College. Chief Pilecki has verified the current training practices as Wellesley College meet the appropriate standards, and the Town will be working with Wellesley College to amend the existing MOU on police services. The Police Department and the MLP have also been working with Wellesley College to install traffic cameras at the main entrance of the campus. The project is nearing completion.

Upcoming Events

BOS Meeting October 15th at 4:00 pm
Hardy/Upham Kick Off Meeting October 15th at 7:30 pm
Wellesley College Annual Breakfast Meeting, October 16th at 9:00 am
2. **Public Comments**

3. **Announcements**
5. Discuss and Vote Hunnewell Feasibility Study

Since the Board’s last meeting, the SBC has finalized their votes on the feasibility study and internal swing space. On Tuesday, October 8th, the School Committee voted to support moving forward the Hunnewell School Project to Schematic Design. The Board will continue their discussion from October 7th on this topic. To assist with the discussion, please find a memo from David Lussier detailing internal swing space. Additionally, I have included in your packet the presentation on swing space options presented at the joint meeting between the SC and the SBC for both early and late Hunnewell. As of the writing of the background, SMMA was working on the Swing Space Analysis and Preferred Solution section of the Feasibility Report. If the draft is complete, we will add it to the Friday Night Mail, or forward along digitally when received.

MOTION

MOVE to support the SBC Feasibility Study of the Hunnewell Elementary School and to call a Special Town Meeting on December 9, 2019 to seek the appropriation of funds for schematic design.
Upcoming Meetings:

August 2nd: Submit to PBC & Advisory

August 6th: School Committee Vote to Approve Feasibility Study

August 8th: Presentation of Feasibility Study to PBC Approve OPM & Designer for design services

TBD: Presentation of Feasibility Study to Advisory

December 9th: Town Meeting
Hunnewell Elementary School
Feasibility Study

Hunnewell Swing Space
Swing Space Options Under Consideration
Summer 2019 Study Activities

Early Hunnewell Opening 2023
• Internal Swing Space
• St. Paul’s School (No Longer Available)

Or Delay Opening until 2026
• Late Hunnewell two schools on one campus
• Late Hunnewell with Redistricting uses vacated Hardy or Upham School w/ Modulars
Internal Swing Space
Operational Approach
Frequently Asked Questions

What is “Internal Swing Space”? 

When an alternate space is needed for a construction project, students are relocated to a temporary location. After an extensive search, the SBC concluded that no traditional swing space option exists.

A plan has been developed to use existing classrooms in the district’s other elementary schools that could be available due to projected declining enrollments.
Frequently Asked Questions

How long would this transition last?

The primary goal is to limit the time the students would be in a temporary learning environment. The project team will push for between an 18-month to two (2) year duration.
Frequently Asked Questions

What would internal swing space look like in each school?

Additional classroom space will be created through consolidation made possible by projected declining enrollments within each host school. Existing classrooms and/or spaces may also be repurposed.
What’s the process for selecting rooms for Hunnewell students?

In order of priority:

1) Class consolidation due to declining enrollment.
2) Reclaiming a former classroom.
3) Converting space into a classroom.
4) Use of either music or art rooms.
Frequently Asked Questions

An example of how internal swing space could work.
An example of how internal swing space could work.

**Year One**

Sept 2021 – June 2022

Internal Swing Space – SBC Meeting
Frequently Asked Questions

An example of how internal swing space could work.

Year Two

Sept 2022 – June 2023

School

1st

School

2nd

OR

3rd

School

3rd

School

K

School

5th

School

4th

Internal Swing Space – SBC Meeting
Frequently Asked Questions

How are sections projected to change?

<table>
<thead>
<tr>
<th>School</th>
<th>SY19-20 Enrollment and Sections</th>
<th>SY21-22 Enrollment and Sections</th>
<th>SY22-23 Enrollment and Sections</th>
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<tr>
<td>Bates</td>
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<td>321 17</td>
<td>306 16</td>
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<tr>
<td>Fiske</td>
<td>293 16</td>
<td>269 14</td>
<td>243 14</td>
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<tr>
<td>Hardy</td>
<td>258 13</td>
<td>276 13</td>
<td>268 15</td>
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<tr>
<td>Schofield</td>
<td>378 18</td>
<td>388 20</td>
<td>384 19</td>
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<tr>
<td>Sprague</td>
<td>355 18</td>
<td>317 16</td>
<td>288 15</td>
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<tr>
<td>Upham</td>
<td>222 12</td>
<td>195 12</td>
<td>187 12</td>
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</table>
Summary

Are all district schools candidates to host a grade?

Not all schools may be equally positioned to host, based on the following factors:

1) Projected enrollment decline (or increase).

2) Some schools have more space available.

The exact details will be finalized during the Winter of 2021, when SY21-22 actual enrollments become clearer.
Conclusion

Based on the information and projections that we have today, **internal swing space is a viable swing space solution.**

Questions?
Traffic: Neighborhood Impacts
Internal Swing Space option:
Utilize Up to Six Elementary School Sites
Study Area (Early Hunnewell 2023)
Traffic Study Conclusions

• Pre-existing transportation issues at the Elementary Schools

• Used most conservative data (highest values) for Vehicles & Demographics

• Small increase in volumes (0-28) are manageable and not expected to significantly exacerbate traffic operations (delay but not degrade)

• Most vehicle trips are offset by declining enrollment – except at Schofield

• Likely an increase in queues, particularly in the PM peak hour
  - Carpool and School Bus programs could mitigate these concerns
  - Additional management for drop-off & pick-up is required, particularly at Hardy & Schofield Schools
General Conclusions

• Limited capital project work(s) required at all sites:
  - Pavement striping and signage
• Assumes added staffing at each site in operational budget
Drop Off and Pick Up
Internal Swing Space Transportation

1. Free Transportation Options for Hunnewell Students
2. Families with children in multiple grades
Overview of Potential Hybrid Transportation Model

1. Staging
   a. Centralized staging area within Hunnewell Attendance Zone for Fiske Students

1. Neighborhood Pick Up
   a. All kids in the neighborhood transported on a single bus to host schools (Bates, Hardy, and Sprague).
Staging Area to Fiske

1. Staging Area within Attendance Zone
2. One bus leaves staging area and travels to Fiske
3. Total ride time is 15 minutes
Estimated travel time is 8 - 12 minutes to 25 - 30 minutes.
Consistent with current bus routes.
Afternoon Staging Area

- All buses from host schools will drop off Hunnewell students at the Wellesley Middle School for parent pick-up.
- Bus drop off: Donizetti Street
- Student pick up: Calvin Road
## Internal Swing Space Transportation Cost Estimates

### School Year 2021-2022

<table>
<thead>
<tr>
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<th>Units</th>
<th>Daily Rate</th>
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<th>Total</th>
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<td>School Buses</td>
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<td>Bus Monitors</td>
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### School Year 2022-2023

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<td>$738,288</td>
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**TOTAL** $1,429,110.00
Families with Multiple Children

1. Open enrollment option for parents who would like to keep siblings together in one school.
Questions?
Hunnewell Elementary School
Feasibility Study

Late Hunnewell Swing Space
Late Hunnewell Options:
With Redistricting

Option 1A Redistrict w/o Mods:
New Upham, Old Upham, Old Hardy

Option 1B Redistrict w/o Mods:
New Hardy, Old Hardy, Old Upham

Option 1C Redistrict w/ Mods: (Traffic model sim)
New Upham, Old Hardy

Option 1D Redistrict w/ Mods: (Traffic model sim)
New Hardy, Old Upham
Late Hunnewell Options: Without Redistricting

**Option 2A No Redistricting w/o Mods:**
New Upham (Old Hardy & Old Upham required)

**Option 2B No Redistricting w/o Mods:**
New Hardy (Old Upham & Old Hardy required)
Traffic:
Neighborhood Impacts
BETA Report Conclusions
Conclusions

- Pre-existing conditions currently operate with significant delay and queuing on Weston Road, Route 9, and Kingsbury Street
  - Changes in traffic patterns will temporarily exacerbate conditions (delay but not degrade)
- Vehicle trips are less likely to be offset by declining enrollment
- Mitigation measures such as implementing carpool or buses should be considered
- Used most conservative data (highest values) for Vehicles & Demographics
Drop Off and Pick Up
Late Hunnewell Swing Space

1A: Upham Elementary School: 2024 Three Schools / Two Sites
New Upham, Hunnewell at Old Hardy & Old Upham
Late Hunnewell Swing Space
1B Hardy Elementary School: 2024 Three Schools / Two Sites
New Hardy, Hunnewell at Old Hardy & Old Upham
Late Hunnewell Swing Space

1C Upham ES Site: 2024 New Upham Complete / Hardy Closed - Hunnewell Occupancy Old Hardy w/ Mods
Late Hunnewell Swing Space

**1D** Hardy ES Site: 2024 New Hardy Complete / Upham Closed - Hunnewell Occupancy Old Upham w/ Mods
Late Hunnewell Swing Space

2A Upham Elementary School: 2024 Three Schools / Three buildings
(No Redistricting & no mods)
Late Hunnewell Swing Space

2B Hardy Elementary School: 2024 Three Schools / Three Buildings
(No Redistricting & no mods)
Late Hunnewell Conclusions:

• Highly complicated variables
• Delays Hunnewell project; extends need to operate Hunnewell until 2024, and current Hardy/Upham until 2026
• Numerous impacts at host sites (parking, traffic, playgrounds, etc.)
• Tied to H/U project – could artificially influence final site selection for temporary condition
• Study was equitable between both sites
Hunnewell Elementary School
Feasibility Study

Questions?
Swing Space
Cost and Schedule
Swing Space Cost Ranges

- Internal Swing Space: $3.3 - $3.7m
- Late Hunnewell (using Hardy/Upham Schools): $10 – $12m
- St. Paul’s School: No longer available
Escalation

• Turner and RLB Indices report changes in construction cost quarterly to track escalation of construction costs

• These are projections based on 2018 dollars and do not attempt to anticipate relative purchasing power in 2021.

• This comparison shows that the average change per year in consumer price index is forecasted to be much lower (avg. 1.48%/year) than the average change in construction cost escalation (avg. 4.8%/year)
## Swing Space Options
### Conceptual Project Budget Summary

<table>
<thead>
<tr>
<th>Description</th>
<th>Internal Swing Space</th>
<th>Description</th>
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<th>* Late Hunnewell Redistrict</th>
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<td><strong>$3.5M (ATM 2021)</strong></td>
<td><strong>Part Full School Funding Request</strong></td>
<td><strong>TBD (ATM 2024)</strong></td>
<td><strong>TBD (ATM 2024)</strong></td>
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* Late options costs are derived from escalation & other premiums to delay.

** Modular classrooms only to be added if necessary.
Early Hunnewell School Project Timeline

- **2019**: Design & Permitting
- **2020**: Construction
- **2021**: School time
- **2022**: School time
- **2023**: School time
- **2024**: School time
- **2025**: School time
- **2026**: School time
Late Hunnewell School Project Timeline

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<th>Year</th>
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<th>Late Hunnewell wait for new H/U</th>
<th>Demolish old H/U</th>
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Thank-You
Hunnewell Elementary School
Feasibility Study

Site Design
Drop Off / Pick up Scenarios
Parking
Considerations for Hunnewell Site Parking

• Classroom Teachers 18 spaces
• Specialists (Principal, SPED, Music, Art, Library) 15 spaces
• Paraprofessionals 14 spaces
• Travelling Staff (not included above) 3 spaces
• Other (Secretary, Nurse) 2 spaces
• Custodians (non-striped space) 0 spaces
• H.C. Parking 3 spaces
• EV Parking 2 spaces
• Visitors 8 spaces

Total Estimated Number of Striped Spaces Required 65 Spaces
Site Circulation & Parking Considerations

Cameron Street Parking Lot

Onsite Vehicular Circulation & Parking: +/- 55 Spaces
Offsite Vehicular Circulation & Parking: 25 Spaces
Total Parking: +/- 80 Spaces
## Conceptual Project Budget Summary

<table>
<thead>
<tr>
<th>Description</th>
<th>New Construction Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building Construction</td>
<td>$45,250,000</td>
</tr>
<tr>
<td>Site Construction</td>
<td>Included Above</td>
</tr>
<tr>
<td>Furniture, Equip. &amp; Technology</td>
<td>$1,300,000</td>
</tr>
<tr>
<td>Design and Consultant Fees</td>
<td>$4,900,000</td>
</tr>
<tr>
<td>Project Management &amp; Onsite Rep.</td>
<td>$1,550,000</td>
</tr>
<tr>
<td>Other Administrative Costs</td>
<td>$600,000</td>
</tr>
<tr>
<td>Contingencies</td>
<td>$2,700,000</td>
</tr>
<tr>
<td>Photovoltaics (on school roof only) ***</td>
<td>$1,200,000</td>
</tr>
<tr>
<td><strong>Conceptual Project Budget (July 2019)</strong>*,**,</td>
<td><strong>$57,500,000</strong></td>
</tr>
<tr>
<td><strong>Fall 2019 Appropriation</strong></td>
<td><strong>$4.7M</strong></td>
</tr>
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</table>

* Does not include the previously approved & funded $1.0 Million for the feasibility study
** Estimates above do not include Swing Space cost
*** Photovoltaics only include arrays on building, not adjacent sites.
## Feasibility Project Budget

<table>
<thead>
<tr>
<th>Description</th>
<th>Design</th>
<th>Construction</th>
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<tbody>
<tr>
<td><strong>Hard Costs</strong></td>
<td>$46,281,000.00</td>
<td>$46,281,000.00</td>
<td>$46,281,000.00</td>
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<tr>
<td><strong>Soft Costs Other Prof</strong></td>
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<td>$2,005,000.00</td>
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<tr>
<td><strong>Soft Costs Arch/Eng</strong></td>
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<td>$4,903,000.00</td>
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<tr>
<td><strong>Owner, General Costs</strong></td>
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<td><strong>Owner Contingencies</strong></td>
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<td><strong>FFE &amp; Tech</strong></td>
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<tr>
<td><strong>Total Budget</strong></td>
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<td>$57,652,100.00</td>
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<td><strong>Targeted Town Meeting Date</strong></td>
<td>Fall 2019</td>
<td>Spring 2021</td>
<td>Spring 2021</td>
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### Construction

<table>
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<tr>
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<td>$180,000</td>
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### Architect & Other Prof Services

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<td><strong>Architects and Engineers</strong></td>
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<td>$1,307,100.00</td>
<td>$4,337,000.00</td>
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<td><strong>Schematic Design Investigation</strong></td>
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<td><strong>Presentations</strong></td>
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<td>$8,000.00</td>
<td>$8,000.00</td>
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<tr>
<td><strong>Monitoring Consultants (Geotech &amp; Haz Mat)</strong></td>
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<tr>
<td><strong>Site Consultants (traffic, survey, wetlands)</strong></td>
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<td>$60,000.00</td>
<td>$60,000.00</td>
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<tr>
<td><strong>Specialty Consultants (Geothermal)</strong></td>
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<td>$80,000.00</td>
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<td><strong>Total Architectural &amp; Engineering</strong></td>
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<tr>
<td><strong>Owner's Project Manager</strong></td>
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<td><strong>Cost Estimate (OPM)</strong></td>
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### Owner Costs & Other General Supplies

