

TOWN OF WELLESLEY



MASSACHUSETTS

SELECT BOARD

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

MARJORIE R. FREIMAN, Chair
THOMAS H. ULFELDER, Vice Chair
COLETTE E. AUFRANC, Secretary
ELIZABETH SULLIVAN WOODS
KENNETH C. LARGESS III

FACSIMILE: (781) 239-1043
TELEPHONE: (781) 431-1019 x2201
WWW.WELLESLEYMA.GOV
MEGHAN C. JOP
EXECUTIVE DIRECTOR OF GENERAL GOVERNMENT SERVICES

SELECT BOARD MEETING

AGENDA

HYBRID MEETING

6:30 pm Tuesday, February 10, 2026

Juliani Room, Town Hall

525 Washington Street

<https://www.wellesleymedia.org/live-streaming.html>

View on TV on Comcast 8/Verizon 40

1. 6:30 Call to Order – Open Session
2. 6:31 Citizen Speak
3. 6:35 Executive Director's Report
4. 6:40 Consent Agenda
 - Vote SPED Stabilization Fund Expenditure
 - Vote War Memorial Scholarship Amount
5. 6:45 Joint Meeting Human Resources Board
 - Discuss ATM Article 30: Amend Town Bylaw Requiring Personnel Bylaws to be Approved by Town Meeting
6. 7:15 Discuss and Vote Use of Richard Campana Funds for:
 - Richard Campana Kitchen at Tolles Parsons Center Dedication Ceremony
 - Campana Plaque and Installation
 - COA St. Patrick's Day Celebration
7. 7:25 Discuss ATM Article 32 RIO Zoning Bylaw Modifications – Requiring Select Board to Enter into Development Agreements
8. 8:25 Policy Subcommittee Update
 - Discuss Town-Wide Capital Planning Committee
 - Work Plan Update
9. 8:45 FY27 Budget Update
 - Discuss FY27 Operational and Capital Budgets
 - Discuss School Allocated Costs
10. 9:00 Annual Town Meeting (ATM) Preparation
 - Discuss and Vote Draft Select Board Motions
11. 9:10 Administrative Matters
 - Discuss and Vote Minutes
12. 9:15 Chair's Report

2026 Annual Town Meeting Budget Documents for Fiscal Year 2027 can be found at:

www.wellesleyma.gov/2026budgetbook

This page will be updated throughout the budget season

Next Select Board Meeting: February 24, 2026

[Please see the Select Board Public Comment Policy](#)

CITIZEN SPEAK PROTOCOL

Residents seeking to provide public comment on topics identified on the Board's agenda shall email sel@wellesleyma.gov prior to the meeting and you will be added to the list of speakers. Residents shall verbally identify themselves by name and address prior to commenting. All comments shall be addressed to or through the chair or acting chair of the Board. Each comment period shall not exceed 15 minutes and each speaker shall not exceed three minutes, unless otherwise determined by the Chair.

SELECT BOARD MEETING CALENDAR

▣ = Town Hall Closed (Holiday)

❖ = Budget Milestone from FY27 Calendar

February 12, 2026		LWV Meet the Candidates Night
February 16, 2026	▣ Presidents' Day – Town Hall Closed (School Vacation Week)	
February 24, 2026	Select Board Meeting Town Hall Art Group? Vote TWCPC CONSENT - change of manager babson college dining hall beer/wine license Follow up with BPW Feasibility Discuss on Municipal Lien Certificate Fee Increase Weston/Linden Takings? 26 Washington PSI? (First Citizens Bank - Sheila; going to Planning Board on 3/9) Exec Session?	
February 25, 2026		Draft TWFP Presentation and ATM Articles to Advisory ❖ Advisory Public Hearing (tentative) ❖
March 3, 2026		Annual Town Election ❖
March 10, 2026	Select Board Meeting Appoint fire fighters	
March 24, 2026	Select Board Meeting BOND Approval	
March 30, 2026	BOND Approval	Annual Town Meeting Begins (Monday) ❖
March 31, 2026		Annual Town Meeting (Tuesday) ❖
April 6, 2026		Annual Town Meeting (Monday) ❖
April 7, 2026		Annual Town Meeting (Tuesday) ❖
April 13, 2026		Annual Town Meeting (Monday) ❖
April 14, 2026		Annual Town Meeting (Tuesday) ❖
April 20, 2026	▣ Patriots Day – Town Hall Closed (School Vacation Week)	
April 27, 2026		Annual Town Meeting (Monday) ❖ If needed
April 28, 2026	Select Board Meeting	Annual Town Meeting (Monday) ❖ If needed
May 5, 2026	Select Board Meeting	
May 12, 2026	All Board Meeting - ATM Debrief	
May 19, 2026	Select Board Meeting	
May 25, 2026	▣ Memorial Day – Town Hall Closed	
June 2, 2026	Select Board Meeting	
June 16, 2026	Select Board Meeting	
June 30, 2026	Select Board Retreat	



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EXECUTIVE DIRECTOR OF GENERAL GOVERNMENT SERVICES

The Select Board meeting will be on Tuesday, January 10, 2026, at 6:30 pm in the Juliani Room.

1. 6:30 Call to Order – Open Session
2. 6:31 Citizen Speak
3. 6:35 Executive Director's Report
4. 6:40 Consent Agenda

Please find materials regarding the consent agenda item. Requests for removal from the consent agenda should be sent to the Executive Director or Chair by Monday. Should items not be removed from the Consent Agenda, here is a motion for acceptance:

MOTION

MOVE to approve the Consent Agenda items.

- Vote SPED Stabilization Fund Expenditure

The SPED stabilization fund requires approval of both the Select Board and the School Committee. Enclosed in your packet are three bills from New England Medical Billing, the School Department's vendor that seeks Medicaid reimbursements. The total expenditure for both is \$4,904. As you can see, the School Committee has already acted on these matters and once the Board has voted the bills can be processed for payment.

MOTION

MOVE that the Board votes to authorize payment of invoices in the amount of \$4,904 to New England Medical Billing for the Town's Medicaid filing from the SPED Stabilization Fund.

- Vote War Memorial Scholarship Amount

This year the Town will have three runners for the War Memorial Scholarship, each with a mandate to raise \$5,000. Given the increase in college educational expenses, it is our recommendation to increase the award to \$15,000. This would not have any impact to the current fund balance.

MOTION

Move to approve \$15,000 to be awarded by the Wellesley Scholarship Foundation for the 2026 scholarships.

Town of Wellesley SPED Stabilization Payment Request

At ATM 2017, the Town accepted Ch 40, S 13E; added by section 24 of Chapter 218 of the Acts of 2016 (Municipal Modernization Act); authorizing the School Department to establish a reserve fund to be utilized to pay, without further appropriation, unanticipated or unbudgeted Special Education costs. Disbursements from this fund require a majority vote by both the School Committee and the Board of Selectmen.

The School Department hired a vendor, New England Medical Billing (N.E.M.B), to file for Medicaid reimbursement for eligible students.

Town Meeting agreed to annually appropriate these newly identified receipts into the fund.

The fund was started with a transfer of \$20,000 from free cash. The School Department will annually advise Town meeting of the amount collected and request the appropriation to the fund.

This form will be used to obtain the approvals required to pay the attached invoices.

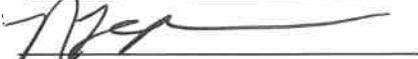
<u>Vendor Name</u>	<u>Number</u>	<u>Purpose</u>	<u>Invoice #</u>	<u>Date</u>	<u>Amount</u>	<u>Account code</u>
New England Medical Billing	37352	School Medicaid Claiming Fee	WELLE2506	9/30/2025	\$ 1,743.93	83982203-578010
New England Medical Billing	37352	School Medicaid Claiming Fee	WELLE2412	3/31/2025	\$ 1,039.52	83982203-578010
New England Medical Billing	37352	School Medicaid Claiming Fee	WELLE2509	12/31/2025	\$ 2,120.55	83982203-578010

Authorization

Vote Date

Chairman Signature

School Committee



Board of Selectmen



New England Medical Billing Group Ltd.

19 Norfolk Ave
South Easton, MA 02375 US
Accounts@nembgroup.com
www.nembgroup.com

INVOICE

BILL TO
Sarah Butler
Wellesley Public Schools
40 Kingsbury ST
Wellesley, MA 02481

INVOICE
DATE
TERMS
DUE DATE

WELLE2509
12/31/2025
Due on receipt
01/31/2026

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	Billing - Admin	Actual AAC Q4 2025 4/1/25 - 6/30/25	46,914.07	0.045	2,111.13
	Billing - Direct Service	Actual DSC Q1 2026 7/1/25 - 9/30/25	209.44	0.045	9.42

If you have any questions, please contact Nancy Reilly at
nreilly@nembgroup.com.

BALANCE DUE

\$2,120.55

New England Medical Billing Group Ltd.