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<tbody>
<tr>
<td><strong>Printing</strong></td>
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<tr>
<td><strong>Bid Docs Online</strong></td>
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<td><strong>PDC Expense</strong></td>
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<td><strong>Builder's Risk</strong></td>
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<td><strong>Submittal Exchange</strong></td>
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<td>$10,000.00</td>
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<tr>
<td><strong>Legal</strong></td>
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<td>$25,000.00</td>
<td>$25,000.00</td>
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<td><strong>Utility Backcharges</strong></td>
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<td>$70,000.00</td>
<td>$70,000.00</td>
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<tr>
<td><strong>Other Administrative &amp; Permitting Costs (fire dept, peer review)</strong></td>
<td>$86,000.00</td>
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<tr>
<td><strong>Custodial OT charges</strong></td>
<td>$5,000.00</td>
<td>$5,000.00</td>
<td>$5,000.00</td>
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<tr>
<td><strong>Other Project Costs (moving, dumpsters, Reuse vendor)</strong></td>
<td>$70,000.00</td>
<td>$70,000.00</td>
<td>$70,000.00</td>
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<tr>
<td><strong>Commissioning (M&amp;E &amp; Bld Env)</strong></td>
<td>$25,000.00</td>
<td>$75,000.00</td>
<td>$100,000.00</td>
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<tr>
<td><strong>Testing and Inspection 3rd Party</strong></td>
<td>$25,000.00</td>
<td>$140,000.00</td>
<td>$165,000.00</td>
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<tr>
<td><strong>Furnishings, Fixtures, &amp; Equipment</strong></td>
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<td>$584,000.00</td>
<td>$584,000.00</td>
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<tr>
<td><strong>Technology Equipment</strong></td>
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<td>$584,000.00</td>
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<tr>
<td><strong>Facilities Dept. Equipment</strong></td>
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<tr>
<td><strong>Total Owner Costs &amp; Other General Supplies</strong></td>
<td>$355,000.00</td>
<td>$1,674,000.00</td>
<td>$1,929,000.00</td>
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### Fire Services

<table>
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<tr>
<th>Description</th>
<th>Design</th>
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<tbody>
<tr>
<td><strong>Contingencies</strong></td>
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<td><strong>Soft Cost Contingency</strong></td>
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<td>$400,000.00</td>
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<tr>
<td><strong>Total Contingencies</strong></td>
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<td>$2,700,000.00</td>
<td>$2,700,000.00</td>
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Contact us: SBC@wellesleyma.gov

Meetings available online: wellesleymedia.org/SBC
| ID | Task Name               | Duration | Start          | Finish           | Predecessors | Resource Names | Text1 | 2019 | 2020    | 2021    | 2022    | 2023    | 2024    | 2025    | 2026    | 2027    | 2028    |
|----|------------------------|----------|----------------|------------------|--------------|----------------|-------|------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
| 1  | Capital Projects       | 2184 days| 8/22/18 Wed    | 1/4/27 Mon       |              |                | Project Cost | 58,000,000 |
| 2  | Hunnewell              | 1264 days| 8/22/18 Wed    | 6/24/23 Sat      |              |                | Project Cost | 58,000,000 |
| 3  | Feasibility/Present   | 247 days  | 8/22/18 Thu    | 8/1/19 Thu       | Kevin .40/OUT|                |                |       |         |         |         |         |         |         |         |         |         |         |
| 4  | STM                    | 0 days    | 12/9 Mon       | 12/9 Mon         |              |                |                |       |         |         |         |         |         |         |         |         |         |         |
| 5  | Design                 | 382 days  | 12/19 Fri      | 6/4/21 Mon       | 3 Kevin .40/OUT|                |                |       |         |         |         |         |         |         |         |         |         |         |
| 6  | STM/ATM                | 0 days    | 3/29 Mon       | 3/29 Mon         |              |                |                |       |         |         |         |         |         |         |         |         |         |         |
| 7  | Debt Exclusion         | 30 days   | 4/1/21 Wed     | 5/12/21 Wed      |              |                |                |       |         |         |         |         |         |         |         |         |         |         |
| 8  | Construction           | 402 days  | 6/7/21 Tue     | 12/20/22 Tue     | 5,7 Kevin .40/OUT|                |                |       |         |         |         |         |         |         |         |         |         |         |
| 9  | Close out              | 129 days  | 1/3/23 Fri     | 6/30/23 Fri      | 8 Kevin .40/OUT|                |                |       |         |         |         |         |         |         |         |         |         |         |
| 10 | Hardy/Upham            | 1523 days | 1/7/19 Wed     | 11/6/24 Wed      |              |                | Project Cost | 58,000,000 |
| 11 | Feasibility/Schematic  | 519 days  | 1/7/19 Thu     | 12/31/20 Thu     | Dick .40/OUT |                |                |       |         |         |         |         |         |         |         |         |         |         |
| 12 | STM/ATM                | 0 days    | 3/29/21 Mon    | 3/29/21 Mon      |              |                |                |       |         |         |         |         |         |         |         |         |         |         |
| 13 | Debt Exclusion         | 30 days   | 3/29/21 Fri    | 3/7/21 Fri       |              |                |                |       |         |         |         |         |         |         |         |         |         |         |
| 14 | Design                 | 325 days  | 5/13/21 Wed    | 8/10/22 Wed      | 12,13 Dick .40/OUT|                |                |       |         |         |         |         |         |         |         |         |         |         |
| 15 | Construction           | 519 days  | 8/11/22 Tue    | 8/6/24 Tue       | 14 Dick .40/OUT|                |                |       |         |         |         |         |         |         |         |         |         |         |
| 16 | Close Out              | 66 days   | 8/7/24 Wed     | 11/6/24 Wed      | 15 Dick .40/OUT|                |                |       |         |         |         |         |         |         |         |         |         |         |
| 17 | Town Hall Exterior     | 342 days  | 8/22/18 Thu    | 12/12/19 Thu     |              |                | Project Cost | 5,000,000  |
| 18 | Construction           | 279 days  | 8/22/18 Mon    | 9/16/19 Mon      | Steve .15/OUT|                |                |       |         |         |         |         |         |         |         |         |         |         |
| 19 | Close out              | 62 days   | 9/17/19 Tue    | 12/11/19 Wed     | 18 Steve .15/OUT|                |                |       |         |         |         |         |         |         |         |         |         |         |
| 20 | Town Hall Annex        | 1097 days | 6/19/19 Wed    | 8/31/23 Thu      |              |                | Project Cost | 10,700,000 |
| 21 | Feasibility Annex      | 116 days  | 6/19/19 Wed    | 11/27/19 Wed     | Kevin .10/in[10%]|                |                |       |         |         |         |         |         |         |         |         |         |         |
| 22 | ATM                    | 0 days    | 3/23/20 Mon    | 3/23/20 Mon      |              |                |                |       |         |         |         |         |         |         |         |         |         |         |
| 23 | Design Annex           | 344 days  | 5/1/20 Wed     | 8/25/20 Wed      | 22 Kevin .30/in[30%]|                |                |       |         |         |         |         |         |         |         |         |         |         |
| 24 | STM                    | 0 days    | 9/13/21 Mon    | 9/13/21 Mon      |              |                |                |       |         |         |         |         |         |         |         |         |         |         |
| 25 | Debt Exclusion         | 32 days   | 9/14/21 Wed    | 10/27/21 Wed     |              |                |                |       |         |         |         |         |         |         |         |         |         |         |
| 26 | Construction Annex     | 415 days  | 11/24/21 Wed   | 6/27/23 Thu      | 24,25 Kevin .30/in[30%]|                |                |       |         |         |         |         |         |         |         |         |         |         |
| 27 | Annex Close out        | 44 days   | 7/3/23 Thu     | 8/31/23 Thu      | 26 Kevin .30/in[30%]|                |                |       |         |         |         |         |         |         |         |         |         |         |
| 28 | Town Hall Interior     | 1290 days | 3/23/20 Mon    | 2/28/25 Feb      |              |                | Project Cost | 20,200,000 |
| 29 | ATM                    | 0 days    | 3/23/20 Mon    | 3/23/20 Mon      |              |                |                |       |         |         |         |         |         |         |         |         |         |         |
| 30 | Design Interior        | 668 days  | 8/28/20 Tue    | 3/23/21 Mon      | 29 Steve .20/OUT[20%]|                |                |       |         |         |         |         |         |         |         |         |         |         |
| 31 | ATM                    | 0 days    | 3/20/23 Mon    | 3/20/23 Mon      |              |                |                |       |         |         |         |         |         |         |         |         |         |         |
| 32 | Debt Exclusion         | 27 days   | 4/18/23 Wed    | 5/24/23 Wed      |              |                |                |       |         |         |         |         |         |         |         |         |         |         |
| 33 | Interior construction  | 349 days  | 6/14/23 Mon    | 10/14/24 Mon     | 31,32 Steve .20/OUT|                |                |       |         |         |         |         |         |         |         |         |         |         |
| 34 | Close Out              | 37 days   | 11/14/24 Mon   | 12/23/24 Mon     | 33 Steve .30/OUT|                |                |       |         |         |         |         |         |         |         |         |         |         |
| 35 | FMD To Annex           | 48 days   | 12/24/24 Thu   | 2/27/25 Thu      |              |                |                |       |         |         |         |         |         |         |         |         |         |         |
| 36 | MS Piping              | 589 days  | 8/2/18 Sat     | 11/21/20 Sat     |              |                | Project Cost | 4,200,000  |
| 37 | Design                 | 154 days  | 8/22/18 Mon    | 3/25/19 Mon      |              |                |                |       |         |         |         |         |         |         |         |         |         |         |

**Project: Capital Projects Schedule**  
**Date: Mon 10/7/19**
<table>
<thead>
<tr>
<th>ID</th>
<th>Task Name</th>
<th>Duration</th>
<th>Start</th>
<th>Finish</th>
<th>Predecessors</th>
<th>Resource Names</th>
<th>Text1</th>
</tr>
</thead>
<tbody>
<tr>
<td>38</td>
<td>Construction</td>
<td>375 days</td>
<td>Mon 8/31/20</td>
<td>Mon 8/31/20</td>
<td>37</td>
<td>Kevin .30/in[30%]</td>
<td></td>
</tr>
<tr>
<td>39</td>
<td>Close Out</td>
<td>46 days</td>
<td>Tue 1/3/21</td>
<td>Tue 1/3/21</td>
<td>38</td>
<td>Kevin .30/in</td>
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<tr>
<td>40</td>
<td>MS Systems</td>
<td>918 days</td>
<td>Wed 8/22/18</td>
<td>Fri 2/25/22</td>
<td>14,300,000</td>
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<tr>
<td>41</td>
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<td>Mon 3/25/19</td>
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<td>375 days</td>
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<td>Mon 8/31/20</td>
<td>41</td>
<td>Dick .35/in[35%]</td>
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<tr>
<td>43</td>
<td>STM</td>
<td>0 days</td>
<td>Mon 9/14/20</td>
<td>Mon 9/14/20</td>
<td>42</td>
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<tr>
<td>44</td>
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<td>Tue 9/15/20</td>
<td>Wed 10/28/20</td>
<td>43,44</td>
<td>Dick .35/in[35%]</td>
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<tr>
<td>45</td>
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<td>Dick .30/in[30%]</td>
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<td>Close Out</td>
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<td>Mon 11/10/21</td>
<td>Mon 11/10/21</td>
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<tr>
<td>47</td>
<td>Library Interior</td>
<td>682 days</td>
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<td>Tue 11/16/21</td>
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<tr>
<td>49</td>
<td>STM</td>
<td>0 days</td>
<td>Mon 9/14/20</td>
<td>Mon 9/14/20</td>
<td>49</td>
<td></td>
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<tr>
<td>50</td>
<td>Construction</td>
<td>240 days</td>
<td>Wed 9/30/20</td>
<td>Tue 8/31/21</td>
<td>50</td>
<td>Steve .50/in</td>
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<td>726 days</td>
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<td>Mon 1/4/27</td>
<td>20,000,000</td>
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<tr>
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<td>Tue 3/25/25</td>
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<td></td>
<td></td>
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<tr>
<td>54</td>
<td>Construction</td>
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<td>Wed 3/26/25</td>
<td>Mon 11/2/26</td>
<td>54</td>
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<td>Tue 11/3/26</td>
<td>Fri 1/1/27</td>
<td>55</td>
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<tr>
<td>56</td>
<td>DPW Reno</td>
<td>1559 days</td>
<td>Mon 9/3/18</td>
<td>Thu 8/22/24</td>
<td>12,000,000</td>
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<tr>
<td>57</td>
<td>Feasibility</td>
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<td>Fri 2/28/20</td>
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<tr>
<td>58</td>
<td>Design</td>
<td>262 days</td>
<td>Fri 3/25/22</td>
<td>Mon 3/27/23</td>
<td>58</td>
<td></td>
<td></td>
</tr>
<tr>
<td>59</td>
<td>Construction</td>
<td>312 days</td>
<td>Mon 3/27/23</td>
<td>Tue 6/4/24</td>
<td>59</td>
<td></td>
<td></td>
</tr>
<tr>
<td>60</td>
<td>Close Out</td>
<td>58 days</td>
<td>Mon 6/3/24</td>
<td>Wed 8/21/24</td>
<td>60</td>
<td></td>
<td></td>
</tr>
<tr>
<td>61</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>61</td>
<td>205,300,000</td>
<td></td>
</tr>
</tbody>
</table>

**PBC Capital Projects Look Ahead**

**Project: Capital Projects Schedule**
Date: Mon 10/7/19

**Task**
- Split
- Milestone
- Summary

**Project Summary**
- Inactive Task
- Inactive Milestone
- Inactive Summary

**Manual Task**
- Duration-only
- Finish-only
- Manual Summary Rollup

**Start-only**
- External Tasks
- Manual Progress

**Deadline**
- Progress
Memorandum

To: Wellesley’s School Building Committee, Permanent Building Committee & FMD
From: Jeff D’Amico
Date: August 29, 2019
Project: Hunnewell Elementary School
Subject: Swing Space for the Construction of the New Hunnewell School

Swing Space for the Construction of the New Hunnewell School

Introduction

As the new Hunnewell Elementary School will largely be constructed on the footprint of the old school, the School Building Committee was required to locate suitable temporary space for the students displaced by the construction. Over twenty different options were analyzed over the past two years, including in-depth analysis on three potential off-site locations. For a variety of reasons, only two options remain under consideration: Internal Swing Space (ISS) - using classroom capacity in some or all of the other elementary schools to commence immediately with the new Hunnewell school (completion 2023); and Late Hunnewell – completing the Hardy / Upham project first (completion 2024) and using the vacated school as swing space for construction of Hunnewell (completion 2026).

Approach to Education

Under either scenario, the educational program will be equivalent for all Wellesley school children.