19 Norfolk Ave
South Easton, MA 02375 US
+18887716115
Accounts@nembgroup.com
www.nembgroup.com

INVOICE

BILL TO
Sarah Butler
Wellesley Public Schools
40 Kingsbury ST
Wellesley, MA 02481

INVOICE **WELLE2506**
DATE **09/30/2025**
TERMS **Due on receipt**
DUE DATE **10/31/2025**

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	Billing - Admin	Actual AAC Q3 2025 1/1/25 - 3/31/25	38,633.77	0.045	1,738.52
	Billing - Direct Service	Actual DSC Q4 2025 4/1/25 - 6/30/25	120.18	0.045	5.41

If you have any questions, please contact Name: **Rebecca**
rebecca@nembgroup.com

BALANCE DUE

\$1,743.93

New England Medical Billing Group Ltd.

19 Norfolk Ave
South Easton, MA 02375 US
+18887716115
Accounts@nembgroup.com
www.nembgroup.com

INVOICE**BILL TO**

Mike Dennis
40 Kingsbury ST
Attn: Cynthia Mahr
Asst Superintendent
Wellesley, MA 02481

INVOICE WELL2412
DATE 03/31/2025
TERMS Due on receipt
DUE DATE 04/30/2025

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	Billing - Admin	Actual AAC Q1 2025 7/1/24 - 9/30/24	21,966.24	0.045	988.48
	Billing - Direct Service	Actual DSC Q2 2025 10/1/24 - 12/31/24	1,134.21	0.045	51.04

If you have any questions, please contact Nadia Reilly at
nreilly@nembgroup.com

BALANCE DUE**\$1,039.52**

5. 6:45 Joint Meeting Human Resources Board

- Discuss ATM Article 30: Amend Town Bylaw Requiring Personnel Bylaws to be Approved by Town Meeting

Members of the Human Resources Board will be joining the meeting to discuss their proposal to amend the Town Bylaw, which currently requires all personnel policies to be approved by Town Meeting. A long-standing concern, dating back to the Town Government Study Committee, is that many changes to personnel policies are driven by state and federal law and, in some cases, by the terms of collective bargaining agreements. Delays associated with awaiting Town Meeting approval may expose the Town to unnecessary risk in complying with these requirements.

A similar proposal was anticipated in 2019; however, at that time the Select Board expressed concern that the draft language did not clearly specify that the personnel policies applied only to non-union employees, potentially creating bargaining implications under M.G.L. c.150E. Those concerns have informed the current proposal.

Shawn Baker has prepared a helpful summary outlining the history of prior efforts to modify the bylaw, which is included below for reference.

Draft Motion Language – Article 30

Personnel Policies Nonunion Employees. The Board shall establish and administer personnel policies for all Town employees not covered by collective bargaining agreements, provided that such policies shall be adopted only after a duly noticed Board hearing and shall take effect no sooner than twenty-one days following written notice to all department heads and affected Town employees. Any adoption or amendment of a component of a personnel policy relating to Town expenditures governing payment of wages and paid leave, such as: vacation time, leaves of absence, sick leave, military leave, jury duty leave, and overtime pay shall require prior approval of the Select Board before it becomes effective.

The Select Board regularly evaluates the financial implications of compensation-related decisions, particularly in the context of collective bargaining agreements (typically in executive session). Under this proposal, amendments to personnel policies that affect wages and paid leave—as expressly identified in the motion—would require Select Board approval rather than Town Meeting approval. This approach aligns with best practices identified in the Collins Center Report, while recognizing that any resulting financial impacts would still require appropriation by Town Meeting through the budget process.

In discussions with the Human Resources Director and members of the Human Resources Board, it has been suggested that procedural clarity could be improved by incorporating guidance into both the Human Resources Board and Select Board handbooks. Working with Colette, the Select Board's HR Liaison, staff have identified a preliminary set of procedural steps that could be implemented, subject to further refinement by both boards:

- The Executive Director and Human Resources Director (and the Chief Financial Officer, as appropriate) would review proposed HR policies at the staff level and identify any components with potential financial impacts.
- Potential financial impacts would be discussed with the Chief Financial Officer and relevant department heads to determine an appropriate methodology for estimating associated costs.
- The Executive Director would update Select Board leadership on potential financial implications, while the Human Resources Director would update Human Resources Board leadership. The Executive Director routinely provides informal updates to Select Board members on staff work that may rise to the level of future board deliberation.
- Policies identified as having a financial impact would require guidance from the Chief Financial Officer regarding affordability within the operating budget guidelines established in the Town-Wide Financial Plan, as well as considerations related to timing and implementation.
- Based on that guidance, formal staff recommendations would accompany policy proposals presented to both the Human Resources Board and the Select Board.
- If a proposed policy is not legally mandated and cannot be accommodated within the Town's budget guidelines, the policy would not move forward; identifying such constraints early in the process would allow the Human Resources Board to fully understand funding limitations before deliberating.

- From a timing perspective, potential new policy proposals would ideally be identified at the beginning of the fiscal year, or earlier, to allow costs to be incorporated into budget planning and operating guidelines. This would require early communication and advocacy by the Human Resources Board at All Boards meetings and timely coordination with staff.

The HR Board is seeking the Select Board's support on this motion to Town Meeting.

MOTION

MOVE to support Article 30.

Background Materials Regarding a Proposed Bylaw Change to Article 30.10 to shift the approval of HR Policies from Town Meeting to the HR Board and requiring approval of the financial component of HR Policies by the Select Board

Part 1. Advisory Report to the 1978 ATM Establishing Article 30.10 (Note, the only subsequent amendment is changing the name of the body from Personnel Board to Human Resources Board in 2000).

Part 2. Wellesley Town Government Study Committee Final Report, October 15, 2015 (recommending HRB approve HR policies)

Part 3. Advisory Report to the 2019 ATM Article 35, Motion 2 (requesting bylaw change that the HRB approves HR policies rather than Town Meeting)

Part 4. Collins Center Report Dated October 2024 (recommendation to eliminate bylaw requirement that TM approve HR policies)

Part 5. Brookline HR Bylaw (example of bylaw language where an HR Policy change necessitating expenditure of Town funds requires TM approval prior to becoming effective)

Part 1. Excerpt from Wellesley Advisory Committee 1978 Annual Town Meeting Report
[page. 62]

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

(TBSC - This is new and reflects existing practice.)

[For all of the Article 30 changes] Advisory Committee: WE RECOMMEND FAVORABLE ACTION.

Part 2. Excerpt from the Wellesley Advisory Committee 2015 Special Town Meeting Reports, Wellesley Town Government Study Committee Final Report, October 15, 2015

<https://ma-wellesley.civicplus.com/DocumentCenter/View/817/November-2-2015-Special-Town-Meeting---Advisory-Committee-Report-and-TGSC-Report-PDF>

[page R-16, emphasis added]

Role of HR Board, HR Director and Town Meeting (Articles 30 and 31): The current bylaws do not define the specific role of the HR Director. The administrative functions in the HR Department are delegated by bylaw to the Board; in practice, most of these functions are handled currently by the HR Director. The amendments to the current bylaws specifically shift responsibility for all of the administrative functions in the HR Department to the Director. Currently, the HR Board recommends changes to the Classification Plan (which "grades" job positions), the Salary Plan (specifying salary ranges for employees) and Personnel Policies. Town Meeting Members are asked to approve any changes proposed and already approved by the HR Board. These changes recently have been included within the "consent agenda" at Town Meeting. Changes to the Salary and Classification Plans for non-union employees typically reflect salary increases approved in the union contracts. Many changes to the Personnel Policies are driven by state and federal law and, in some cases, by changes in union contracts. **The proposed amendments assign responsibility to the HR Board for approving the Salary Plan, the Classification Plan, and all Personnel Policies, upon the recommendation of the HR Director.** Additionally, the HR Board will be responsible for approving the salary of any employee who is hired initially above the mid-point of a salary range. Currently, HR Board approval is required for any initial salary above the minimum point. The HR Board will be an important resource to the HR Director and Town Manager as requested. Town Meeting will continue to have responsibility for funding the Classification and Salary Plans through its consideration and approval of the operating budget.

See also, Appendix VI. Human Resources Process FINAL Memorandum (9/8/15 REVISED 10/10/15) [page R-50]

Part 3. Wellesley ATM 2019 Article 35, Motion 2 (Note, per the TOWN CLERK'S RECORD OF ADJOURNED SESSION OF 2019 ANNUAL TOWN MEETING, The Moderator announced that there will be no motion under, inter alia, Article 35, Motion 2. See page 45,
<https://wellesleyma.gov/DocumentCenter/View/15738/ATM-2019-Minutes>)

See, REPORTS TO THE ANNUAL TOWN MEETING by the Advisory Committee
<https://wellesleyma.gov/DocumentCenter/View/14495/2019-ATM-Advisory-Report>

[Report page 1, Advisory Chair Letter]
March 7, 2019

To the Town Meeting Members of the Town of Wellesley:

Welcome to Annual Town Meeting (ATM) 2019. We look forward to working with you over the next couple of weeks. I am writing on behalf of the Advisory Committee to provide you an overview of the budget for Fiscal Year 2020 (FY20), which runs from July 1, 2019 to June 30, 2020, and to briefly describe several other significant matters that Town Meeting will take up.

Notable matters coming before the 2019 ATM include:

* * *

- Amending the General Bylaws to update fees and to transfer responsibility for personnel policies from Town Meeting to the Human Resources Board (Article 35)

[Report page 163]

ARTICLE 35. To see if the Town will vote to amend the General Bylaws in order, to improve consistency of language and style throughout, to bring the Bylaws into conformance with existing practice, and to assign to the Human Resources Board responsibility for Town personnel policies and procedures, by:

* * *

3. Replacing Section 30.10 substantially for the purpose of transferring responsibility for the maintenance of personnel policies and procedures from Town Meeting to the Human Resources Board. A redlined copy of the General Bylaw showing said amendments shall be made available on the Town's website for inspection.

or to take any other action in relation thereto.

(Board of Selectmen)

MOTION 2: TRANSFER OF RESPONSIBILITY FOR TOWN PERSONNEL POLICIES

Article 30 of the General Bylaws governs the Human Resources Board (HRB). Section 30.10 currently reads as follows:

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

In Motion 2 of Article 35, the BOS proposes to replace Section 30.10 with a new provision as follows:

Section 30.10 Human Resources Policies. The Human Resources Director shall recommend to the Board human resources policies to be applicable to all boards, officers and employees of the Town except employees of the School Committee and Municipal Light Board. Any proposed changes to human resources policies shall be posted on the Town website, placed on file with the Town Clerk, and provided to all department heads and to all chairpersons of Town Boards and Committees not less than twenty-one days prior to a vote of the Board. The Board shall hold a public hearing on the proposed policies before voting whether to approve, amend and approve, or reject the Director's recommendations. No policy shall be effective without a vote of approval by the Board. The Director shall administer procedures and policies for all Town employees.¹

This change, which arose out of recommendations from the Town Government Study Committee several years ago, is intended to transfer responsibility for maintenance of personnel policies and procedures from Town Meeting to the Human Resources Board (HRB). As explained by the HRB, many of the Town's human resources policies are outdated and

¹ The language in Motion 2, quoted above, is slightly different from that in the "redlined" document available on the Town website. After the redlined document was created and posted, the HRB voted to approve a slightly revised Section 30.10 that expands the required notice for all proposed human resources policy changes to include not just all chairpersons of Town Boards and Committees, but department heads as well. The provision also replaces the phrase "personnel policies" with "human resources policies."

unnecessary, while other areas (e.g., social media, medical marijuana) are rapidly evolving and require employers to be flexible and nimble in their adoption of appropriate policies. The present system, whereby the HRB must wait until Town Meeting to obtain approval for all policy changes, does not foster the timely adoption of appropriate policies.

The HRB believes that the proposed new Section 30.10 will result not only in the more timely adoption of appropriate policies, but an improved process as well. By requiring that the HRB provide 21 days' notice to all department heads and board/committee chairs and hold a public hearing prior to adopting any policy changes, the HRB anticipates that it will receive more input from key stakeholders and will produce more transparency in decision-making. If Town Meeting approves the bylaw change requested in Motion 2, the HRB intends to approach the updating of the Town's human resources policies in a gradual manner over a one to two year period, addressing more urgent matters first.

Advisory Considerations

Advisory does not take lightly a transfer of authority from Town Meeting. In this case, however, Advisory found the justifications persuasive for transferring responsibility for human resources policies to the Human Resources Board. The present system of requiring Town Meeting approval for all human resources policy changes hampers the Town's ability to stay current with evolving labor and employment law. With its requirement that the HRB provide three weeks' notice to all department heads and Town board/committee chairs and hold a public hearing before adopting any potential change, the revised Section 30.10 should allow for the necessary input from stakeholders and deliberation in connection with any policy modifications.

Advisory recommends favorable action, 12 to 0.

Wellesley Advisory Committee 165

Part 4. Report Excerpt - HUMAN RESOURCES AND PERSONNEL BYLAW REVIEW, WELLESLEY, MASSACHUSETTS. Prepared by the EDWARD J. COLLINS, JR. CENTER FOR PUBLIC MANAGEMENT, OCTOBER 2024 (Report page 18).

FINDING 3: The Personnel Bylaw should be updated to streamline the process by which personnel policies are approved.

Currently, Article 30.10 provides as follows: "The Board shall recommend personnel policies and procedures to all boards, officers and officials relating to their employees, and shall establish subject to approval by Town Meeting and administer such procedures and policies for all Town employees not covered by collective bargaining agreements."

Recommendation 3.1: The Personnel Bylaw should eliminate Town Meeting's approval of personnel policies and practices.

The development of personnel policies is increasingly driven by rapidly evolving federal and state law and best practices. New legal requirements and judicial decisions can alter the legal landscape quickly. Municipalities must be able to implement new policies in an efficient and timely manner in order to provide a fair and safe workplace and to remain legally compliant. The infrequency of Town Meeting and the time and resources required to call a Special Town Meeting create a roadblock preventing a quick response to changing laws. Reliance upon Town Meeting to approve policies that are mandated by law also introduces a risk of legal noncompliance should Town Meeting fail to approve them. Elimination of the requirement for Town Meeting to approve personnel policies is necessary to maintain up-to-date policies that are carefully drafted and efficiently approved.

In most towns, with or without personnel boards, best practice dictates that personnel policies are developed with the professional expertise of the HR Department and Town Counsel, who are qualified by training and education in this field. Final approval often rests with the chief executive officer, with or without ratification by the Select Board. This process recognizes that the executive branch of local government is responsible for ensuring compliance with state and federal law. In some Towns with personnel boards, such as Brookline, the personnel board makes recommendations on policies to the Select Board. In others, such as Norwood and Falmouth, bylaws give authority to the personnel boards to have final approval.

[page19]

Similarly, in Wellesley, personnel policies should be drafted and developed by the HR Director in consultation with Town Counsel. However, in Wellesley, the Town has delegated HR oversight and personnel policy recommendations to the HR Board. Under the current structure, it would be reasonable for the HR Board, as the appointing authority for the HR Director, to have the final authority to ratify policies that are recommended by the HR Director, in consultation with the Town Counsel and with input from the Executive Director. This process would significantly streamline the process of updating personnel policies.

HR Board members concur that the HR Director and Town Counsel should have primary responsibility for drafting personnel policies. The development of all personnel policies should be accomplished with input from the executive branch through the Executive Director.

Part 5. Brookline HR Bylaw – Example of HR Policy Approval Requiring TM Approval

<https://www.brooklinema.gov/DocumentCenter/View/25283/Brookline-General-By-Laws>

SECTION 3.15.9 HUMAN RESOURCES POLICIES

Any new/modified Human Resources policies which require the expenditure of Town funds shall not be implemented until such funds have been appropriated by Town Meeting.

Human Resources Board/Department Article 30 Proposed Amendment to Bylaw

Advisory Committee 2026



AGENDA



- Introduction
- HR Board Bylaw
- Rationale for Change
- Benefits of Change
- Amendment Language
- Motion
- Questions



Introduction ARTICLE 30

To see if the Town will vote to amend Article 30 of the Town's Bylaws to assign to the Human Resources Board responsibility for Town personnel policies and procedures by: Repealing and replacing Section 30.10 in its entirety for purposes of transferring responsibility for the adoption, amendment, and repeal of personnel policies and procedures from Town Meeting to the Human Resources Board. A redlined copy of Article 30 reflecting such amendment shall be made available on the Town's website for inspection. Or to take any other action in relation thereto. This article proposes updating how non-union personnel policies are adopted, while preserving transparency and fiscal oversight.

Article 30.10: HR Current Bylaw



The Board shall recommend personnel policies and procedures to all boards, officers and officials relating to their employees, and shall establish *subject to approval by Town Meeting* and administer such procedures and policies for all Town employees...





Executive Summary

- **Current Limitations:** The current bylaw requires Town Meeting approval for personnel policies, limiting the Town's ability to respond promptly to changes in law and operational needs.
- **Proposed Change:** The proposed amendment assigns responsibility for adopting and updating non-union personnel policies to the Human Resources Board, with defined notice, hearing, and oversight requirements.
- **Oversight:** Fiscal oversight is preserved through Select Board approval and Town Meeting's appropriation and budget authority.

Effect of Current Bylaw



The bylaw does not include a mechanism that allows for the timely updating of policies in response to changes in applicable federal or state law.



As a result, necessary policy revisions may be delayed, leading to an accumulation of pending updates that does not advance the interests of the Town or its employees.



These delays may impede timely communication of policy changes and increase the risk of noncompliance with current law.



Delays in the adoption and implementation of updated policies present an identifiable risk management concern for the Town.

Rationale for Change



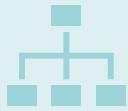
- The current structure differs from prevailing municipal practices
- Town Counsel is unaware of any other community in MA with a similar set-up.
- The current structure reduces administrative efficiency and increases legal and operational risk.

Prior Recommendations:

Changing the requirements that Town Meeting approve HR policies was recommended many times:



Benefits of the Change



Improve the efficiency and effectiveness of Human Resources Department operations and administrative practices.



The Bylaw differs from common municipal practice and may introduce avoidable legal risk while limiting operational efficiency.