Internal Swing Space: Based on current projections, the Wellesley Public Schools (WPS) expects space to be available in four to six of the remaining elementary schools in 2021, the planned start of construction. In order to foster cohesiveness, the plan would entail relocating a whole grade level to a dedicated school. Although WPS cannot currently definitively identify which schools will house which grades, it expects to be able to do so by the end of 2020, when final enrollment data is available. This will allow eight months of notice to the elementary school community. Under the ISS scenario, the Theraputic Learning Center (TLC) program currently housed at Hunnewell would be supported in each of the host schools.

Late Hunnewell: Upon completion of the Hardy / Upham project, the Town would need to decide on one of two fundamental approaches (with variations that depend upon which school is replaced as determined in the H/U Feasibility Study.) Under the first scenario, redistricting would occur upon the completion of the new H/U school, such that use of the vacated school would require the addition of modular classrooms in order to accommodate the increased population. Under the second scenario,
redistricting would wait until completion of the new Hunnewell school so that modular classrooms would not be required. However, in order to accommodate the expected population in this scenario, both the old Hardy and Upham schools would need to remain in service meaning that one site would house two schools: the old school and the new school.

Projected Costs

The projected costs are $3.3 to $3.5 million for ISS and $10 million to $11 million for Late Hunnewell (based on escalation assumptions discussed below). It is estimated that the premium for Late Hunnewell would cost approximately $6.5 million (in 2019 dollars) more than Internal Swing Space.

Internal Swing Space: The primary cost driver for Internal Swing Space is additional busing costs necessitated to endeavor to limit commute times to 38 minutes or less (the current maximum time). These costs total approximately $1,430,000. The second major cost driver is expenses associated with maintaining a special needs program in each of the impacted schools known as the Therapeutic Learning Center (TLC). That program is currently housed exclusively at the Hunnewell school. The entire cost of ISS is itemized below in detail:

<table>
<thead>
<tr>
<th>ITEM</th>
<th>COST</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building Construction</td>
<td>$100,000</td>
<td>New partitions, FFE and other small renovations</td>
</tr>
<tr>
<td>Site Work</td>
<td>$150,000</td>
<td>Minor site modifications and striping at pickup/ drop off to accommodate added bus &amp; parent drop off</td>
</tr>
<tr>
<td>Signage</td>
<td>$50,000</td>
<td>Signage in district to provide way-finding</td>
</tr>
<tr>
<td>Police Details</td>
<td>$100,000</td>
<td>Added police details until patterns have settled</td>
</tr>
<tr>
<td>Consultants - Architect</td>
<td>$100,000</td>
<td>Bid documents for above</td>
</tr>
<tr>
<td>Consultants – Traffic</td>
<td>$60,000</td>
<td>Possible additional traffic studies at sites</td>
</tr>
<tr>
<td>Consultant – OPM</td>
<td>$30,000</td>
<td>Project management</td>
</tr>
<tr>
<td>Added Busing</td>
<td>$1,430,000</td>
<td>Six (6) added buses and three (3) TLC vans – 2 years includes bus monitors and added before school program</td>
</tr>
<tr>
<td>TLC</td>
<td>$800,000</td>
<td>Dedicated TLC teachers at each swing school –4 more staff members for 2 years</td>
</tr>
<tr>
<td>WPS Other Admin Cost</td>
<td>$200,000</td>
<td>WPS contingency to address other misc. staffing costs, added vans or other items that may be needed as the detail of this option is developed further with staff, parents and the public for feedback.</td>
</tr>
<tr>
<td>Moving</td>
<td>$150,000</td>
<td>Two moves - in and out of schools, interim move and storage containers</td>
</tr>
<tr>
<td>Misc. Admin</td>
<td>$50,000</td>
<td>Possible costs for permitting and other miscellaneous costs</td>
</tr>
<tr>
<td>Contingency</td>
<td>$280,000</td>
<td>8.5% of total budget</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$3,500,000</strong></td>
<td></td>
</tr>
</tbody>
</table>
Late Hunnewell: The primary cost driver for the Late Hunnewell is the increase in construction and demolition costs (inflation/escalation) for the Hunnewell project due to the three-year delay in the start of construction. Additionally, the cost for delaying the demolition of the existing school (either Hardy or Upham) that will be used for swing space, will likewise be subjected to increase due to escalation. It should be noted that projecting construction inflation beyond one year is highly speculative. Construction inflation is far more volatile than consumer inflation, and most large consumers of construction (developers, universities, hospitals, public agencies, etc.) use various sources to try to predict that cost. One leading, local source is the Turner Construction Cost Index (TCCI), which is specific to the Boston market and utilizes several indicators to support its projection. Turner Construction is the 3rd largest Contractor in the country with a major presence in the Boston area market. The average of the TCCI for the Boston market over the past four years is 4.8%. We used 4.3% a number slightly under that average was used to project the increase for the Hunnewell school project of $6.3 million – assuming it is delayed for three years to wait for the new school developed under the Upham feasibility study. Additionally, the two-year delay to the demolition of the vacated Hardy or Upham will increase that cost by $1 million inclusive of site work premiums of maintaining two distinct school drop-offs on one site and some further escalation for demolition and abatement. It should be noted, however, that in July of 2019, TCCI revised its for 2019/20 escalation projection to a broad range of 5.3 to 6.8%. As we are projecting for a period of three years (delaying construction start of Hunnewell from 2021 to 2024 and demolition old Hardy or Upham from 2024 to 2026) we have used a number (4.3) below the historical average (4.8%) to account for a possible cyclical slowdown in the economy. However, if that slowdown does not occur or is relatively mild, it is possible that inflation could actually amount to $2 to 4 million more than we have projected. If that were to materialize, the cost difference between Internal Swing Space and Late Hunnewell would expand to $10 to 11 million. Based on the 4.3% escalation rate, the entire cost of Late Hunnewell is:

<table>
<thead>
<tr>
<th>ITEM</th>
<th>COST</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Escalation of Hunnewell</td>
<td>$6,300,000</td>
<td>Based on current estimated construction cost of $47M</td>
</tr>
<tr>
<td>Temporary Site work and Escalation of Delayed Demo of Hardy or Upham</td>
<td>$1,000,000</td>
<td>This include $650,000 in temporary site work premiums for temp roadways parking lots, signage, earthwork grading, etc. and about $350,000 in escalation on the demolition cost.</td>
</tr>
<tr>
<td>Consultant Fees</td>
<td>$ 300,000</td>
<td>Two site plans – interim and final – will be developed, traffic report, permitting reviews,</td>
</tr>
<tr>
<td>Added Busing</td>
<td>$ 900,000</td>
<td>Providing free bussing to all Hunnewell students to one or two schools.</td>
</tr>
<tr>
<td>Escalation of Soft Costs</td>
<td>$1,400,000</td>
<td>A lower 3.9% escalation on estimated soft costs of $11M</td>
</tr>
<tr>
<td>TOTAL</td>
<td>$9,900,000</td>
<td>*If administration decides to redistrict before completion of Late Hunnewell– costs would increase by $1,000,000 due to needed modulars</td>
</tr>
</tbody>
</table>
TO:   School Committee  
From: David F. Lussier, Superintendent  
Date: September 27, 2019  
RE: Hunnewell Internal Swing Space  

Background  
Because of the size and constraints of the Hunnewell School site, the current school cannot be occupied during the construction period for a new building. With that in mind, WPS and FMD examined a number of “external swing space” options, which represented possibilities for hosting Hunnewell students and staff for the 1.5-2 years of future construction. Some of these options included the St. Paul’s school, the Village Church, and the Hillside School in Needham. Another option was to build a modular school on one or more sites at current WPS elementary schools. Unfortunately, none of these options emerged as viable after extensive vetting.

With no external swing space option available, the District began to look internally as to whether or not it would be possible to host Hunnewell classes within the other WPS elementary schools. The premise of this model was to take advantage of the ongoing trend of declining enrollment over the past decade, which has led the District’s elementary population to decline by approximately 400 students. With continued declining enrollment forecasted for the near future, the District began to assess both the past and present capacity of each individual school and discussed with all of the elementary principals potential “hosting” impact and logistics. The principals both unanimously and enthusiastically agreed that even without every detail finalized, they could successfully support this approach and saw any potential impact at their schools manageable and well worth the value of bringing a new Hunnewell School online three years earlier than the alternative path for a later opening.

The Superintendent and Hunnewell Principal then brought this idea to the Hunnewell faculty for their review and reaction. While there were many clarifying questions, the Hunnewell staff was united in its desire to support this approach, even though it would mean multiple staff moves among schools during the construction period. Similar to the principals, the Hunnewell staff saw this plan as well worth their extra effort knowing that it could result in a new building three years sooner.

Key Details of the Internal Swing Space Plan  
When considering the model of placing Hunnewell students in host schools, maintaining continuity for students and minimizing disruptions were paramount in the District’s planning. For example, rather than simply placing Hunnewell students wherever there is space in existing host school sections, in the

[www.wellesleyps.org](http://www.wellesleyps.org)
proposed model, Hunnewell students will be assigned to host schools as grade level cohorts, where they will be taught by Hunnewell teachers. Additionally, students will progress to the next grade level within the same host school in the second year of the project, while the Hunnewell teachers move within and across host schools.

Planning around which elementary schools may host Hunnewell students was grounded in the District’s enrollment forecasts for SY21-22 and SY22-23, as well as current elementary class size guidelines, which are not expected to change in the future.

### WPS Elementary Class-Size Guidelines

<table>
<thead>
<tr>
<th>Grades</th>
<th>Enrollment</th>
</tr>
</thead>
<tbody>
<tr>
<td>K-2</td>
<td>18-22</td>
</tr>
<tr>
<td>3-5</td>
<td>22-24</td>
</tr>
</tbody>
</table>

The District’s enrollment forecasts are updated each year based on Town Census data as well as an analysis of “cohort survival,” or the actual attrition/addition of each age cohort moving through the system. When planning for the two impact years of Hunnewell construction, the District looked at the following factors for each WPS elementary school to determine which schools would most likely have the ability to host a Hunnewell grade level(s):

- The school’s enrollment history and its present enrollment/number of sections
- The school’s estimated enrollment for SY21-22 and SY22-23
- The school’s estimated number of sections based on enrollment forecasts
- Current and future spaces that could be used to host Hunnewell students because of declining enrollment

Based on these factors, the District developed a draft internal swing space matrix based on this analysis:
It is important to note key elements of this analysis and draft plan. First, at this point, neither Schofield nor Upham is slated to host a Hunnewell grade level. In the case of Schofield, this is because its enrollment is not expected to decline significantly in the next few years. In the case of Upham, the Skills program continues to use significant space outside of the school’s regular K-5 classes, reducing its ability to offer space to serve as a host school.

Second, this draft does not yet reflect an ongoing analysis that the District is performing to determine if a different distribution of grade level assignments could help support families with children at multiple grade levels from being placed in the same school during the construction period. However, for families with children at multiple grade levels, the District will be offering an open enrollment option to Hunnewell families to ensure that they can be placed at a single school. The only difference in this option is that the students from these families would be placed within existing host school classes, subject to space availability.

**Transportation**

Naturally, an important consideration of any swing space model is the means of transportation of children from Hunnewell to their assignment placement during the construction of a new Hunnewell building.

The District began its planning by first looking at the most efficient means of transporting all Hunnewell students from their present attendance zone to the other WPS elementary schools. A goal of this planning was to keep these bus ride times within the average ranges of bus rides in WPS, which are currently 8-12 minutes on the short side to 35-38 minutes on the long side. The options analyzed included van pick-ups of all students from their homes, centralized pick-up points (staging areas), attendance zone routes, and neighborhood pick-ups. Ultimately, the AM option that appears to be most viable is a neighborhood pickup, with the exception of a common staging area for the Fiske bus run.

Students attending Bates, Sprague and Hardy would have neighborhood pick-up in the AM and transported to each school:

Students attending Fiske would be picked up at a staging area and transported directly to Fiske Elementary School:
In the afternoon, neighborhood drop-offs are still possible, but the bus runs may be somewhat longer because of the amount of traffic at schools at dismissal time. The District has also examined the use of the Middle School as a possible common staging area for pick-up in the afternoon.

After receiving feedback from Hunnewell parents, it is clear that individual families have preferences for transportation options that preclude a single option from being responsive to all families. As such, the District is continuing to work through a “menu” of options that has a greater chance of being useful to Hunnewell families.

**TLC**

Hunnewell houses the Therapeutic Learning Center (TLC) for the district. During the internal swing space discussions, the Hunnewell and Student Services advocated for keeping the TLC students in the same building as their peers. Additional staff, with associated health benefit costs, are included in the budget estimates. We have anticipated two (2) staff to be added to each of the hosting schools: Bates, Fiske, Hardy, and Upham. Additional staff, with associated health benefit costs, are included in the budget estimates. In addition, the transportation of students throughout Wellesley to four separate locations would add three (3) additional contracted vans to the budget.

**Additional Costs**

The costs associated with an internal swing space are outlined below:

<table>
<thead>
<tr>
<th>Description</th>
<th>Internal Swing Space</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building Construction</td>
<td>$100,000</td>
</tr>
<tr>
<td>Site Work, Signage, Police Details, etc.</td>
<td>$300,000</td>
</tr>
<tr>
<td>Modulators</td>
<td>(No Mods) $0</td>
</tr>
<tr>
<td>Consultant Fees</td>
<td>$250,000</td>
</tr>
<tr>
<td>Busing &amp; TLC Program</td>
<td>$2,400,000</td>
</tr>
<tr>
<td>Moving, Contingencies &amp; Other Admin Costs</td>
<td>$450,000</td>
</tr>
<tr>
<td><strong>Conceptual Project Budget</strong></td>
<td><strong>$3,500,000</strong></td>
</tr>
<tr>
<td><strong>Town Mtg Funding Appropriation (target)</strong></td>
<td><strong>$3.5M (ATM 2021)</strong></td>
</tr>
</tbody>
</table>

** Modular classrooms only to be added if necessary.**
Notes – School Meetings re Internal Swing Space, Redistricting and HHU Update
Sprague, Hunnewell, Bates, Fiske, Schofield, Hardy and Upham

These notes were prepared primarily to capture questions and concerns that may be included in a “Frequently Asked Questions” document for the new HHU Project Website. The intent was not to quantify the level or intensity of support, concern or opposition to internal swing space or “Early” Hunnewell and it does not reference the answers provided at the meetings.

Sprague – September 5, 2019 7:30 PM
Approximately 35 parents attended in addition to school administrators, SC, SBC and AC members.

Questions/comments about enrollment projections
- How accurate are the predicted enrollments shown in the handout given the 40B’s scheduled to come online in the near future?
- Several parents expressed concern or caution about assumption of continuing decline in enrollment both related to 40B’s and to the cyclical nature of enrollment. One parent suggested there will be movement to the suburbs by city dwelling millennials when they have children.

Questions/comments specific to Internal Swing Space
- How will declining enrollment reduce number of sections enough to free up classrooms?
- Will class size guidelines be followed even if classrooms are needed for swing space?
- Will/how will Hunnewell students be integrated within the host schools?
- Is there a possibility of integrating Hunnewell students within the host school classrooms? Concern about class size.
- How will internal swing space impact specialist faculty?
- The Sprague and Hunnewell principals expressed support for and confidence in the internal swing space plan.
- What specific spaces will likely be used at Sprague?
  Principal’s reply:
  o Classrooms that free up due to declining enrollment ((Expect only 16 sections in year one of swing space and 15 sections in year two)
  o ISS room, move current users to a smaller space
- Teachers Room
- Half library-with partition
- Last option-music room or art room, but unlikely.

- Are Hunnewell parents in support? (have heard initially they were not)
- What is the plan for transportation?
- What is the process/timeline for a decision?
- One parent spoke in support of early Hunnewell noting that she toured Hunnewell and found it to be in very poor condition, with air quality issues that she felt during that tour.
- A Sprague parent said that when the school had a population of 400 + it worked very well. Sprague is so fortunate to have a beautiful school with lots of space and should “share the love”. One and a half to two years is a blip in time and will result in both kids and parents making more friends.

Questions concerning status of other swing space options:
- Is St. Pauls School still an option?
- Could Warren School accommodate Hunnewell students?
- Is the Sprague site modulars idea off the table?
- Aren’t late Hunnewell options easier?

Questions about redistricting
- What is the sense of how redistricting will impact Sprague?
- Question re timing of redistricting—is there an “early redistricting” plan being considered? Does the timing of redistricting differ in the “Early” and “Late” Hunnewell plans?

Other Comments:
- Transportation needs to be addressed in the town generally. Need more school busing
- One parent said it is unfair that families have to pay for transportation if they cannot walk to school. If build schools farther away need to provide transportation to students.
- One parent doubted the assumptions presented about construction escalation, saying that at the time the school would be constructed there could be a downward turn from the premiums now seen in the industry.
• One parent was concerned about blasting for the Stearns Road project and some impact on van parking in lot (not sure I caught if there was a concern linked to swing space use of Sprague)
Hunnewell – September 9, 2019 6:30PM
Approximately 50 parents and community members in addition to school administrators, SC, SBC and AC members.

Questions about enrollment projections
- How accurate are the enrollment predictions?

Questions/comments specific to Internal Swing Space
- The Hunnewell principal expressed support for and confidence in the internal swing space plan and said all elementary principals are in support and view it as an opportunity for collaboration.
- Will TLC students stay with their grade?
- How are TLC students going to be accommodated?
- Are the grade assignments to each host school as shown in the handout firm?
- Have families with children in multiple grades been taken into consideration in planning for grades assigned to each school, to maximize number of siblings in the same school? Accommodation of more families with kids in multiple grades should influence grade assignments to host schools.
- Could Sprague handle one more grade level to make it more likely siblings are assigned to the same school?
- What will be the timeline for open enrollment decisions for families who may want to plan an alternative if children can’t be together (such as private school).
- How has the bus plan evolved?
- How will transportation plan work? Families with 2 working parents will have trouble getting kids to multiple schools in the morning and home at end of day.
- Will there be before-school care to allowed staggered drop off? How about short term after school care to allow staggered pick-up of students for families with kids at multiple schools?
- Will class size guidelines be followed?
- How would use of swing space at Hardy work if it overlaps with construction on the Hardy site for the H/U school?
- Is there information about the specific spaces that would be used at each school, to make the plan less amorphous?
- Is there a way to eliminate Fiske as a host school and put more students at Sprague, thereby increasing likelihood siblings would be together?
- Is there an option that would allow faster construction and swing space duration for just one year?
- How likely is a mid-year move-in (one and a half year construction duration?)
Comments re internal swing space
- It sounds as if doing what is best for the host schools has been prioritized over Hunnewell students’ needs.
- The goal is to have a great school at the end of this process and it is important to think beyond our own family’s convenience. Kids will be going to great functioning elementary schools for swing space with this plan.
- Wants a new school built soon but thinks internal swing space is going to be a disaster. Notes no other school system has used this swing space plan.
- The inconvenience is worth it for a school in 3 vs 7 years
- More time in this building is not acceptable given the condition
- A parent with a student at Hunnewell and Bates said he does not think there will be four available classrooms at Bates.
- A timeline is needed to know where kids will be assigned. Certainty and continuity is more important than an incrementally better swing space solution by waiting until construction about to begin to make assignments.
- Accept that kids will be fine but logistics for parents are still uncertain.
- The root of concern about internal swing space is logistics

Questions concerning status of other swing space options:
- How would two school buildings on one site work for swing space?
- If late Hunnewell is the plan, relying on Hardy/Upham for swing space, what happens if the H/U school is not funded by the town?
- What are the risks of waiting for a late Hunnewell? Might the H/U project be delayed, thereby delaying even further the Hunnewell project if it relies on H/U completion for swing?

Questions about redistricting
- When will the redistricting maps be available? When will redistricting go into effect?

Other Questions/Comments
- What are the down sides of late Hunnewell?
- One person expressed skepticism that the Hardy/Upham site decision would be made next spring therefore not confident waiting for that project for swing space would allow new Hunnewell to open even in 7 years.
• What are the risks that either Hardy or Upham, the school not chosen as the site for the MSBA project, will want its site to have a new building rather than Hunnewell. What assurance Hunnewell would not be the school closed in consolidation?
• When/how will the decision on early vs late Hunnewell be made?
• How can Hunnewell community demonstrate its support with data rather than anecdotes
Approximately 25 parents and community members attended in addition to school administrators, SC, SBC and AC members,

Questions about enrollment projections
- What is the basis for enrollment projections?
- How are the families who move into the neighborhood recently accounted for in the projections?

Questions/comments specific to Internal Swing Space
- Will internal swing space influence reassignment of Bates neighborhood families to keep number of sections low to free up classrooms for swing space?
- How will declining enrollment free up a classroom? How will it reduce sections?
- Which specific grades are expected to see a reduction in number of sections?
- What if there is a larger than expected number of kindergarteners – will they be reassigned to keep number of sections down to accommodate swing space?
- How many students are at Bates on open enrollment? Could decreasing open enrollments be a buffer against crowding as a result of internal swing space – to mitigate impact on the school’s overall resources?
- Will there be any updates to Bates to accommodate internal swing space?
- Will there be any impact on METCO program?
- What is the transportation plan?
- What will be the impact on TLC Program? How will Bates special education resources be impacted?
- The Bates and Hunnewell principals expressed support for and confidence in the internal swing space plan.
- What do the Bates and Hunnewell teachers think of internal swing space?
- Why not use Upham for swing space too? How many students in autism program there?
- What specific spaces will likely be used at Bates?

Principal’s reply:
- Classrooms that free up due to declining enrollment ((Expect only 17 sections in year one of swing space and 16 sections in year two)
- Use 19th classroom that is now underutilized as office space
- Divide a classroom into two temporary classrooms
- Last option-music room
- Bates lacks nothing and is in a position to help. If we needed it we would want flexibility from other schools.
Questions concerning status of other swing space options:
- Why not go with late Hunnewell?
- How would late Hunnewell work?

Questions about redistricting
- Will there be consolidation to 6 schools because of Hunnewell?
- When will the redistricting maps be available?
- When will redistricting go into effect?
- How would early vs late Hunnewell impact timing of redistricting?
- Explain the idea of waves of redistricting with late Hunnewell?
Approximately 20 parents attended in addition to school administrators, SC, SBC and AC members.

Questions about enrollment projections

- How do the enrollment forecasts account for new development such as Wellesley office Park?
- What is the timing of that project coming online and how might it impact enrollment numbers during swing space?
- How are the 40B projects included in the forecasts, such as Burke Road and Great Plain Avenue?
- What will happen to the closed H/U school? Will it be available to re-occupy if enrollment increases?
- How concerned is Wellesley about the declining enrollment, what accounts for it?

Questions/comments specific to Internal Swing Space

- Will the PAWS program continue to use space at Fiske during internal swing space?
- Would relocation of PAWS be considered to free up classrooms for internal swing space?
- Instead of potentially losing art or music is there an option of adding modular classrooms?
- When the number of sections is reduced will class size increase?
- Will more sections be closed and more families reassigned?
- Will there be an absolute cap on class size?
- Could Hunnewell and Fiske kids be combined especially in 4th or 5th grade?
- How do teachers feel about this plan?
- The Fiske and Hunnewell principals expressed support for and confidence in the internal swing space plan.
- Traffic is already an issue at Fiske, what traffic will be added by internal swing space?
- Is it fair to have internal swing space students at Fiske when Fiske is also a school that has not been modernized?
- What is the decision process?
- What will determine if we go with early Hunnewell and internal swing space vs late Hunnewell?
• Concern/skepticism was expressed by a few parents that decisions on number of sections, class size and reassignment will be made with needs of internal swing space in mind. What if more kids show up for Kindergarten than expected? Will class size guidelines be followed, will some be reassigned?

Questions concerning status of other swing space options:
• Will Hardy/Upham project need internal swing space too?
• What are the pros and cons of late Hunnewell?

Questions about redistricting
• When will the redistricting maps be available?
• When will redistricting go into effect?
• How does the Hunnewell project impact redistricting?
• Are Fiske families likely to be redistricted to Hunnewell?
• Do projections for redistricting assume all 40B students will be assigned to closest neighborhood school or will impact be dispersed?

Comments
• One parent said it felt as if this is a plan being sold rather than one being developed after feedback.
Schofield- September 16, 2019 7:30 PM
Approximately 35 parents attended in addition to school administrators, SC and SBC and AC members.

Questions/comments about enrollment projections
- How accurate are the predicted enrollments and how many years out do the projections go?
- One parent noted that there is great variation over time in school population based on multiple factors and he thinks it is risky to rely on projections more than 1-2 years out. He argued that the order of construction of the two schools should be reversed to first create the school that can provide its own swing space. He believes internal swing space puts us too close to the capacity of existing schools.
- What accounts for declining enrollment in town?
- Several parents expressed concern or caution about the impact the development of the Wellesley Office Park will have on enrollment estimates and urged that the redistricting process consider carefully the number of students who will move there. (Note: one parent cited a Hopkinton development called Legacy Place (detached and townhouses) for which there was apparent under-prediction of impact on enrollment by that town)
- There was also concern that the Wellesley Office Park development might impact enrollment at Fiske or Schofield during the period of swing space. When will that development come online?

Questions/Comments Specific to Internal Swing Space
- The Schofield and Hunnewell principals expressed support for and confidence in the internal swing space plan.
- How accurate is the predicted construction duration of 18-24 months? It seems aggressive, is it typical?
- Is the construction duration predicted for Hunnewell the same as Hardy/Upham? (18-24 mo?)
- With Bates as an example, is decrease in enrollment at Bates going to open up 4 classrooms there for swing space? If more students than predicted move into the Bates neighborhood do Bates classrooms have the capacity to handle those students while still accommodating four classrooms of Hunnewell students?
- Will it be difficult to schedule specials for all the students in the host school building with increased population as a result of Hunnewell students?
• Are art and music rooms proposed to be used at any of the swing space host schools?
• If the host schools will be operating close to their historic high capacity during the period of swing space, how well did the schools function at that time? If they handled the higher capacity was it fine or were there concerns about impact on students at that time?
• It was suggested that the chart showing the enrollment at each host school before and after the addition of Hunnewell students also note the population capacity of each school.
• Will class size guidelines be followed even if classrooms are needed for swing space?
• Is internal swing space impact on the host schools and Hunnewell community better for kids than waiting for H/U project completion and a swing space option that is less disruptive? “Is the chaos worth it?”
• Schofield principal expressed support for helping in any way Schofield can in light of the dire needs at Hunnewell and noted that when Schofield had needs the town supported needed renovations.

Questions concerning status of other swing space options
• How does a late Hunnewell intersect with the H/U Project?
• Wouldn’t it be easier to wait for H/U project to be complete and use a vacant building for swing space?
• Doesn’t land the town purchased adjacent to Hardy allow 2 schools to operate on one site as a swing space option? Doesn’t it provide an alternate access to make that possible?
• What about using the Warren School as swing space?
• Why is MSBA partnering with us on Upham and not one of the other schools?
• Will a decision on where to site the H/U school be made before the Hunnewell School debt exclusion vote?

Questions about redistricting
• Is the decision to consolidate to 6 schools firm?
• Will students currently attending a school be grandfathered with redistricting?
• Enrollment predictions informing redistricting must take into account new developments in town and their impact on enrollment in particular neighborhoods.
Other Comments:

- If Hunnewell and Hardy Schools are rebuilt, students at Fiske and Schofield will be aware that their schools are old. What is the plan for these schools?
- The condition of the Hunnewell School needs to be addressed
- What will be the tax impact of two school projects?
- What outreach has there been/will there be to non-school community to gauge support?
- What are next steps?
Questions/comments about enrollment projections

- Do enrollment projections for Hardy reflected in the handout include families in the Hardy neighborhood who wanted to go to Hardy but were reassigned to other schools or otherwise attend other WPS schools?
- How accurate are projections? They cannot be guaranteed.
- Are enrollment projections based on accurate census information?
- How many Upham students live in the Upham neighborhood? How will that number be projected going forward?
- How accurate are projections generally? They cannot be guaranteed.
- Are new 40B residents included in the forecasts?
- If we are building for 50-75 years shouldn’t we build seven schools now to accommodate the expansion of population?
- Why is enrollment declining so much? Is the uncertainty about the schools involved in decisions not to move to Wellesley?

Questions specific to Internal Swing Space

- Will Hardy specialists and special educators teach the Hunnewell students, will they be stretched thin?
- What will be the impact on students receiving specialized services? Will they have to share resources with Hunnewell students?
- What specific spaces will be used by Hunnewell students?

Principal’s reply:

Based on projected enrollment in Years 21/22 and 22/23 expect 12 sections, freeing up the two classrooms in addition to the one classroom currently free and temporarily being underutilized for ESL. Highly unlikely to need art or music rooms.
- Isn't the alternative of late Hunnewell with swing space in one building less stressful for students?
- How will Hunnewell parents manage children at multiple schools?
- Is Hunnewell parent support for early Hunnewell and internal swing space based on emotional response to the fire which could happen anywhere?
- What has been the experience of other school systems who have tried internal swing space? If no other comparable system has experienced it, is it too risky?
- Elementary teachers support internal swing space but what experience do they have with it?
- Have psychologists been consulted about the impact of the internal swing space plan?
- Are we underestimating the duration of the need for internal swing space? There was skepticism and some confusion about the 18-24 month predicted construction duration.
- Hardy could be asked to host swing space and the disruption that it will bring and then be closed. Is this fair?
- One speaker said his experience of being in a shared school was not positive, resulted in feeling of not belonging.
- If we close Hunnewell and use other schools for internal swing space, what would we do if we had to close another school due to some disaster? What is our backup then?
- Comment from PTO President- he opposes the internal swing space plan but if Town Meeting votes for it, he is sure the Hardy community will welcome Hunnewell children.