Assigning responsibility for the drafting and review of personnel policies to the Human Resources Department, in coordination with legal counsel, would promote consistency, compliance, and effective administration.

Benefits of the Recommendation



Timely adoption and revision of personnel policies in response to legal and operational changes



Improved consistency, compliance, and clarity of HR policies



Reduced legal and administrative risk



Alignment with standard municipal governance practices



Bylaw Article 30.10 Human Resources Policies Amendment

Advisory Committee

Summary of Proposed Amendment

This amendment authorizes the Human Resources Board to establish and adopt personnel policies for Town employees not covered by collective bargaining agreements, rather than requiring approval by Town Meeting. The Board will conduct a public hearing for all proposed personnel policy adoptions, amendments, and repeals, and will provide Town employees and department heads with not less than twenty-one days' advanced notice prior to implementation. Any component of a personnel policy that has specific financial or budgetary implications shall not become effective until the Select Board incorporates that budgetary impact into its annual budget

Article 30

Motion 1



That the Town repeal in its entirety Article 30.10 of the Bylaws, and replace with the following:

Personnel Policies Nonunion Employees. The Board shall establish and administer personnel policies for all Town employees not covered by collective bargaining agreements, provided that such policies shall be adopted only after a duly noticed Board hearing and shall take effect no sooner than twenty-one days following written notice to all department heads and affected Town employees. Any adoption or amendment of a component of a personnel policy relating to Town expenditures governing payment of wages and paid leave, such as: vacation time, leaves of absence, sick leave, military leave, jury duty leave, workers' compensation insurance, and overtime pay shall require prior approval of the Select Board before it becomes effective.

Amendment for the Human Resources Board

New Structure



- The Human Resources Board adopts, amends, and repeals non-union personnel policies
- Policies are updated through a defined administrative process rather than Town Meeting votes
- Public notice and hearing requirements remain in place
- The financial or budgetary component of a policy requires Select Board approval
- Town Meeting retains authority through the appropriation and budget process



Questions?



THANK YOU

Advisory Committee

January 28, 2026



6. 7:15 Discuss and Vote Use of Richard Campana Funds for:
• Richard Campana Kitchen at Tolles Parsons Center Dedication Ceremony
• Campana Plaque and Installation
• COA St. Patrick's Day Celebration

Please find the request from the Council on Aging to expend funds from the Campana Fund to finalize the recognition plaque and naming of the Campana Kitchen (previously approved by the Select Board) celebration.

Given the significant donation from Mr. Campana, beginning in 2024 the COA has recognized the St. Patrick's Day Celebration as the Richard Campana St. Patrick's Day event and is requesting the annual appropriation to cover the event.

MOTION

MOVE to approve the expenditure of \$3443.15 from the Campana Fund.

To: Select Board

From: Judy Gertler, Chair, COA Board

Subject: Request for use of Campana Fund

Date: February 3, 2026

On behalf of the COA Board, I am writing to request use of funds from the Campana Fund. As you are aware, the conditions of this bequest to the COA require Select Board approval of any proposed expenditures.

On January 16 the COA Board voted to request your approval for funds to cover the ribbon cutting/dedication of the kitchen to Richard Campana (\$1362.05) and the annual St. Patrick's Day celebration in his honor (\$2,081.10). The dedication plaque was designed to match the other plaques in the Tolles Parsons Center.

The detailed costs for these two events are the following:

Event	Vendor	Cost
Campana Ribbon Cutting/Kitchen Naming	Roche Bros (50 Patrons)	\$ 489.73
Campana Ribbon Cutting/Kitchen Naming	Amazon Decorations	\$ 152.32
		<u>\$ 642.05</u>
Campana Plaque and Installation	Honor Craft	\$ 720.00
		<u>\$ 720.00</u>
St. Patrick's Day Celebration Campana	Roche Bros (75 Patrons)	\$ 1,327.05
St. Patrick's Day Celebration Campana	Amazon Decorations	\$ 254.05
St. Patrick's Day Celebration Campana	Entertainment Pique	\$ 500.00
	Entertainment	
		<u>\$ 2,081.10</u>
Total for all Events		<u>\$ 3,443.15</u>

The kitchen ribbon cutting and naming is currently scheduled for Friday, March 6 from 1-3 p.m. We hope that a representative from the Select Board will be able to attend.

Attachments:

Invoices for event expenses

Proof for Campana plaque



1/28/2026

Wellesley Council on Aging
Attn: Katherine Hand-Savage
500 Washington Street
Wellesley, MA 02482
Tel: 781.235.3961
Cell:
Email: ksavage@wellesleyma.gov

Quote # **36984** Rev. #: 4
Project Name: **KITCHEN NAMING PLAQUE**
Install/Ship Address: Wellesley Council on Aging
500 Washington Street
Wellesley, MA 02482

Thank you for considering Honorcraft for all of your identification needs.
We will proceed with your order as soon as we receive the necessary specifications,
deposit / P.O., and approved proofs from your company.

Below pricing will remain in effect for thirty (30) days from the date of this quotation.

Estimated Art / Proof: 2 - 3 Working Days
Estimated Production: 20 - 25 Working Days
Payment Terms: Net 30 Days
Sales Contact: **Dan Torraco** dtorraco@honorcraft.com 781-341-0410 x203

***** Actual lead times may vary based on current workload once final quote is signed *****

***** Production begins after signed proofs and permits are received *****

The Fine Art of Recognition Since 1962

9 Bristol Drive, S. Easton, MA 02375 • Tel: 781.341.0410 • www.honorcraft.com

FULL ITEM DETAILS

Item #1: **NAMING PLAQUE** (Doc.#36984-000)

Design Services To Develop Conceptual Renderings Resulting In Blueprints and Usable Production Files.

Custom Fabricate and Personalize (1) 9.5" Wide X 5.5" Tall X 1/8" Thick Brushed Aluminum/Gravoply Plaque. Plaque to be Engraved with Client Supplied Text/Graphics. To be Tape Mounted.

Please Note: Pricing will change at different Quantities and shipping charges are additional. ***International Shipping Service is Not Available***

(1) @ \$295.00. Plus Applicable Sales Tax.

Item #2: **TRAVEL, DELIVERY AND INSTALLATION** (Doc.#36984-000)

Travel, Delivery and Installation

Delivery & Installation At \$425.00 For Above Item(s).

QUOTE SUMMARY



Quote # 36984 Rev. #: 4
Date 1/28/2026

Bill To:

Wellesley Council on Aging
Attn: Katherine Hand-Savage
500 Washington Street
Wellesley, MA 02482

Project Address:

Wellesley Council on Aging
500 Washington Street
Wellesley, MA02482

Qty	Item	Unit Price	Total
1	Naming Plaque	\$295.00	\$295.00
1	Travel, Delivery and Installation		\$425.00

Subtotal	\$720.00
Sales Tax	*When Applicable*
Total	

Pricing and Terms Accepted By: Katherine Hand-Savage P.O. # _____ Date: 1/29/2026
Please Sign or Electronically Sign & Email This Contract To Enter Your Project into our Design Services Dept.

All signs remain the property of Honorcraft until Payment in full is received.

If Wellesley Council on Aging defaults on payment terms of **Net 30 Days** and litigation must be pursued by Honorcraft. Wellesley Council on Aging will pay all of Honorcraft's attorney fee's and court costs pursuant to default payment litigation.

Another reason to choose Honorcraft...

The Honorcraft Pledge...We are NOT satisfied unless you are!

The Honorcraft Pledge is to design, manufacture and install high quality signage solutions that surpass our client's toughest demands...**Guaranteed!**

We may not be perfect but we strive for perfection. Since 1964 we have developed a team of quality focused professionals not a company of mediocrity.

You can rest assured that your projects here at Honorcraft will be completed accurately through the use of our in-house, quality control "REAP" Program.*



* REAP is our in-house "Rework Elimination Assistance Program". We have empowered our staff to eliminate quality/error issues by putting our money where our mouth is and providing a bonus system based on eliminating reworks. Last year we had an accuracy rating of 99.972%.



184 Linden Street
Wellesley, MA 02481
Phone: (781) 237-4992
E-mail: ce120@rochebros.com

Quotation

Order	Date	Day	Time	Delivery Type	
433705	01/13/2026	Tuesday	01:54 PM	Delivery [X] Pick Up []	
Billing Information				Delivery Information	
Company: Wellesley Council On Aging Name: Kathy Savage Address: 500 Washington Street City, St, Zip: Wellesley Massachusetts 02481 Phone: E-mail: nhill@wellesleyma.gov				Date: 03/06/2026 Day: Friday Time: 2:00 pm Name: Nancy Hill Address: Wellesley Council On Aging 500 Washington Street City, St, Zip: Wellesley Massachusetts 02481 Phone: [781] 235-3691 Note:	
Order Taken By: AD		Type of Function: Corporate		PO Code:	
# People:					
QTY	Description			Price	Ext. Price
2	Classic Cheese Sampler - Large			\$84.99	\$169.98
1	Large Vegetable Platter			\$62.99	\$62.99
2	Large Mini European Pastry Platter			\$68.99	\$137.98
18	Misc Grocery Btls Martinelli Sparkling Cider			\$5.49	\$98.82
4	Crackers Pepperidge Farm Trio			\$4.99	\$19.96
				Delivery	\$0.00
				Subtotal	\$489.73
				Total Tax	\$0.00
				Bottle Deposit	\$0.00
				Total Order	\$489.73

Approve this quote online:

[Approve Now](#)

Order Terms & Conditions

Order amendments & cancellations will be accepted no later than 3:00pm the day before delivery.
To amend or cancel an order, please contact your local store's catering department.