Questions concerning other swing space options
- Why not look to Middle and High School for swing space?
- Late vs early Hunnewell –what are the late swings space options and what are the cost comparisons?
- Is the difference in tax impact on median households significant when comparing early Hunnewell internal swing space vs cost escalation associated with late Hunnewell (estimated by one speaker at $25/year using $6.5 million escalation figure, an amount she characterized as minimal)

Process and HU questions
- Has the decision been made to build Hunnewell first?
- The analysis should include all three HHU schools, not be done in a piecemeal fashion.
- Are we marching forward on early Hunnewell despite concerns?
- Information on cost, tax, redistricting and other impacts of the entire elementary school building plan is needed before going forward with Hunnewell?
- A town-wide plan is needed before the town votes on funding for school projects.
- Hardy has building deficiencies that need to be addressed quickly too.
• Given the recommendations of previous boards and committees to build at Upham, is Hardy less likely to be selected as the site for the new H/U school?
• Concern expressed that Hardy was least likely to be selected as the site of the H/U school.
• Why is moving early on Hunnewell so important? There is no emergency that warrants disrupting current children. Should choose the least disruptive path.
• Moving forward to Town meeting with a risky complicated plan when we have an alternative does not make sense and will be opposed.
• What are the next steps in the decision process?
• If, as presented, the town would prefer to build behind Hunnewell and use its existing building for swing if it could, why not prioritize projects for which that is an option rather than pursuing Hunnewell first?
• What are the plans for the Hardy/Upham site if school closed? How can we be sure future school committees will not sell the land for another purpose?
• What is impact of the acquisition of the additional parcels on the Hardy site?
• What is the logic of inserting the Hunnewell project into the MSBA project process? Why not wait?
• What will be MSBA reimbursement rate for H/U school?
• The fact that non-citizens cannot vote in Town elections disadvantages the voting power of the Hardy neighborhood (it was represented by a speaker that Hardy has a disproportionately large non-citizen population)
• One speaker proposed a scenario in which the H/U selected school can’t be built behind the existing school, what will be used for swing space in that situation?
• One speaker said we should rebuild all three HHU schools and protect the small neighborhood school model that has been successful in Wellesley. We can have unique neighborhood schools, not all need 19 classrooms.
• Can a three school option be put back on the table?
• Is there data on the number of voters in the Upham and Hardy neighborhoods vs the total number of registered voters in Town.
• Has there been a survey of parents as to what school configuration they want?
• Space for Paws has not been addressed

Redistricting

• Comment: Until redistricting maps are revealed it will be hard to get the entire town to engage in this process.
Upham- September 24, 2019 6:30PM

Approximately 40 parents and community members attended in addition to school administrators, SC, SBC and AC members.

Questions/comments about enrollment projections
- Why is enrollment declining?
- How will we account for the impact of 40B’s on enrollment projections?

Questions specific to Internal Swing Space
- Why disrupt and put stress on Hunnewell families and hosting schools for internal swing space if there is an alternative?
- How will TLC program be accommodated with internal swing space?
- What will be the impact on specialized classrooms such as art and music at host schools?

Questions concerning other swing space options
- What are “Late” Hunnewell options and costs?
- Why not use the Warren School for swing space?
- How did Newton provide swing space? Can we learn from their process?

Other questions re: Hunnewell Project
- Should we build a 19 classroom school on the Hunnewell site if it needs some form of zoning relief or potential additional parking? What if we go forward with design and the proposed building is not permitted.
- Why is Hunnewell being built rather than both Upham and Hardy?
- Why was North 40 eliminated as a site for a new school?
- Why will the “Late” Hunnewell take so long?
- Will construction be occurring on two schools at one time?

Process and HU questions
- What is the financial benefit of partnering with MSBA on school construction?
- What is the plan to get buy-in throughout Town? What are the necessary approvals and votes?
- A full package of costs for both projects should be presented to the voters?
- Is there appetite in town to fund two new schools
- Will the construction projects impact distribution of Skills Program students?
- What specifically will the question(s) on the ballot be?
What will happen with the closed site and what will the plan be for communication related to its future use?

Should we build a 19 classroom school on the Hunnewell site if it needs some form of zoning relief or potential additional parking? What if we go forward with design and proposed building is not permitted.

Have zoning issues been vetted to give us confidence approvals will be given?

What if cannot get permits for the Hunnewell project?

**Redistricting**

- When will the maps be developed and shared with the sider community?
- When will redistricting go into effect?
- Will students be grandfathered?
- Why not provide redistricting maps before seeking approval of Hunnewell design funds?
- Do projections for redistricting take into account assignment of children to district-wide programs? Will there be more disbursement of district-wide programs among schools?
6. **Executive Director’s Report**

**Minutes**
Please find minutes from September 24, 2019 for your review.

**MOTION**
**MOVE to approve the minutes of September 24, 2019.**

**Discuss and Vote One Day License for Wellesley Free Library**

The Wellesley Free Library Foundation is hosting a donor appreciation event on Saturday, November 2, 2019 from 7-9 pm at the Library and are seeking a One Day License to serve beer and wine. The Library Trustees approved the application on October 8th. Staff has reviewed this request and recommends approval.

**MOTION**
**Move to approve a One Day License to the Wellesley Free Library Foundation for an event at the Wellesley Free Library on November 2, 2019 from 7-9 pm.**
Approved:

Board of Selectmen Meeting: September 24, 2019
Present: Freiman, Sullivan Woods, Ulfelder, Olney, Morgan
Also Present: Jop

Warrants approved:  2020-0011 $5,602,811.61

Minutes approved: September 3, 2019

Meeting Documents:
1. Agenda
2. BOS Calendar
3. Executive Director’s Report
4. Correspondence re: Richard Campana Estate and Trust
5. Correspondence re: Richard Campana Partial Distribution
6. Projected Sources and Uses of Funds
7. Reserve Calculation as of 9/24/19
8. Reserve Trend
9. Potential Uses for Free Cash
10. Contract Amendment: Compass
11. Contract Amendment: SMMA
12. Correspondence re: Lee Field Project
13. Draft BOS Minutes: September 3, 2019
15. Correspondence re: Wellesley Square Merchants October 2019 Event
16. Correspondence re: Sustainable Wellesley Donation
17. COA Gift Report
18. Correspondence re: Town Hall Annex
19. Correspondence re: World of Wellesley
20. World of Wellesley Proclamation

1. Call to Order

Ms. Freiman, Chair, called the meeting to order at 4:06 pm in the Juliani Room.

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

2. Public Comment

None

3. Announcements

Ms. Sullivan Woods thanked Ms. Jop for her presentation to the Seniors at the Tolles Parson’s Center and noted that the event had been well attended.

4. Discuss and Vote Budget Guidelines
Ms. Strother, Town Finance Director, joined the Board. She reviewed the FY19 results and the FY20 outlook and provided background of the Reserves Policy adopted by the Board. Ms. Freiman reviewed how reserves in excess of the policy could be used. Ms. Strother noted that reserves were projected to exceed 13.5%, and recommended using excess funds for capital expenses or one time needs rather than increasing base operating costs. The Board discussed the level of reserves and preference for using funds.

Ms. Freiman reviewed discussions with School Committee representatives regarding the FY21 budget projections. She noted the overall increase in budget proposed for the Schools was 3.46%, including 2.63% increase in personal services. She noted that the SPED budget item was based on known expenses and did not include a projection for unanticipated SPED expenses. Ms. Jop noted that the FY21 proposed budget for SPED included a 2% increase in transportation costs.

Ms. Strother reviewed discussions that had taken place with other Town departments regarding the budget guidelines. She noted that DPW, FMD, and the Schools had asked for percentage guidelines. Ms. Freiman noted that the Housing Production Plan and The Unified Plan had been completed to document priorities and the budgeting process would be the start of working toward those priorities. Ms. Strother presented several budget models and budget scenarios for Town Departments and Schools for the Board to consider. She noted that all of the models projected new growth at $1.950 million and that there was security in expanding local receipts based on the long term performance of building permits, excise tax, and interest income. She noted that the Town continued to have savings from health insurance.

The Board continued to discuss the budget guidelines for FY21.

Upon a motion by Mr. Morgan and seconded by Mr. Ulfelder, the Board voted (5-0) to adopt an operating budget guideline for FY21 as follows:

- School budget 3.5%
- All other Town Departments 3.5%

5. Discuss and Vote Contract Amendments for Compass and SMMA for MSBA Project

Ms. Jop stated that per MSBA requirements contract amendments require the Board’s approval. She stated that the SMMA amendment was in relation to the environmental testing and the Compass amendment related to informational website design and maintenance. She noted that the funding for both amendments was within the budget for the project.

Upon a motion by Mr. Morgan and seconded by Mr. Ulfelder, the Board voted (5-0) to approve the Contract for Project Management Services, Amendment No. 1 with Compass Project Management in the amount of $11,094.

Upon a motion by Mr. Morgan and seconded by Mr. Ulfelder, the Board voted (5-0) to approve the Contract for Designer Services, Amendment No.1 with SMMA, Inc. in the amount of $373,285.

6. Accept Gift for Lee Field Renovation

Ms. Jop stated that as part of the Hunnewell Field renovation project, the use of $200,000 in fundraising funds was approved at Town Meeting. She noted Ms. Creevy spearheaded the fundraising and reached the goal within a short timeframe. She stated that the acceptance of the gift would allow the first phase of the renovation to begin.
Upon a motion by Mr. Morgan and seconded by Mr. Ulfelder, the Board voted (5-0) to accept the gift of $200,000 for the Lee Fields Renovation Project.

7. **Executive Director’s Report**

Ms. Jop reviewed the drafted minutes and annual report submission for the Board’s approval.

She updated the Board regarding a transition of ownership of Singh’s Café and added that additional permits would require the Board’s approval. She stated the Wellesley Square Merchants Association is planning to hold a new event in October. She stated that the proposed event would partner with and donate a portion of sales to the PTO’s, the COA, and the Wellesley Free Library. The Merchants Association requested free 2-hour parking in Wellesley Square for the event. Ms. Sullivan Woods noted that she had received positive feedback from the PTO’s in particular for this event. The Board discussed the Merchant’s proposed event.

Ms. Jop stated that the Executive Director’s Office accepted a gift from Sustainable Wellesley to fund a bicycle maintenance station, a tire pump, and bicycle rack to be located at the Police Station. She noted that Sustainable Wellesley raised the $2,500 for this project and thanked them for working collaboratively to provide the amenity to the Town. She reviewed the gifts accepted on behalf of the Council on Aging.

Upon a motion by Mr. Morgan and seconded by Mr. Ulfelder, the Board voted (5-0) to approve the minutes of September 3, 2019.

Upon a motion by Mr. Morgan and seconded by Mr. Ulfelder, the Board voted (5-0) to approve the Board of Selectmen Submission for the Annual Report for FY2019.

Upon a motion by Mr. Morgan and seconded by Mr. Ulfelder, the Board voted (5-0) to approve free 2-hour parking in Wellesley Square on October 17-October 19th from 9:00am – 5:00 pm.

8. **Project Updates**

Mr. Ulfelder provided a brief update from the previous SBC meeting. He noted that there had been a discussion regarding the value of consulting contracts to bring the enrollment projections up to date in light of 40B and other housing projects in Town and a precursor to the redistricting consultation contract. He added the final school community meetings were taking place the following week and attendance had been high and had provided good conversations and insight into the feelings of the community regarding the projects.

Mr. Morgan stated that the Historical Commission had been working with staff to evaluate the demolition delay bylaw had been working and a survey would be created and sent to those that had been impacted by the bylaw. He stated the Community Preservation Committee had been working with staff toward solidify the deed restrictions on a portion of the North 40 reflecting the contribution of $10million of Community Preservation Act funds toward the land. He noted that there was not a master plan for the North 40 but a study would be conducted to decide the portion of the parcel would be under the deed restriction. He stated that the NRC would hold a North 40 walk and other educational opportunities on September 28th. He noted that the NRC would work with the Planning Board to review the tree bylaw. He stated that at the next Board meeting the Library Trustees would be present to hear the report on the Library roof project.

9. **New Business and Other Correspondence**

The meeting was adjourned at 5:39 pm.

The next regular meeting is scheduled for Tuesday, October 7, 2019 at 6:30 pm in the Juliani Room.
TO: Board of Selectman, Town of Wellesley
FROM: Marisa Rowe, Director of Development, Wellesley Free Library Foundation
RE: One-day liquor license application 11/2/2019
DATE: October 8, 2019

The Wellesley Free Library Foundation is hosting a donor appreciation event on Saturday, November 2, from 7-9pm at the Main Library located at 530 Washington St. This event will be a high end craft beer tasting night. We are respectfully submitting this application for a one-day liquor license for the event. The only alcohol served will be beer and wine. We will also serve water and soft drinks.

We have hired a catering company, Cuisine Chez Vous (https://cuisinechezvous.com/), which will provide “heavy hors d’oeuvres” that will be passed by servers and displayed on stations in the lobby of the library. They will provide bartending service as well. Cuisine Chez Vous is Tips-certified and carries all necessary permits.

The schedule for the evening is as follows:
7:00-7:30pm Reception
7:30pm Welcome
7:35-8:00pm Beer tasting and questions
8:00-9:00 Reception

The beer tasting will feature sample tables from three breweries, Jack’s Abby Craft Lagers, Boston Beer Company and Mass Bay Brewing Company. For each beer sample, licensed bartenders will distribute glasses with 4-ounce servings of beer.

I expect approximately 100 guests. I have provided a floor plan (next page) which shows the bar area. As per the floor plan provided, we will place the bar inside the building and will not allow anyone outside with their drinks.

The Trustees of the Wellesley Free Library approved this event at their meeting on October 7, 2019.

This event is free of charge and is by invitation only.
TOWN OF WELLESLEY
Application for Special License(s)

Date of Application: Sept. 27, 2019  Date of Event: Sat. Nov. 2, 2019

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

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

The undersigned hereby applies for a Special License for:
☐ All Alcoholic Beverages  ☐ Wine and Malt Beverages Only

APPLICANT INFORMATION

Name of Non-Profit Organization: Wellesley Free Library Foundation  Address:
530 Washington St, Wellesley, MA 02482

Name of Event Manager: Marisa Rowe  Address:
530 Washington St

Assistant Event Manager: __ Rosemary Gaffney  Address:

EVENT INFORMATION

Event Description: "Books and Brews" Craft Beer tasting event

cultivation/appreciation event for Library doors.

Location: Wellesley Free Library, 530 Washington St, Wellesley, MA 02482

Occupancy: 412  Estimated Attendance: 100  Indoor/Outdoor (circle one)
(First Floor capacity) (indoor only)

An 8x11" floor plan of the premises to be licensed must be submitted along with the application showing the exact location within the event area where alcoholic beverages will be sold, served, and consumed, and indicating all entrances and exits.
Name of catering service responsible for service of alcoholic beverages:

Cuisine Chez Vous 7 Miller St, Somerville, MA 02143

Name of Catering Service Address

If catering service is not being used, list the names and addresses of persons who will be serving alcoholic beverages. Use additional sheets if necessary.

Name Address

Name Address

Name Address

Name Address

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

Cuisine Chez Vous is Tip certified and has all necessary permits.

Describe security precautions or police details if any:

There will be Library staff on hand and we will follow regular Library security regulations. We do not believe we will need extra security.