Vendor # 8270-7

Invoice summary

Payment due by March 02, 2026

Item subtotal before tax	\$ 152.32
Shipping & handling	\$ 0.00
Promos & discounts	\$ 0.00
Total before tax	\$ 152.32
Tax	\$ 0.00

Amount due	\$ 152.32 USD
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Pay by**Electronic funds transfer (EFT/ACH/Wire)**

Account name Amazon Capital Services, Inc
 Bank name Wells Fargo Bank
 ACH routing # (ABA) 121000248
 Bank account # (DDA) 41630410164460712
 SWIFT code (wire transfer) WFBUS6S

Check

Amazon Capital Services
 PO Box 035184
 Seattle, WA 98124-5184

Account # A2U3ZG7939QI15**Payment terms** Net 45**Purchase date** 14-Jan-2026**Purchased by** Sarah Paglione**Department** Wellesley COA**Registered business name**

Town of Wellesley

Bill to

Town of Wellesley
 500 Washington Street
 Wellesley, MA 02482

Ship to

Council on Aging
 500 Washington Street
 Wellesley, Massachusetts 02482

Electronic Funds Transfer: Add invoice number(s) in the description field.

Email: Send remittance details to ar-businessinvoicing@amazon.com. (This mailbox only accepts payment details. For help, contact [customer support](#).)

Invoice details

Description	Qty	Unit price	Item subtotal before tax	Tax
1 Cutlery Set Plastic Utensils Clear Forks Spoons Knives Disposable Silverware Heavyweight [300 Combo Box] ASIN: B08MF4T6C3 Sold by: wenling changli jinchukou youxian gongsi Order # 112-0956919-0936212	1	\$19.94	\$19.94	0.000%
2 100 Plastic Champagne Flutes - 5 Oz Disposable Clear Champagne Glasses for Parties, Mimosa Bar, Events, Wedding and Shower Party Supplies - Toasting Cocktail Cups ASIN: B07JH2HPXF Sold by: Impress All LLC Order # 112-0956919-0936212	1	\$28.99	\$28.99	0.000%

Description	Qty	Unit price	Item subtotal before tax	Tax
3 FOCUSLINE 200 Pack 12 oz Clear Plastic Cups, Disposable Cups Reusable Plastic Tumblers, Heavy-duty 12 Ounce Clear Cups Tumblers for Party, Thanksgiving, Halloween, Christmas ASIN: B08Z7JV24F Sold by: hangzhoumingdingdianzishangwuyouxiangongsi Order # 112-0956919-0936212	1	\$36.99	\$36.99	0.000%
4 JAM PAPER Small Beverage Napkins - 5 x 5 - Lime Green - 50/Pack ASIN: B00BPCHRQW Sold by: Hudson Envelope of New Jersey, LLC Order # 112-0956919-0936212	4	\$6.61	\$26.44	0.000%
5 QZYL 50 PCS Disposable Plates Lime Green, 7" Bulk Paper Plates, Dessert Plates Disposable, Heavy Duty Paper Plates, Party Dinnerware for Green Party Theme Wedding Bridal Birthday Party Decorations ASIN: B0D1XHYKX2 Sold by: guangzhoulangkedianziyouxiangongsi Order # 112-0956919-0936212	4	\$9.99	\$39.96	0.000%

Total before tax	\$152.32
Tax	\$0.00
Amount due	\$152.32

FAQs

How is tax calculated?

Visit <https://www.amazon.com/gp/help/customer/display.html?nodeId=G202036190>

How are digital products and services taxed?

Visit <https://www.amazon.com/gp/help/customer/display.html?nodeId=T18ikShu13no6ZK3jZ>

When will I get a refund for undelivered items?

You can expect to get your refund within 7 calendar days after we receive confirmation that your package was undeliverable (exclusions apply).

Order	Date	Day	Time	Delivery Type
433193	01/05/2026	Monday	03:24 PM	Delivery [X] <input type="checkbox"/> Pick Up []
Billing Information				
Company: Wellesley Council On Aging Name: Deborah Greenwood Address: 500 Washington Street City, St, Zip: Wellesley Massachusetts 02481 Phone: E-mail: nhill@wellesleyma.gov				
Delivery Information				
Date: 03/17/2026 Day: Tuesday Time: 11:30 am Name: Nancy Hill Address: Wellesley Council On Aging 500 Washington Street City, St, Zip: Wellesley Massachusetts 02481 Phone: [781] 235-3691 Note: Serving Utensils				

Order Taken By: AD	Type of Function: Corporate	PO Code:	# People: 75
--------------------	-----------------------------	----------	--------------

QTY	Description	Price	Ext. Price
8	Yankee Pot Roast Light on the Potatoes Temperature: Hot	\$93.99	\$751.92
5	Mashed Potatoes - 5 lbs Temperature: Hot	\$32.99	\$164.95
75	Butter Patties	\$0.20	\$15.00
9	Misc Bakery Ellen's Irish Soda Bread Sliced	\$8.99	\$80.91
3	Misc Grocery Twining Irish Breakfast Tea 20ct	\$4.99	\$14.97
10	Our Signature 9" Apple Pie	\$15.99	\$159.90
60	Floral Cut Flower Carnations 30 Green 30 White	\$1.99	\$119.40
		Delivery	\$20.00
		Subtotal	\$1,327.05
		Total Tax	\$0.00
		Bottle Deposit	\$0.00
		Total Order	\$1,327.05

Approve this quote online:

Approve Now
Order Terms & Conditions

Invoice summary*Payment due by February 26, 2026*

Item subtotal before tax	\$ 254.05
Shipping & handling	\$ 0.00
Promos & discounts	\$ 0.00
Total before tax	\$ 254.05
Tax	\$ 0.00
Amount due	\$ 254.05 USD

Pay by**Electronic funds transfer (EFT/ACH/Wire)**

Account name Amazon Capital Services, Inc
 Bank name Wells Fargo Bank
 ACH routing # (ABA) 121000248
 Bank account # (DDA) 41630410164460712
 SWIFT code (wire transfer) WFBUS6S

Check

Amazon Capital Services
 PO Box 035184
 Seattle, WA 98124-5184

Account # A2U3ZG7939QI15**Payment terms** Net 45**Purchase date** 05-Jan-2026**Purchased by** Sarah Paglione**Department** Wellesley COA**Registered business name**

Town of Wellesley

Bill to

Town of Wellesley
 500 Washington Street
 Wellesley, MA 02482

Ship to

Council on Aging
 500 Washington Street
 Wellesley, Massachusetts 02482

Electronic Funds Transfer: Add invoice number(s) in the description field.

Email: Send remittance details to ar-businessinvoicing@amazon.com. (This mailbox only accepts payment details. For help, contact [customer support](#).)

Invoice details

Description	Qty	Unit price	Item subtotal before tax	Tax
1 Amcrate Disposable Paper Plates Green, 7 Inch Paper Dessert Plates, Strong and Sturdy Disposable Plate for Party, Dinner, Holiday, Picnic, or Travel Party Plate, Pack of 50 ASIN: B07611BJZD Sold by: MIX N MORE, INC. Order # 112-7910177-8055434	2	\$12.99	\$25.98	0.000%
2 Emerald Green Paper Cups 9 oz Durable Disposable Cups 100 Pack of Paper Tumblers for Hot Drinks and Cold Drinks Thick 280 GSM Hot Cup for Tea & Coffee Fun Colors for Parties & Events By Party Solids ASIN: B0CRSGRQSR Sold by: Crown Display, Inc. Order # 112-4687411-3329034	1	\$17.81	\$17.81	0.000%



Invoice

Invoice # 1WXK-FL6F-LCND

Description	Qty	Unit price	Item subtotal before tax	Tax
9 Creative Converting Touch of Color 2-Ply 50 Count Paper Dinner Napkins, Fresh Lime	2	\$7.99	\$15.98	0.000%
ASIN: B002P6U7V4 Sold by: Amazon.com Services, Inc				
Order # 112-1190514-1581002				
10 tujol Green 6 Pack Plastic Table Cloth 54" x 108", Disposable Tablecloths Rectangle Table Cover, Plastic Tablecloth for Parties	2	\$9.99	\$19.98	0.000%
ASIN: B0C7K76XJ2				
Sold by: Hangzhoubeilekejiyouxiangongsi				
Order # 112-1190514-1581002				
<hr/>				
Total before tax				\$254.05
Tax				\$0.00
<hr/>				
Amount due				\$254.05

FAQs

How is tax calculated?

Visit <https://www.amazon.com/gp/help/customer/display.html?nodeId=G202036190>

How are digital products and services taxed?