Marisa Rowe

Printed Name of Applicant

Applicant’s Signature 09/27/2019

Date

RETURN COMPLETED APPLICATION, FLOOR PLAN, CERTIFICATE OF INSURANCE AND CHECK FOR THE APPLICATION FEE TO:

BOARD OF SELECTMEN
525 Washington Street
Wellesley, MA 02482
781-431-1019 ext 2204
The Children's Room will serve as the reception and tasting area.
7:00 Guests begin to arrive.
7:45 Kara remarks
8:00 Presentation by Speaker
8:20 Tasting Resumes
9:00 End

*There will be licensed bartenders at each station to serve alcohol.
Commonwealth of Massachusetts
Office of the State Treasurer
Alcoholic Beverages Control Commission

TRANSPORTATION & DELIVERY PERMIT
M.G.L. c. 138, § 22

This Permit hereby authorizes the use of the following vehicle for transportation and delivery of alcoholic beverages:

Vehicle Plate Number
A81683

Related License:
Cuisine Chez Vous, Inc.
ABCC License Number: CR-LIC-000014
License Type: Caterer

Approved by the Alcoholic Beverages Control Commission on November 23, 2018

Jean Lorizio, Chairman
Elizabeth Lashway, Commissioner
Kathleen McNally, Commissioner

License Number: TR-LIC-000031
Record Number: 2018-000053-CR-REN

THIS PERMIT WILL EXPIRE DECEMBER 31, 2019 UNLESS REVOKED OR CANCELLED DURING THIS PERIOD
THIS PERMIT SHALL BE CARRIED IN THE VEHICLE AT ALL TIMES
Commonwealth of Massachusetts
Office of the State Treasurer
Alcoholic Beverages Control Commission

CATERER'S LICENSE
M.G.L. c. 138, § 12C

This License permits the following licensee to: (a) to sell and serve alcoholic beverages to be served and drunk
on the premises where the licensee caters a private event that is not open to the public; and (b) to store,
transport, sell and deliver alcoholic beverages in the ordinary course of the licensee's business:

Cuisine Chez Vous, Inc.
7 Miller Street
Somerville, MA 02143

Approved by the Alcoholic Beverages Control Commission on November 23, 2018.

Glen M. Leone
Jean Lorzio, Chairman

Elizabeth Lashway
Commissioner

Kathleen McNally
Commissioner

License Number: CR-LIC-000014
Record Number: 2018-000053-CR-REN

THIS LICENSE WILL EXPIRE DECEMBER 31, 2019 UNLESS REVOKED OR CANCELLED DURING THIS PERIOD
THIS LICENSE SHALL BE DISPLAYED ON THE PREMISES IN A CONSPICUOUS PLACE WHERE IT CAN BE EASILY READ.
Congratulations!

You have successfully completed the ServSafe Alcohol Training and Certificate Program. This is your official ServSafe Alcohol Certificate Card and provides confirmation that you have studied, and are knowledgeable about how to serve alcohol responsibly.
Hi Cay,

At last night's Library Board of Trustees' meeting, the board voted to approve the Foundation's November 2, 2019 alcohol request.

Please let me know if you need anything else.

Thanks,
Jamie

--
Jamie Jurgensen
Director, Wellesley Free Library
530 Washington Street
Wellesley, MA 02482
P: 781-235-1610 x1129
she/her/hers

When responding, please be advised that the Town of Wellesley has determined that email could be considered a public document

Think Green...please don't print this e-mail unless necessary
7. Discuss and Vote COA Appointments

Kathleen Vogel has asked the Board to consider two appointments for the currently four vacant positions on the Council on Aging. Kathleen is recommending Tony Parker and Gerry Hume be appointed. At present the COA has the following members and vacancies:

<table>
<thead>
<tr>
<th>Name</th>
<th>Expiration Date</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thomas Kealy</td>
<td>6/30/2021</td>
<td>3 year</td>
</tr>
<tr>
<td>Barbara Offenhartz</td>
<td>6/30/2021</td>
<td>3 year</td>
</tr>
<tr>
<td>Dianne Sullivan</td>
<td>6/30/2021</td>
<td>3 year</td>
</tr>
<tr>
<td>Marlene Allen</td>
<td>6/30/2022</td>
<td>3 year</td>
</tr>
<tr>
<td>Susan Rosefsky</td>
<td>6/30/2022</td>
<td>3 year</td>
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<tr>
<td>Kathleen Vogel</td>
<td>6/30/2022</td>
<td>3 year</td>
</tr>
<tr>
<td>Lisa Heyison</td>
<td>6/30/2020</td>
<td>3 year</td>
</tr>
<tr>
<td>Penelope Lawrence</td>
<td>6/30/2020</td>
<td>3 year</td>
</tr>
</tbody>
</table>

**MOTION**

Move to appoint Theodore Parker to the Council on Aging for a term to expire on June 30, 2021 and to appoint Gerald Hume to the Council on Aging for a term to expire on June 30, 2020.
Hi Meghan,

Per Marjorie’s recommendation, I am writing to respectfully request that COA Board appointments be added to your 10/15/19 agenda, if that is at all possible. We are currently operating with such a razor thin margin of members constituting a quorum, that we’ve actually had difficulty convening meetings. So we are quite anxious to anticipate new members and begin to fill the four open positions. To that end, we have met with, and enthusiastically recommend two gentlemen, Mr. Tony Parker, and Mr. Gerry Hume, at this time. We will continue to meet with several other prospective members in the coming weeks, but in the immediate term our Board’s priority is to continue to support all the staff, seasoned and new, and to ensure that all the wonderful work of the Council on Aging continues without interruption.

Thank you very much, Meghan, for your assistance with this agenda item. I will send a brief bio about both gentlemen in a separate email, but I wanted to submit my request with the hope of getting a placeholder for your next meeting.

Please don’t hesitate to call or email if you need any information.

Best,
Kathleen
8. **Discuss and Accept Campana Gift**

Richard Campana was a Wellesley resident and upon his passing he has bequeathed 2% of his estate for programming and facilities at the Council on Aging. The Town has received an initial distribution of $100,000 and anticipates additional funds in the coming months. The total estate’s value is approximately $24 million, but it is our understanding that federal taxes were left unpaid for some time thus decreasing the ultimate distribution to the Town. Due to the significant size of the gift, a conversation was had to seek clarification from the estate’s attorney on the gift. The Town has received the clarification (attached) that allows the Town to accept the gift, to allow it to earn interest, and to specify that said funds can be expended on both COA programs and facilities of the Tolles Parsons Center by majority vote of both the COA and the Board.

**MOTION**

Move to accept the gift of $100,000 from the Richard A. Campana Revocable Trust for COA programs and facilities of the Tolles Parsons Center to be held in trust by the Town and that any and all interest earned be used for the same purposes of the original bequest.
October 9, 2019

Wellesley Council on Aging
Tolles Parsons Center
500 Washington Street
Wellesley, MA 02482

Re: Estate of Richard A. Campana

Dear Council on Aging Members,

Further to my letter to Gayle Thieme dated July 17, 2019, I instruct that Mr. Campana’s previous bequest of $100,000 to the Wellesley Council on Aging (“COA”), and all future devises from the Ricard A. Campana Revocable Trust, be used towards the COA programs and facilities of the Tolles Parsons Center and that said funds be held in trust by the Town and that any and all interest earned be used for the same purposes of the original bequest. The COA, by a vote of the majority of the COA and the Board of Selectmen, may spend any or all of the principal and interest for the purposes identified above.

As always, please contact me with any questions.

Sincerely,

Barry P. Wilensky, Trustee

Barry P. Wilensky, Trustee of the
Richard A. Campana Revocable Trust

cc: T. Harrington (via email)
February 8, 2019

Town of Wellesley Senior Center  
Attn: Gayle Thieme, Director Senior Services  
500 Washington Street  
Wellesley, MA 02481  

RE: RICHARD A. CAMPANA – ESTATE AND TRUST INVENTORY

Dear Ms. Thieme:

I received the Letters of Authority appointing me as the Personal Representative of the Estate of Richard A. Campana by the Suffolk Probate and Family Court on December 18, 2018.

Enclosed find the Inventory for the Estate and the Inventory for the Richard A. Campana Revocable Trust dated November 15, 2012, as amended from time to time, prepared by me as Personal Representative and as Trustee. The inventories provide a summary of the assets which were held by Richard A. Campana, individually, and in his trust at the time of his death.

Pursuant to Chapter 203E - Section 604 of the Massachusetts Uniform Trust Code, a person may commence a judicial proceeding to contest the validity of the trust within 60 days of receiving this notice.

As always, if you have any questions, please feel free to call my office at (781) 429-3105 or contact me at Barry P. Wilensky, 175 Highland Avenue – Suite 303, Needham, MA 02494.

Sincerely,

CUTLER & WILENSKY, LLP

Barry P. Wilensky

BPW:rf
enclosures
INVENTORY

Docket No. SU18P2319EA
Commonwealth of Massachusetts
The Trial Court
Probate and Family Court

☑ Estate of: ☐ Conservatorship of: ☐ Other:
Richard A. Campana

Suffolk Division

After completing attached Schedules of Personal Property and Real Estate, insert the total from each Schedule on the line below.

I am the ☐ Conservator who is ☐ Temporary ☐ Permanent
☑ Personal Representative
☐ Special Personal Representative
☐ Public Administrator
☐ Receiver
☐ Other:

appointed on December 19, 2018 (date) and I certify that this Inventory contains a complete and accurate report of the estate's personal property and real estate.

FOR CONSERVATORSHIPS.

I have delivered a copy of this Inventory by ☐ delivery in hand ☑ first class mail postage prepaid
to the Protected Person (if over 14) and to any parent or guardian who lives with the Protected Person

SUMMARY OF ATTACHED SCHEDULES
(If you are completing this on-line, the totals will auto-fill.)

| Schedule of Personal Property: | $100,790.97 |
| Schedule of Real Estate:       | $76,100.00 |

TOTALS

SIGNED UNDER THE PENALTIES OF PERJURY

I certify under the penalties of perjury that the foregoing statements are true to the best of my knowledge and belief.

Date: 2-8-19

Signature of Fiduciary

Date: __________________________

Signature of Co-Fiduciary (if applicable)

Signature of Attorney

Barry P. Wilensky
(print name)

175 Highland Avenue, Suite 303
Needham, MA 02494

Primary Phone #: 781-429-3105

B.B.O. # 562202

Email: barry@cutlerlegal.com
## SCHEDULE OF PERSONAL PROPERTY

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Account and Number</th>
<th>Description of Personal Property</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
<td>$25,000.00</td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
<td>$27,562.73</td>
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<tr>
<td>3.</td>
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<td>$12,023.19</td>
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<td>4.</td>
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<td>$52.00</td>
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<td>5.</td>
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<td>$25,215.04</td>
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<td>6.</td>
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<td>$7,239.01</td>
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<td>$525.00</td>
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<td>8.</td>
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<td>$3,174.00</td>
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<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td><strong>$100,790.97</strong></td>
</tr>
</tbody>
</table>

**Note:** LIST CURRENT BALANCE IF ANY OF ANY LOAN OR LIEN ON EACH ITEM. If necessary, attach additional pages and continue with Item No. 15 etc. until completed. Enter total values of all Personal Property items above, and insert same amount on "Schedule of Personal Property" line on front page of this Inventory.
## SCHEDULE OF REAL ESTATE

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Description of Real Estate</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>0 Mid Cape Plan and O Rte 6, Yarmouth MA, Vacant Land, as described in deed from Walter W. Rodin and Olive R. Reinbold to Richard A. Campana, dated January 4, 1961, and recorded at the Barnstable Registry of Deeds at Book 1103, Page 86. We are determining whether this land can be developed and have used the tax assessor's value.</td>
<td>$76,100.00</td>
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<td>2.</td>
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<td>14.</td>
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</tbody>
</table>

**Total** $76,100.00

**Note:** INCLUDE THE STREET ADDRESS, TITLE REFERENCE, AND CURRENT BALANCE (IF ANY) OF ANY MORTGAGE OR LIEN FOR EACH ITEM OF REAL ESTATE. "Value" in the right column means fair market value without deduction for any mortgage or lien on the property. If necessary, attach additional pages, continuing with Item No. 15 etc. until completed. Enter total values of all Real Estate items above, and insert same amount on "Schedule of Real Estate" line on front page of this Inventory.
INVENTORY

☐ Estate of: ☐ Conservatorship of: ☒ Other:
Richard A. Campana Revocable Trust

Commonwealth of Massachusetts
The Trial Court
Probate and Family Court
Division

Docket No.

☐ Estate of: ☐ Conservatorship of: ☒ Other:
Richard A. Campana Revocable Trust

After completing attached Schedules of Personal Property and Real Estate, insert the total from each Schedule on the line below.

I am the ☐ Conservator who is ☐ Temporary ☐ Permanent
☐ Personal Representative
☐ Special Personal Representative
☐ Public Administrator
☐ Receiver
☒ Other: Successor Trustee

appointed on October 11, 2018

and I certify that this Inventory contains a complete and accurate report of the estate’s personal property and real estate.

FOR CONSERVATORSHIPS

I have delivered a copy of this Inventory by ☒ delivery in hand ☐ first class mail postage prepaid

to the Protected Person (if over 14) and to any parent or guardian who lives with the Protected Person

SUMMARY OF ATTACHED SCHEDULES

(If you are completing this on-line, the totals will auto-fill.)

<table>
<thead>
<tr>
<th>SCHEDULE OF PERSONAL PROPERTY:</th>
<th>SCHEDULE OF REAL ESTATE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>☒</td>
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</tbody>
</table>

TOTALS

$22,631.67
$23,634,600.00

SIGNED UNDER THE PENALTIES OF PERJURY

I certify under the penalties of perjury that the foregoing statements are true to the best of my knowledge and belief.

Date: 2-8-19

Barry P. Wilensky
Signature of Fiduciary

Signature of Co-Fiduciary (if applicable)

Information on Attorney for Fiduciary

Barry P. Wilensky
Signature of Attorney

175 Highland Avenue
Suit 303
Needham MA 02494

(781)-429-3105

B.B.O. # 562202

Email: barry@cutlerlegal.com
<table>
<thead>
<tr>
<th>Item No.</th>
<th>Account and Number</th>
<th>Description of Personal Property</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td>Tangible Personal Property</td>
<td>$5,000.00</td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td>Norton Motorcycle</td>
<td>$3,500.00</td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td>2011 Chevy Silverado</td>
<td>$5,000.00</td>
</tr>
<tr>
<td>4.</td>
<td></td>
<td>2000 Chevy S10 Truck</td>
<td>$800.00</td>
</tr>
<tr>
<td>5.</td>
<td></td>
<td>1995 Mercedes S500</td>
<td>$450.00</td>
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<tr>
<td>6.</td>
<td></td>
<td>1979 Suzuki motorcycle</td>
<td>$500.00</td>
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<tr>
<td>7.</td>
<td></td>
<td>Bank Account</td>
<td>$7,381.67</td>
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</tbody>
</table>

Total: $22,631.67

Note: **LIST CURRENT BALANCE (IF ANY) OF ANY LOAN OR LIEN ON EACH ITEM.** If necessary, attach additional pages and continue with Item No. 15 etc. until completed. Enter total values of all Personal Property items above, and insert same amount on "Schedule of Personal Property" line on front page of this inventory.
<table>
<thead>
<tr>
<th>Item No.</th>
<th>Description of Real Estate</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>145 Warren Ave Boston, MA, a multi-family residence, as described in deed from Richard A. Campana to the Richard A. Campana Revocable Trust, dated November 19, 2017, and recorded at the Suffolk Registry of Deeds at Book 58849, Page 271. This property is subject to a mortgage with Rockland Trust Bank with a principal amount as of date of death of $476,977.48.</td>
<td>$2,400,000.00</td>
</tr>
<tr>
<td>2.</td>
<td>143 Warren Ave Boston MA, a multi-family rental property, as described in deed from Richard A. Campana to the Richard A. Campana Revocable Trust, dated November 19, 2017, and recorded at the Suffolk Registry of Deeds at Book 58849, Page 269.</td>
<td>$2,400,000.00</td>
</tr>
<tr>
<td>3.</td>
<td>23 Upton Street Boston MA, a multi-family residence, as described in deed from Richard A. Campana to the Richard A. Campana Revocable Trust, dated November 19, 2017, and recorded at the Suffolk Registry of Deeds at Book 58849, Page 273.</td>
<td>$3,950,000.00</td>
</tr>
<tr>
<td>4.</td>
<td>33 Maugus Hill Rd. Wellesley MA, a single family residence, as described in deed from Richard A. Campana to the Richard A. Campana Revocable Trust, dated November 19, 2017, and recorded at the Norfolk Registry of Deeds at Book 35661, Page 485. This property is subject to a mortgage with Bank of America with a principal amount as of date of death of $333,941.38.</td>
<td>$868,000.00</td>
</tr>
<tr>
<td>5.</td>
<td>680 Massachusetts Ave. Boston MA, a multi-family rental property, as described in deed from Richard A. Campana to the Richard A. Campana Revocable Trust, dated November 19, 2017, and recorded at the Suffolk Registry of Deeds at Book 58849, Page 265.</td>
<td>$2,600,000.00</td>
</tr>
<tr>
<td>6.</td>
<td>32 Appleton Street Boston MA, a multi-family rental property, as described in deed from Richard A. Campana to the Richard A. Campana Revocable Trust, dated November 19, 2017, and recorded at the Suffolk Registry of Deeds at Book 58849, Page 267.</td>
<td>$2,000,000.00</td>
</tr>
<tr>
<td>7.</td>
<td>189 W. Brookline Street Boston MA, a multi-family rental property, as described in deed from Richard A. Campana to the Richard A. Campana Revocable Trust, dated November 19, 2017, and recorded at the Suffolk Registry of Deeds at Book 58849, Page 275.</td>
<td>$3,100,000.00</td>
</tr>
<tr>
<td>8.</td>
<td>240 Rt-6, Truro MA., a single family residence, as described in deed from Richard A. Campana to the Richard A. Campana Revocable Trust, dated November 19, 2017, and recorded at the Barnstable Registry of Deeds at Book 30919, Page 126. This property is subject to a mortgage with Seamen's Bank with a principal amount as of date of death of $74,272.30.</td>
<td>$359,000.00</td>
</tr>
<tr>
<td>9.</td>
<td>105 Province Lands Road Provincetown MA, a single family residence, as described in deed from Richard A. Campana to the Richard A. Campana Revocable Trust, dated November 19, 2017, and recorded at the Barnstable Land Court Registry of Deeds on Certificate of Title #214758. This property is subject to a Line of Credit with Seamen's Bank with a principal amount as of date of death of $208,383.89, and a Mortgage with Seamen's Bank with a principal amount of $78,268.97.</td>
<td>$1,300,000.00</td>
</tr>
<tr>
<td>10.</td>
<td>0 Rt. 6 (lot 2,) Yarmouth, Vacant Land, as described in deed from Richard A. Campana to the Richard A. Campana Revocable Trust, dated November 19, 2017, and recorded at the Barnstable Registry of Deeds at Book 30919, Page 124. We are determining whether this land can be developed and have used the tax assessor's value.</td>
<td>$32,700.00</td>
</tr>
<tr>
<td>11.</td>
<td>60 Arrowhead Road (0 Madison Street) Wrentham, MA, Vacant Land, as described in deed from Richard A. Campana to the Richard A. Campana Revocable Trust, dated November 19, 2017, and recorded at the Norfolk Registry of Deeds at Book 35661, Page 487. We are determining whether this land can be developed and have used the assessor's value.</td>
<td>$125,100.00</td>
</tr>
<tr>
<td>12.</td>
<td>35 Fox Hill Drive, Sudbury, MA, a single family home, as shown on Subdivision Plan of Land in Sudbury, 11045E, prepared by Medford Engineering &amp; Survey, July 1980, Revised Oct. 1980, recorded at Middlesex South Registered Land Office on Certificate of Title #211490 at Book 1187, Page 140, owned through Ledgewood II at Sudbury Development Corporation, a Massachusetts S-Corporation.</td>
<td>$1,150,000.00</td>
</tr>
<tr>
<td></td>
<td>Description</td>
<td>Value</td>
</tr>
<tr>
<td>---</td>
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</tr>
<tr>
<td>13</td>
<td>27 Fox Hill Drive, Sudbury, MA, a single family home, as shown on Subdivision Plan of Land in Sudbury, 11045E, prepared by Medford Engineering &amp; Survey, July 1980, Revised Oct. 1980, recorded at Middlesex South Registered Land Office on Certificate of Title #211490 at Book 1187, Page 140, owned through Ledgewood II at Sudbury Development Corporation, a Massachusetts S-Corporation.</td>
<td>$1,100,000.00</td>
</tr>
<tr>
<td>14</td>
<td>Lot 33 on Mary Catherine Lane, Sudbury, MA as shown on Subdivision Plan of Land in Sudbury, 11045E, prepared by Medford Engineering &amp; Survey, July 1980, Revised Oct. 1980, recorded at Middlesex South Registered Land Office on Certificate of Title #211490 at Book 1187, Page 140, owned through Ledgewood II at Sudbury Development Corporation, a Massachusetts S-Corporation.</td>
<td>$375,000.00</td>
</tr>
<tr>
<td>15</td>
<td>Lot 36 on Fox Hill Drive, Sudbury, MA as shown on Subdivision Plan of Land in Sudbury, 11045E, prepared by Medford Engineering &amp; Survey, July 1980, Revised Oct. 1980, recorded at Middlesex South Registered Land Office on Certificate of Title #211490 at Book 1187, Page 140, owned through Ledgewood II at Sudbury Development Corporation, a Massachusetts S-Corporation.</td>
<td>$375,000.00</td>
</tr>
<tr>
<td>16</td>
<td>Lot 37 on Fox Hill Drive, Sudbury, MA as shown on Subdivision Plan of Land in Sudbury, 11045E, prepared by Medford Engineering &amp; Survey, July 1980, Revised Oct. 1980, recorded at Middlesex South Registered Land Office on Certificate of Title #211490 at Book 1187, Page 140, owned through Ledgewood II at Sudbury Development Corporation, a Massachusetts S-Corporation.</td>
<td>$375,000.00</td>
</tr>
<tr>
<td>17</td>
<td>Lot 38 on Fox Hill Drive, Sudbury, MA as shown on Subdivision Plan of Land in Sudbury, 11045E, prepared by Medford Engineering &amp; Survey, July 1980, Revised Oct. 1980, recorded at Middlesex South Registered Land Office on Certificate of Title #211490 at Book 1187, Page 140, owned through Ledgewood II at Sudbury Development Corporation, a Massachusetts S-Corporation.</td>
<td>$375,000.00</td>
</tr>
<tr>
<td>18</td>
<td>Lot 42 on Fox Hill Drive, Sudbury, MA as shown on Subdivision Plan of Land in Sudbury, 11045E, prepared by Medford Engineering &amp; Survey, July 1980, Revised Oct. 1980, recorded at Middlesex South Registered Land Office on Certificate of Title #211490 at Book 1187, Page 140, owned through Ledgewood II at Sudbury Development Corporation, a Massachusetts S-Corporation.</td>
<td>$375,000.00</td>
</tr>
<tr>
<td>19</td>
<td>Lot 43 on Fox Hill Drive, Sudbury, MA as shown on Subdivision Plan of Land in Sudbury, 11045E, prepared by Medford Engineering &amp; Survey, July 1980, Revised Oct. 1980, recorded at Middlesex South Registered Land Office on Certificate of Title #211490 at Book 1187, Page 140, owned through Ledgewood II at Sudbury Development Corporation, a Massachusetts S-Corporation.</td>
<td>$375,000.00</td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td>$23,634,800.00</td>
</tr>
</tbody>
</table>

Note: **INCLUDE THE STREET ADDRESS, TITLE REFERENCE, AND CURRENT BALANCE (IF ANY) OF ANY MORTGAGE OR LIEN FOR EACH ITEM OF REAL ESTATE.** "Value" in the right column means fair market value without deduction for any mortgage or lien on the property. If necessary, attach additional pages, continuing with Item No. 15 etc. until completed. Enter total values of all Real Estate items above, and insert same amount on "Schedule of Real Estate" line on front page of this Inventory.
July 17, 2019

Town of Wellesley Senior Center  
Attn: Gayle Thieme, Dir. of Senior Services  
500 Washington Street  
Wellesley, MA 02481

RE: RICHARD A. CAMPANA – FIRST PARTIAL DISTRIBUTION

Dear Gayle:

We are in the process of making a first partial distribution to your organization based on $5,000,000.00 held in The Richard A. Campana Revocable Trust. Under ARTICLE FIFTH B (25) your percentage is 2%, which equates to One Hundred Thousand dollars ($100,000.00).

A first accounting, release, and second distribution will be distributed after one year of Mr. Campana’s date of death.

As always, please contact me with any questions.

Sincerely,
CUTLER & WILENSKY, LLP

Barry P. Wilensky

BPW:rf  
enclosures
Singh’s Café has been sold. The Selectmen’s Office and the Board of Health have been working with the previous and new owners to transfer appropriate licenses. The application before the Board is to transfer the Common Victualler License from the Kebab Group, dba Singh’s Café to Kabin Bhvjel. The new owners intend to maintain the restaurant as it currently operates. The transfer of the liquor license is not part of this application but will be a separate application before the Board likely in November. The Kebab Group will be required to stay at the restaurant, retain the liquor liability insurance and maintain the existing manager Narinder Kaur, in order to serve alcohol until such time as the Board approves a transfer of license. Board of Health has confirmed the new owners have met their license transfer requirements.

MOTION

MOVE to approve the transfer of the Common Victualler License from the Kebab Group to Kabin Bhvjel for Singh’s Café located at 312 Washington Street.
COMMON VICTUALLER LICENSE APPLICATION

Date Applied: ___________________________ Date Approved: ___________________________ Date Issued: ___________________________

Office Use Only | Fees Paid: | Tax Cert: | Resumes: | T&P Info: | Plan: | Interview: |
---|---|---|---|---|---|---|

The undersigned hereby applies for a Common Victualler License in accordance with the provisions of Massachusetts General Law 140, Section 2.

(PLEASE TYPE OR PRINT CLEARLY)

Name of Applicant: [Handwritten Name] Date: 9/24/19

D.O.B: [Handwritten Date]

S.S.N: [Handwritten Number]

Dr. Lic #: [Handwritten Number]

Fed. ID #: 8-0-03964736

Business Address: 312 Washington St, Wellesley Hills, MA 02481

Home Address: [Handwritten Address]

Business Telephone: [Handwritten Telephone]

Home Telephone: [Handwritten Telephone]

Name & Location of Establishment: Singh's Cafe, 312 Washington St, Wellesley Hills

Applying for: Common Victualler License only _______ Common Victualler & Liquor License _______ Common Victualler & Wine & Malt _______

Enclose Copy of Floor Plan

Size of Floor Space (square feet): 2912

Number of Seats: 110

Number of Employees: 9

CHECK ONE (If you are unsure ask the Building Department)

No Change of Use: _______ Partial Change of Use: _______ Full Change of Use: _______ New Use: _______

(See attached details regarding Required Traffic & Parking Information.)

PLAN REVIEW AND/OR PRELIMINARY APPROVAL (Required Before Common Victualler License will be Approved)

<table>
<thead>
<tr>
<th>Reviewing Department</th>
<th>Signature of Approving Authority</th>
<th>Date of Plan Review/Approval</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building Department:</td>
<td>[Handwritten Signature] (No Work at this Time) 10/7/19</td>
<td></td>
</tr>
<tr>
<td>Health Department:</td>
<td>[Handwritten Signature] 10/7/19</td>
<td></td>
</tr>
<tr>
<td>Fire Department:</td>
<td>[Handwritten Signature] 10/7/19</td>
<td></td>
</tr>
<tr>
<td>Design Review:</td>
<td>[Handwritten Signature] 10/7/19</td>
<td></td>
</tr>
</tbody>
</table>

11/3/2006 6
COMMON VICTUALLER LICENSE APPLICATION (continued)

What will be the hours of operation?  12 - 10:30

Time(s) of Peak Customer Activity  6 p.m. - 9 p.m.

Est. Number of Customers at Peak Time(s): 50  Est. Number of Employees at Peak Time(s): 9

What provisions have been made for trash removal?

__________________________________________________________

How much parking is needed?

__________________________________________________________

How will parking be provided?  Street Parking

What are delivery times?  Tuesday Mornings

__________________________________________________________

I the undersigned state that the information provided in this application, and associated attachments, is true and accurate to the best of my knowledge:

Signature:  [Signature]  Printed Name:  [Printed Name]  Date:  10/07/19

Note: No Common Victualler License will be approved until the applicant addresses all issues and/or concerns to the satisfaction of the Board of Selectmen; and no CVL will be issued until all required inspections have been conducted, permits granted, and final approvals given.

FOR OFFICE USE ONLY

FINAL PERMITS/APPROVALS GRANTED (Required Before CVL will be Issued)

<table>
<thead>
<tr>
<th>Approving Department</th>
<th>Yes</th>
<th>No</th>
<th>If &quot;No,&quot; Reason Why</th>
<th>Date of Final Approval</th>
</tr>
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<tbody>
<tr>
<td>Building Department:</td>
<td></td>
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<tr>
<td>Health Department:</td>
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<td>Fire Department:</td>
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<tr>
<td>Design Review:</td>
<td></td>
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</tr>
</tbody>
</table>

11/3/2006
10. **Project Updates**

**School Building Committee**
Tom Ulfelder will give a status update on the Hunnewell Feasibility Study and the Hardy/Upham MSBA project.