Visit <https://www.amazon.com/gp/help/customer/display.html?nodeId=T18ikShu13no6ZK3iZ>

When will I get a refund for undelivered items?

You can expect to get your refund within 7 calendar days after we receive confirmation that your package was undeliverable (exclusions apply).

INVOICE

Pique Entertainment
10 Vivian Dr
Watertown, MA 02472

PiqueEntertainment@gmail.com
+1 (603) 498-8638
www.piqueentertainment.com



Wellesley COA | Kevin McDonald

Bill to
Kevin McDonald
Wellesley COA

Ship to
Kevin McDonald
Wellesley COA

Invoice details

Invoice no.: 031726 COA-Well1

Terms: Net 60

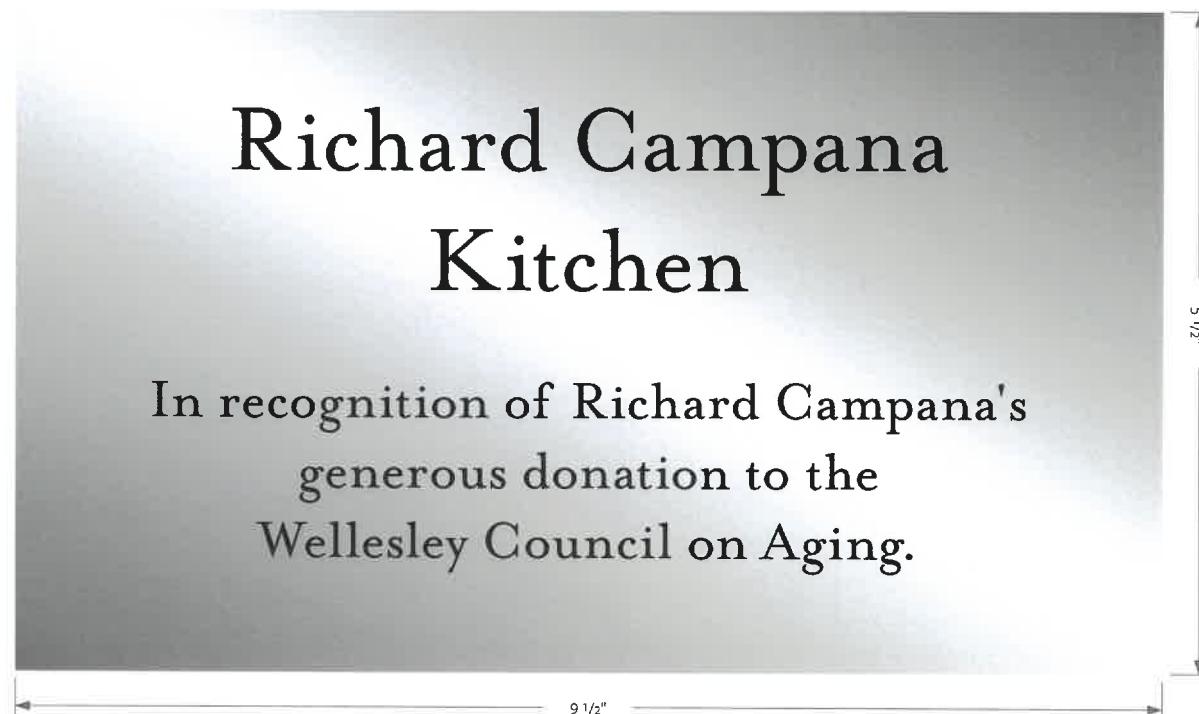
Invoice date: 01/22/2026

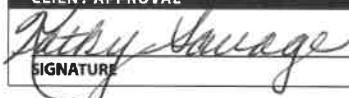
Due date: 03/23/2026

#	Date	Product or service	Description	Qty	Rate	Amount
1.	03/17/2026	Matthew Wright - Guitarist, Lute, Vocalist	This is a performance by a guest performer brought in by Pique Entertainment for an event or program.	1	\$500.00	\$500.00
Total						\$500.00

Thank you for your business. Checks can be mailed to my company address, or I am happy to set up direct deposit with ACH payments.

WELLESLEY COUNCIL ON AGING	
WIP #	01-36984
Sales:	DAN
Design:	LIESL
CIN:	XXXXXXX
MATERIALS	
A:	1/8" THICK BRUSHED ALUMINUM GRAVOPLY
COLORS / FINISHES	
 BRUSHED ALUMINUM	
PRODUCTION NOTES	
- APPLY FOAM TAPE TO BACK	
	<input type="checkbox"/> 1S
	<input type="checkbox"/> 2S
	<input type="checkbox"/> VIN
	<input type="checkbox"/> DIG
	<input type="checkbox"/> FL
<input checked="" type="checkbox"/> CO2	
	<input type="checkbox"/> DP
	<input type="checkbox"/> ROU
	<input type="checkbox"/> RE
	<input type="checkbox"/> DD
FONTS	
- MRS EAVES	
PROOF REVISIONS	
ISSUED:	1/8/26 1/22/26 1/22/26



CLIENT APPROVAL	
	
SIGNATURE	DATE

7. 7:25 Discuss ATM Article 32 RIO Zoning Bylaw Modifications – Requiring Select Board to Enter into Development Agreements

Attached for the Board's review on this proposal are the following documents:

1. Slide deck on proposal
2. Redlined version of RIO Bylaw
3. Memo from Meghan Jop regarding Select Board Development Agreements

Given the variability of discussion items, there has not been a motion prepared on this agenda item.

RIO Warrant Discussion Development Agreements

February 10, 2026

Summary of Warrant Article / Motion

Adjustments to RIO Bylaw and Process

1. Prohibit RIO applicability in certain zoning districts
 - Single Residence Districts
 - Select other districts
2. Add a Development Agreement requirement to the Project Approval section

Warrant Article / Motion Timing

- **RIO Task Force discussions since June**
 - 16 members (including 2 Planning Board members) plus Select Board liaison
 - 10 meetings
 - Deep dive into zoning and planning in Wellesley
- **December 2 Recommendations to Planning Board**
 - 10-2 vote
 - No RIO in Single Residence Districts
 - No RIO in a few other zoning districts
 - “Requirement” for a Development Agreement
- **December 15 Planning Board Warrant for ATM2026**
 - 3-1 vote

RIO Development Agreement (“RDA”)

- **Proposed Solution to a visible Chicken-and-Egg problem**
- **RDA Components**
 - 3 variables to be documented in RDA
 - Otherwise boiler-plate template of terms and conditions
- **What can and cannot be required**
 - Can require an RDA as a condition of getting RIO permit
 - Cannot require RDA as a condition for a zoning map change
 - Cannot require RDA to be signed prior to Town Meeting
 - Cannot force the Select Board to actually do an RDA

Motion Language: RIO Development Agreement:

Changes title of Section O

from: **O. Project Approval/Special Permits**

to: **O. Project Approval/Special Permits and Development Agreement**

Adds the following text at bottom of the section

Prior to making application for the special permit required under this Section 3.2.O, the applicant shall execute a development agreement with the Town of Wellesley Select Board. A special permit application made under this Section shall not be deemed complete unless it includes a fully executed copy of the required development agreement. The development agreement shall include such terms as are acceptable to the Select Board, provided, however, that in negotiating the terms of such agreement, the applicant and the Select Board shall consider the following:

1. Proposed project density;
2. Public or private amenities, including pedestrian, traffic, and landscaping improvements; and
3. Consistency of project designs with the applicant/owner's presentation to Town Meeting at the time of the zoning map change to include the project site in the RIO.

Decision Factors to Establish an RDA or Not

1. What's the risk of changing the plans to max density after TM?

- Unlikely scenario, but not a zero chance
- In past Town Meetings and at RIO Task force, the concern has been raised repeatedly

2. What are the options to resolve, and at what effort / cost?

- a. Planning Board denies RIO permit
 - No 'locked-in' certainty @ Town Meeting vote
 - Higher chance of appeal if a Planning Board denies RIO permit
- b. A Development Agreement
 - A new kind of Development Agreement not done before
 - Planning Board asking Select Board for assistance with a task that only the Select Board can do

SUMMARY: Is an RDA an easier approach to increase clarity or lower uncertainty at Town Meeting, or isn't it?

Request of the Select Board

- Make a clear determination, either way, prior to ATM:
 - *Select Board likes the idea of an RDA, or*
 - *Select Board doesn't like the idea of an RDA*

If the Select Board doesn't support and won't agree to doing an RDA, there is no sense pursuing at ATM

SECTION 3.2. RESIDENTIAL INCENTIVE OVERLAY (RIO)

A. Purpose

To provide a residential reuse incentive for a parcel or parcels greater than one acre located in close proximity to the Town's Commercial Districts and public transportation.

B. Applicability

The RIO shall be considered as overlaying other zoning districts **provided, however, that the RIO shall not be applied over any parcel located in any Single Residence District, Single Residence District A, Limited Apartment District, Planned Development District, Transportation District, or Parks, Recreation, and Conservation District.**

C. Underlying Zoning Districts

The RIO confers additional development options to be employed at the discretion of the property owner. The RIO does not in any manner remove or alter the zoning rights permitted by the underlying zoning district. However, use of one or more of the RIO development options requires consistency with all RIO requirements.

D. Permitted Uses

Conventional Multi-Unit Dwelling Units, Assisted Elderly Living, Independent Elderly Housing, Nursing Homes and Skilled Nursing Facility.

E. Minimum Lot or Building Site Area

No building or group of buildings shall be constructed on a lot or development site containing less than 45,000 square feet. No building conversion shall be approved on a lot or development site containing less than 25,000 square feet.

F. Minimum Open Space

There shall be provided a minimum open space as defined in Section 1.3 of 30 percent of the lot or development site area, one half of which shall be Enhanced Open Space as defined in Section 2.9, provided, however, that the amount of open space required for conversion projects shall be determined by the Planning Board under Section 3.2.O. Project Approval/Special Permit paragraph below.

G. Floor Area Ratio

Building floor area devoted to residential uses including conventional market-rate housing, assisted elderly living, independent elderly housing, nursing home and/or skilled nursing facilities shall not be subject to floor area ratio requirements notwithstanding other provisions of this Zoning Bylaw to the contrary.

H. Maximum Development Density

There shall be provided for each dwelling unit of assisted elderly living or independent elderly living a lot area of not less than fourteen hundred (1,400) square feet and the number of dwelling units on a lot or development site shall not exceed 150 units. There shall be provided for each dwelling unit of conventional multi-unit housing a lot area of not less than eighteen hundred (1,800) square feet. A nursing home or skilled nursing facility on a lot or development site shall not exceed 250 beds.

I. Building Setbacks

Yard definitions shall be as specified in Section 5.3. RIO projects involving new construction shall provide the following:

Minimum Front Yard Depth: 25 feet

Minimum Side Yard Depth: 10 feet

Minimum Rear Yard Depth: 10feet

However, where the housing is not located in a residential zoning district but abuts a residential zoning district, the setback shall be 60 feet and a buffer of natural material and/or an earthen berm shall be installed to provide screening on a year-round basis.

J. Building Height

Maximum building height as defined in Section 5.4 for new construction shall be 4 stories and 45 feet for buildings used for assisted elderly living, independent elderly housing, and conventional multi-unit housing located in Business, Business A, Industrial, Industrial A, or Lower Falls Village Commercial Districts; new construction shall be 36 feet for buildings located in Single Residence Districts and General Residence Districts. The maximum building height for nursing homes and skilled nursing facilities shall be three stories and 36 feet. See Building Conversion paragraph below for height restrictions for conversion of existing buildings to these uses.

K. Signs

Signs shall comply with the sign requirements of Section 5.18. For the purposes of Table 5.18.1 of Section 5.18, RIO projects shall comply with the signage allowances of Commercial Districts Fronting Streets Other Than Worcester Street, except that RIO projects located in underlying Single Residence or General Residence zoning districts shall comply with the following:

Number of Signs of Total Permanent Signage: 2 Permanent Signs per lot, consisting of no more than 1 Wall Sign or 1 Standing Sign

Maximum Total Area of Total Permanent Signage: 25 sq.ft.

Maximum Area of Standing Signs: 16 sq.ft.

Maximum Area of Wall Signs: 9 sq.ft.

Window Signs shall not be permitted
Awning Signs shall not be permitted

L. Off-Street Parking

Off-street parking shall be provided in accordance with Section 5.17.

M. Building Conversion

An existing building may be converted to uses allowed in the RIO subject to the terms of a special permit granted by the Planning Board. In no instance shall the building be expanded to exceed the height limitations specified below or the current height of the building if said height is greater than 45 feet. There shall be no maximum residential density. However, if the building proposed for conversion presently does not conform to the requirements of the underlying zoning district the provisions of Section 5.1 shall apply to the conversion project. In this instance application shall not be made to the Zoning Board of Appeals under Section 5.1 prior to the issuance of a special permit by the Planning Board under this Section.

N. Mixed Use Projects

Any combination of conventional housing types is permitted up to a maximum density of 24 units per acre. Further, up to 75 conventional units of any type of housing shall be permitted in conjunction with development of a facility providing at least 100 nursing home beds, 100 beds associated with a skilled nursing facility, or at least 80 assisted living or independent elderly housing units. A mix of residential units comprising independent elderly housing, assisted elderly living, skilled nursing, nursing homes, and any type of conventional housing shall also be allowed, consistent with the dimensional regulations of the RIO.

In RIO projects that provide at least 100 elderly dwelling units of any type, including skilled nursing facilities, or at least 50 conventional housing units of any type, up to 10,000 sq. ft. of retail space in a structure or structures separate from the residential units or nursing facility shall be permitted. All such developments shall be consistent with the dimensional and parking requirements of the underlying district as applicable.

O. Project Approval/Special Permits **and Development Agreement**

The provisions of Section 5.6 shall apply in all respects to projects in the RIO. Application shall not be made under Section 5.6 prior to the issuance of a special use permit by the Planning Board under this section. A special use permit shall be required from the Planning Board in conjunction with all projects employing RIO development options for building conversion or new construction and the Planning Board may waive specific dimensional requirements in accordance with the following:

1. The Planning Board shall receive a report from the Design Review Board finding that the proposed project is consistent with the Design Criteria listed in Section 5.5 and, for projects located in the Lower Falls RIO District, that the proposed project is consistent with the Wellesley Lower Falls Plan, Zoning, Urban Design and Landscape Guidelines (“Lower Falls Guidelines”) adopted, and from time to time amended, by the Planning Board.
2. The proposed project shall provide and/or contribute toward pedestrian and bicycle amenities and shall, as applicable, accommodate pedestrian and bicycle circulation and safety in accordance with nationally recognized and accepted standards.
3. The proposed project shall provide and/or contribute toward the improvement of pedestrian or public transit, and access to a river, open space, public trails or other public amenities.
4. The proposed project shall provide and/or contribute toward the creation of a village center, town green, or mini-park within or adjacent to the RIO.

Prior to making application for the special permit required under this Section 3.2.O, the applicant shall execute a development agreement with the Town of Wellesley Select Board. A special permit application made under this Section shall not be deemed complete unless it includes a fully executed copy of the required development agreement. The development agreement shall include such terms as are acceptable to the Select Board, provided, however, that in negotiating the terms of such agreement, the applicant and the Select Board shall consider the following:

- 1. Proposed project density;**
- 2. Public or private amenities, including pedestrian, traffic, and landscaping improvements; and**
- 3. Consistency of project designs with the applicant/owner’s presentation to Town Meeting at the time of the zoning map change to include the project site in the RIO.**

Editor’s Note: Rest of Page intentionally left blank

TOWN OF WELLESLEY



MASSACHUSETTS

Executive Director's Office General Government Services

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

MEGHAN C. JOP, EXECUTIVE DIRECTOR
GENERAL GOVERNMENT SERVICES
MJOP@WELLESLEYMA.GOV

FACSIMILE: (781) 239-1043
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To: Select Board
From: Meghan Jop
Date: February 6, 2026
Re: Development Agreements

The Select Board has received a request from the Planning Board to consider whether the Select Board agrees that proposed modifications to the Residential Incentive Overlay (RIO) District zoning bylaw should include a requirement that an applicant execute a Development Agreement (DA) with the Select Board prior to applying for a special permit. It is the staff's opinion that this proposal is not an appropriate way to address stated public concerns.

Following the denial of two rezoning articles at the 2024 STM, and the debate of a RIO-related Citizens Petition at 2025 ATM, the Planning Board established the RIO Task Force. The staff certainly acknowledges the significant time, energy, and thought contributed by the RIO Task Force. The Task Force included Planning Board members, Town Meeting Members, abutters to and property of the proposed 2024 STM projects (Hassel zoning projects), and other interested residents who volunteered many hours over an extended period to review the bylaw, share perspectives, and explore potential improvements and updates. That level of civic engagement is valuable and appreciated. At the same time, it is also clear that additional work is needed to ensure that any proposed changes are legally sound, aligned with long-standing governance principles and best practices in municipal planning, and specific to actually address the concerns identified by Town Meeting Members and other interested proponents and stakeholders.

Summary of the Proposal

As presented, the proposed amendments would require an applicant seeking approval under the RIO bylaw to execute a DA with the Select Board before filing a special permit application. An application would therefore be deemed incomplete without a fully executed DA.

The proposal arises in part from the Hassell zoning projects that were placed on the Warrant by the Planning Board for the 2024 Special Town Meeting. Following Town Meeting's denial of those articles and with Town Meeting's support, the Planning Board established the RIO Task Force to:

- Thoroughly review and study the RIO zoning bylaw
- Identify areas for improvement and clarification and consider potential solutions
- Make recommendations to the Planning Board

While a formal written report from the RIO Task Force has not yet been provided to the Select Board, the materials included in the Planning Board packet for our February 10, 2026 meeting suggest that the primary outcomes being sought are:

- Prohibiting RIO applicability in Single-Family Residential Districts
- Providing greater certainty to Town Meeting regarding the project for which it is voting a zoning change, through the use of a mandatory DA

The proposal identifies zoning districts where RIO would be precluded and establishes that a RIO special permit application would be incomplete without a fully executed DA from the Select Board. The proposed language requires that the terms of the DA be acceptable to the Select Board and that the Select Board consider:

- Proposed project density
- Public or private amenities, including pedestrian, traffic, and landscaping improvements
- Consistent with the applicant's presentation to Town Meeting at the time of the zoning map change to include the project in RIO

Town Counsel has advised that "requiring" a DA presents legal challenges. Under Town Bylaws, individuals retain the right to bring zoning articles forward through citizen petitions. Likewise, M.G.L. c.40A provides property owners the right to seek rezoning of their property. As a result, conditioning access to Town Meeting or zoning rights on execution of a DA is often found not to align with statutory provisions.