**Board Liaison Updates**
11. New Business and Correspondence

- BPW letter of intent to retire
- Wellesley Housing Authority member resignation letter
- Wellesley Branding Brainstorm Group Summary
- MA DEP Grant Information
- MIIA Grant Award
- Project Notice – Hunnewell Field
- Animal Control Report
October 6, 2019

Letter to the Editor
Wellesley Townsmen
254 2nd Ave,
Needham, MA 02494
Wellesley@wickedlocal.com

Dear Wellesley Resident: Re: DPW Board Member Resignation and Replacement

After many years of serving on the Wellesley Boards of Public Works and the Wellesley Municipal Light Plant, I would like to advise members of the Wellesley community that I will be officially resigning within the next month because my wife and I will move to North Hill in Needham in early 2020.

I would like to take this opportunity to thank those Town residents who supported me multiple times at the polls; those outstanding Town-elected and appointed officials who have been a delight to work with for over 40 years, and those dedicated DPW and MLP employees who have worked with high energy, and professionalism in a business-like environment, to provide resources and services to the Town in a cost-effective manner and with high standards. I have enjoyed every day in working with you on the many challenging Town-focused activities we have managed together.

Under the Massachusetts General Law Chapter 41, Section 11, the remaining DPW Board Members will select, within 30 days after my resignation date, a nominee to replace me on the Board. They will then meet with the Board Selectmen and, in a collective vote, select the new DPW board member. The new member may then run for office next March to fill my remaining one-year term and run again in March 2021 for a three-year term.

Individuals with the appropriate background and motivation who wish to be considered for the position should express their interest in an email, including a brief bio, by Thursday, October 31, 2019, sent to dpw@wellesleyma.gov, Attn: David Cohen, Director. In doing so I recommend that you read the pdf FY2020 DPW Overview, which can be found at wellesleyma.gov/dpw. You will find a summary of the activities of DPW’s 5 Divisions, 11 Programs and 117 employees.

BPW members also sit on the Board of the Wellesley Municipal Light Plant, our smaller but very active municipal distributor of electricity throughout the Town. In recent years it has added more functions including a distributed antenna system for Wi-Fi and internet service for commercial customers. Information on the MLP can be found at www.wellesleyma.gov/590/Municipal-Light-Board.

You may also contact me personally if you have any questions about the responsibilities of this position at ddonohue@ihrdc.com.

David Donohue
Kathy Y. Egan

October 2, 2019

Ms. Maura Renzella
Wellesley Housing Authority Chair
16 Bradley Avenue
Wellesley, MA  02481

Dear Maura,

I respectfully resign my Commonwealth of Massachusetts appointed position on the Wellesley Housing Authority effective October 16, 2019.

I have served on the Authority since 2009, first as an elected Commissioner and then as the state appointed Commissioner. In the past year, the Board of the Authority has been unable to conduct effective meetings due to its inability to control the disruptive behavior of tenant attendees. In particular, I have asked for security at the meetings as a result of the threatening behavior of a specific tenant whose continued violent and threatening conduct has rendered meetings of little value. He has been forcibly removed by Wellesley Police but continues to attend meetings and make overt threats to the Board members.
I would strongly suggest that any potential new Commissioner be made aware of the potential threatening and disruptive behavior of tenant attendees at the Board meetings.

Thank you for the opportunity to serve the Town of Wellesley and its low-income and elderly residents.

Respectfully submitted.

Kathy Y. Egan
Wellesley Branding Brainstorm

Participants: Brandon Schmitt, Marybeth Martello, Stephanie Hawkinson, Dep. Chief Scott Whittemore, KLA staff (MVP consultant)

Summary:
Town staff participated in two brainstorming sessions with KLA to explain Wellesley’s current branding and better define the foundation on which to build a more universal brand that can be used for Municipal Vulnerability Preparedness (MVP) and also for various initiatives by multiple departments.

The main goals are to tie branding back to Wellesley’s Unified Plan and the philosophy of Our Voice, Our Town, Our Future; develop a logo using colors from the Unified Plan and Town website palette; and introduce this brand to all stakeholders, grass roots groups, and community residents.

KLA suggested options for a brand name and taglines. None of these felt quite right, but Town staff used them to develop a name and taglines we feel best reflect our town. Feedback from boards and departments will help guide KLA in upcoming MVP workshops.

(*Staff feedback: We liked this brand for the strength it conveys, the flexibility of using it as both a noun and a verb, and how it can be “customized” for so many initiatives/issues.)

Brand Name: Wellesley Will
Tagline: Protect the environment and our culture
Tagline: Support our healthy and thriving community
Tagline: Increase resiliency
Tagline: Embrace our community and all residents
Tagline: Be a well-planned community
Tagline: Focus on building for the future
Tagline: Rise to face the future of climate change

Sample MVP elevator pitch:
Wellesley’s rich history provides a strong foundation on which to find bold and collaborative solutions to climate change and other contemporary challenges. With Wellesley Will, we WILL build a more sustainable future together.

Future Action:
Town staff has one more conference call with KLA next week to share additional feedback. KLA will then open the logo tournament to design samples of a Wellesley Will logo which will be shared at the MVP kick-off workshop on 10/22.
October 11, 2019

David A.T. Donahue
Chair, Board of Public Works
Town of Wellesley
20 Municipal Way
Wellesley, MA 02481

Dear Chair Donahue:

I write today to congratulate the Town of Wellesley on receiving an $11,700 grant from the Massachusetts Department of Environmental Protection through its Recycling Dividends Program.

This award recognizes Wellesley’s implementation of policies and programs that maximize materials reuse and recycling, as well as waste reduction. This money will help bolster the town’s recycling efforts and reduce waste, efforts that have been paying off in our community for decades. Wellesley continues to be a statewide leader in environmental and sustainability efforts, and I am proud that DEP recognized the hard work of town officials and residents by awarding this grant.

Again, congratulations on receiving this award and please do not hesitate to reach out if you have any questions.

Very truly yours,

ALICE HANLON PEISCH
State Representative
14th Norfolk District

Cc: Marjorie Freiman, Chair of Board of Selectmen
    David Cohen, Director of Public Works
    Meghan Jop, Executive Director
From: Nodira Sidikova
To: Andersen, Michael
Cc: nsidikova@mma.org; edorgan@mma.org; psullivan@mma.org; _DPW; Strother, Sheryl; Carmody, Michael; Rose, Sally; Jop, Meghan; Andersen, Michael
Subject: MIIA Risk Management Grant for FY 20 Wellesley
Date: Wednesday, October 9, 2019 2:25:44 PM

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

Dear MIIA Member,

Thank you for your recent MIIA Risk Management grant application.

MIIA is pleased to inform you that your grant has been approved for the following items and amounts.

2 Portable Dehumidifiers
8 Pinless Moisture Meters

In the amount of $6380.00

If you have any questions or concerns regarding the grant, please contact me or your Risk Management Representative Ed Dorgan - edorgan@mma.org - 1-781-812-7974

Best Regards,

Nodira Sidikova
Massachusetts Interlocal Insurance Association
Risk Management Assistant
nsidikova@mma.org
(617) 426-7272 ext.275
NOTICE
October 7, 2019
Hunnewell Field Softball Renovation Project

Work on the Hunnewell Field Softball Renovation Project is scheduled to begin this week. The Work to be accomplished as Phase I of the project involves the renovation of Lee Field. The project work includes regrading of the field, new drainage, irrigation, upgraded pathway, new water service, two new dugouts, constructed wetland, fencing, new skin for the infield, scoreboard, bleachers, landscaping and other incidental work.

The work will be accomplished by M.J. Cataldo, Inc. of Littleton, MA and their subcontractors, under the direction of the Town of Wellesley Department of Public Works. The work is schedule to be completed in November.

Work will take place Monday through Friday between the hours of 7:00 AM and 5:00 PM. The Department of Public Works will provide weekly updates to this project on the Town's home page (www.wellesleyma.gov), under the "Current Projects" area.

It is our intent to minimize the disruption of your normal routines as best we can. If you have any questions, at any time during the duration of the project, feel free to call the DPW Engineering Division at 781-235-7600, extension 3315.

Thank you in advance for your patience and cooperation.

Sincerely Yours,

David J. Hickey, Jr. P.E.
Town Engineer
Wellesley Animal Control Monthly Report
August 2019

I was busy after vacation catching up on animal calls. I provide referral info on the
town web site while I am away, which helps people find answers to most common
questions. There is always numerous calls that need to be followed up on once I return.

August is also a busy time for bat calls throughout the state of Mass. The bats I
was able to find in homes were euthanized, packaged and delivered to the state
laboratory in Jamaica Plains. All the bats I submitted tested negative for rabies. A
few families were unable to locate the bat in their homes or let it escape. They
were advised by the state epidemiologist to get the rabies vaccine series as a
precaution.

There were a number of animals rescued and transferred to Tufts Wildlife center
and to wildlife rehabilitators. They included: 4 squirrels found in a backhoe that
had been transported from another town, 2 squirrels rescued by the construction
workers from up on the scaffolding around town hall, a broad wing hawk which is
recovering from rodenticide poisoning and 8 baby opossums removed from their
dead mothers’ pouch.

Once I have the animal evaluated by a local veterinarian and secured in a
carrier, I reach out to volunteers who help transport the animals. The volunteers
also like to help when an animal recovers and they can transport it back to
Wellesley so it is released into its home territory.

Breakdown of enforcement

74 Warnings (47 unvaccinated, 21 unlicensed, 6 bylaw violation)
28 Citations (20 unvaccinated, 6 unlicensed, 2 bylaw violation)
70 Follow up letters unpaid fines
0 Request for Court hearings

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

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

I update town animal control web site to alert citizens or current issues about pets and wildlife around town.

ON my own time

Aug. 17th I worked with Unleashed by Petco with info table to answered citizens questions and used my camper as a mobile adoption site to show cats we have available for adoption. Since current state law does not allow shelter animals in pet stores without an approved 48 quarantine room. I use the camper to set up in parking lot and work with other shelters to help highlight pets needing homes.

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

I continue to help set up weekly trainings for Search and Rescue ground searchers and k-9 handlers.
Wellesley Animal Control Monthly Report

Number of calls received daily:  

<table>
<thead>
<tr>
<th>Date</th>
<th>Calls</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>15</td>
</tr>
<tr>
<td>2.</td>
<td>10</td>
</tr>
<tr>
<td>3.</td>
<td></td>
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<tr>
<td>4.</td>
<td></td>
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<tr>
<td>5.</td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>39</td>
</tr>
<tr>
<td>7.</td>
<td></td>
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<tr>
<td>8.</td>
<td></td>
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<td>9.</td>
<td></td>
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<td>10.</td>
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<td>11.</td>
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<td>12.</td>
<td></td>
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<tr>
<td>13.</td>
<td>7</td>
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<tr>
<td>14.</td>
<td>18</td>
</tr>
<tr>
<td>15.</td>
<td>4</td>
</tr>
<tr>
<td>16.</td>
<td>11</td>
</tr>
<tr>
<td>17.</td>
<td></td>
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<tr>
<td>18.</td>
<td></td>
</tr>
<tr>
<td>19.</td>
<td>10</td>
</tr>
<tr>
<td>20.</td>
<td>10</td>
</tr>
<tr>
<td>21.</td>
<td>3</td>
</tr>
<tr>
<td>22.</td>
<td>10</td>
</tr>
<tr>
<td>23.</td>
<td>3</td>
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<td>24.</td>
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<td>25.</td>
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<td>22</td>
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<td>27.</td>
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<td>28.</td>
<td>8</td>
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<td>29.</td>
<td>7</td>
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<tr>
<td>30.</td>
<td>3</td>
</tr>
<tr>
<td>31.</td>
<td></td>
</tr>
</tbody>
</table>

Average calls per day: **11-12**  
Total Calls this year: **426**

Type of Calls

<table>
<thead>
<tr>
<th>Type</th>
<th>Calls</th>
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</thead>
<tbody>
<tr>
<td>Lost/Found Dogs</td>
<td>8</td>
</tr>
<tr>
<td>Lost/Found Cats</td>
<td>1</td>
</tr>
<tr>
<td>Cat nuisance</td>
<td>8</td>
</tr>
<tr>
<td>Cat rabies vaccination</td>
<td>14</td>
</tr>
<tr>
<td>Dog rabies vaccination</td>
<td>11</td>
</tr>
<tr>
<td>Licensing</td>
<td>7</td>
</tr>
<tr>
<td>Wildlife</td>
<td>52</td>
</tr>
<tr>
<td>Dead animal</td>
<td>6</td>
</tr>
<tr>
<td>Adoptions</td>
<td>10</td>
</tr>
<tr>
<td>Other</td>
<td>52</td>
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</tbody>
</table>

Violation calls

<table>
<thead>
<tr>
<th>Type</th>
<th>Calls</th>
</tr>
</thead>
<tbody>
<tr>
<td>Loose/uncontrolled</td>
<td>11</td>
</tr>
<tr>
<td>Bite</td>
<td>1</td>
</tr>
<tr>
<td>Bark</td>
<td></td>
</tr>
<tr>
<td>Other</td>
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</tr>
</tbody>
</table>

Anonymous **60**

Total Violation calls this year: **29**
Month of: **AUGUST 2019**

<table>
<thead>
<tr>
<th>Incident Type</th>
<th>Number</th>
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</thead>
<tbody>
<tr>
<td>Total incidents</td>
<td>64</td>
</tr>
<tr>
<td>Investigated</td>
<td>64</td>
</tr>
<tr>
<td>Loose/Uncontrolled</td>
<td>12</td>
</tr>
<tr>
<td>Bite</td>
<td>1</td>
</tr>
<tr>
<td>Bark</td>
<td>1</td>
</tr>
<tr>
<td>Wild</td>
<td>3</td>
</tr>
<tr>
<td>Cat</td>
<td>2</td>
</tr>
<tr>
<td>Other</td>
<td>6</td>
</tr>
</tbody>
</table>

| Off Duty calls         | 12     |
| Police Responded       | 12     |
| Loose/Uncontrolled     | 3      |
| Bite                   | 1      |
| Bark                   | 1      |
| Wild                   | 5      |
| Cat                    | 3      |
| Other                  | 6      |

| Actions taken          | 102    |
| Warning                | 74     |
| Loose                  | 6      |
| Unlicensed             | 21     |
| Unvaccinated           | 4      |
| $50.00 Loose           | 2      |
| $25.00 Unlicensed      | 6      |
| $50.00 Unvaccinated    | 2      |

| Total Animals Picked Up| 43     |

<table>
<thead>
<tr>
<th>Dog</th>
<th>Cat</th>
<th>Domestic</th>
<th>Wild</th>
<th>Action</th>
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<tbody>
<tr>
<td>1</td>
<td></td>
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<td></td>
<td>On Hand Beginning</td>
</tr>
<tr>
<td>2</td>
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<td></td>
<td>Hospital</td>
</tr>
<tr>
<td>2</td>
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<td></td>
<td></td>
<td>Truck</td>
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<td></td>
<td></td>
<td></td>
<td>Station</td>
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<td>Dead on arrival</td>
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<td></td>
<td>On Hand Beginning</td>
</tr>
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<td></td>
<td></td>
<td></td>
<td>Adopted</td>
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<td>Transferred to humane Shelter</td>
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<td></td>
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<td>Euthanized</td>
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<td>Deceased-unclaimed</td>
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<td>On hand end</td>
</tr>
</tbody>
</table>