History of Development Agreements in Wellesley

The Select Board has successfully used DAs on several occasions, typically in limited, circumstance-specific contexts, including:

Resolution of litigation or 40Bs

- **27 Washington Street:** Resolution of long-standing litigation involving the former Grossman's site, ultimately resulting in the Waterstone development and the CVS/surgical building.
- **Terrazza / Bristol:** Both 40B projects where the Select Board negotiated significant reductions in density—Terrazza from approximately 90 units to 35 units, and Bristol from 55 units to 26 units.
- **Belclare:** A site vacant for seven years following stalled permitting, where increased density through the special permit process was paired with a contribution toward a parking structure.

Transformational projects

- **Linden Square (26 acres):** Increased floor area ratio in exchange for open space, affordable housing, use restrictions, and operational limitations.
- **Sun Life (20+ acres):** Increased density in exchange for financial payments, conservation land, height restrictions, parking restrictions, and transportation demand management.
- **Wellesley West Gateway (15.7 acres):** Increased density in exchange for financial payments, conservation land, height restrictions, transportation demand management, and neighborhood mitigation measures.
- **Wellesley Office Park (26 acres):** A 40R project requiring coordination with DHCD, where the Select Board negotiated increased affordability (from 20% to 25%), an all-rental first phase to help Wellesley exceed the 10% affordability threshold, all-electric construction, monetary payments, and substantial infrastructure improvements, including a water redundancy line constructed under Route 128/I-95 and Phase 2 on-ramp traffic improvements.

In all these cases, DAs were negotiated either in executive session due to their relationship to land interests, or by two Select Board members, but never in public session as this would jeopardize the Board's (and therefore the Town's) ultimate bargaining position. Importantly, the Select Board worked collaboratively with the Town Development Review Team (TDRT), which includes professional staff from Planning, DPW, Engineering, Natural Resources, traffic consultants, Wetlands, and, where appropriate, third-party financial analysts. That collaborative, interdisciplinary approach has been central to the success of DAs in Wellesley, especially for large, complex projects that will significantly impact the community such as those detailed above. Negotiation of a successful DA is an extremely labor- and time-intensive process often stretching out over months of work.

Furthermore, every DA has expressly preserved the authority of established permitting boards—including the Planning Board, Design Review Board, Zoning Board of Appeals, and Wetlands Committee—and has never identified the Select Board as a front-line regulator of zoning compliance. Instead, the Select Board's role has consistently been limited to policy and mitigation.

DAs have not historically been used as prerequisites to permit completeness or as mechanisms to negotiate density and design matters already governed by zoning and special permit criteria, but rather to *incentivize development or create new zoning*.

Practical Effect of the Proposed Requirement

- Effectively makes the Select Board a gatekeeper for permit completeness, notwithstanding the Select Board's role as a participating body in subsequent permitting and review processes, including consideration of transportation and infrastructure recommendations through the PSI process.
- Involves the Select Board directly in evaluating project density, amenities, and design consistency *in executive session*, matters that have traditionally been evaluated through zoning adopted by Town Meeting and through *public* hearings conducted by the Planning Board and Design Review Board.

This represents a fundamental and meaningful shift in responsibility and ceding of authority by the proper Special Permit Granting Authority (SPGA). Traditionally, density and dimensional controls are established through zoning adopted by Town Meeting after careful study and recommendation by the Planning Board (as required by MGL 40A), while design, circulation, and site impacts are evaluated through public hearings before the Planning Board, Design Review Board, and Zoning Board of Appeals.

All zoning changes that have been accompanied by a DA conveyed **additional** development rights in exchange for mitigation and public benefit. Under the current proposal, where RIO *already* exists as an adopted zoning district, the Select Board would be asked to negotiate restrictions—most likely reductions in density—below what the zoning bylaw already allows.

With the removal of Single-Family Residential Districts, it is also important to note that Wellesley Square, Business, Business A, Industrial, and Industrial A districts already allow 17 units per acre as of right. Wellesley Square further allows a special permit increase to 24 units per acre, as recently exercised at 592 Washington Street. RIO similarly allows, through a special permit, density of up to 24 units per acre. The density difference under discussion is therefore 7 units per acre.

When RIO was originally adopted, its premise emphasized that assisted living, independent elderly, and multi-family housing would reduce traffic and parking demand relative to large retail or office uses (i.e., commercial), while strengthening Lower Falls as a pedestrian-oriented, mixed-use center. This was expanded when Terrazza/Bristol were rezoned to include close proximity to the Town's commercial districts. The current discussion of RIO reflects an increased focus on perceptions of increased traffic and transportation impacts compared to the bylaw's original rationale to increase housing density as a reduction in traffic and parking demand. This evolution in perspective is understandable as conditions change over time. However, if this newer focus represents a meaningful shift in how redevelopment in districts is being evaluated, it would suggest an opportunity to revisit zoning standards more comprehensively through a Comprehensive Plan, ensuring they align with current goals and expectations, rather than relying on DAs to address issues that can already be resolved through zoning.

Addressing the Identified Risk

The Planning Board has identified the risk that an applicant could seek to increase density or materially alter a project following Town Meeting approval. While acknowledged by the Planning Board to be unlikely, this concern has been raised in prior discussions.

Existing mechanisms already provide multiple safeguards to address this risk:

- The Planning Board, acting as the SPGA, may deny or condition a special permit based on evidence developed through the public hearing process;
- Special permits establish binding approvals for project design, density, and other key elements; run with the land; and remain in effect upon transfer of ownership unless a modification is sought and approved by the SPGA.

- Density may be reduced where warranted by demonstrated impacts identified during review.
- Design Review Board approval is required for exterior architecture and landscape design, ensuring consistency with adopted design standards.
- Town Meeting retains the authority to deny zoning changes altogether, serving as an important and deliberate safeguard at the front end of the process.

Therefore, this perceived risk does not necessitate a mandatory DA as a condition of permit completeness.

Policy Considerations

If the underlying concern is that the RIO bylaw functions as a one-size-fits-all framework, alternative approaches may include:

- Refining dimensional standards within the bylaw
- Creating RIO subdistricts
- Aligning permitted density more closely with what is presented conceptually at Town Meeting through individual zones
- Utilizing planned development or overlay techniques used successfully in peer communities

These approaches would enhance predictability while preserving the established roles of Town Meeting and the Town's existing permitting boards.

DAs remain a valuable and proven tool for addressing *extraordinary circumstances, including litigation resolution and complex mitigation needs*. Their success in Wellesley has consistently depended on focused collaboration between the Select Board, professional staff, and other boards.

Requiring a DA as a prerequisite to exercising zoning rights under the RIO bylaw represents a significant shift in how DAs have historically been used. That shift is not clearly justified by the risks identified, particularly when transparency is cited as a central objective, given that DAs are negotiated in executive session and abutters are not parties to them.

The Town's existing permitting processes, including the RIO special permit, PSI special permit, Design Review Board review, and Site Plan approval have served the Town well and provide multiple layers of public review and accountability. Town Meeting has also exercised its authority in rejecting projects it did not deem acceptable.

8. 8:25 Policy Subcommittee Update
- Discuss Town-Wide Capital Planning Committee
- Work Plan Update

Please find an updated memo from Colette Aufranc detailing the feedback she has received from various boards/committee regarding the establishment of a Town-Wide Capital Planning Committee along with the revised policy. This is the first read of the policy, and pending feedback from the Board it is anticipated a second read and vote would be considered on February 24, 2026.

Please also find the updated Policy Subcommittee Work Plan that was recently updated.

NO MOTION

Memo

To: Select Board
From: Colette Aufranc/Policy Subcommitte
Date: February 4, 2026
Subject: Town Wide Capital Planning Committee (TWCPC) Roadshow

Background/Timeline

At the Select Board meeting of October 28, 2025, the Select Board (Board) asked the PSC to continue discussion with other elected and appointed bodies in Town to solicit feedback to bring back to the Board in due course. On November 18 the Board reviewed a revised draft proposal for circulation to Department Heads and Board Chairs. Comments received during the November 11 discussion were incorporated at a subsequent PSC meeting on 11.20.2025. The Executive Director circulated the draft proposal to all Department Heads and Board Chairs on 12/1/25 and again on 12/10/25 (copy attached). The draft proposal and the cover memo are currently posted on the Select Boards policy page. The following outreach was conducted:

- **School Committee** – Ms. Aufranc met informally with the chair of the School Committee and presented at the School Committee meeting of December 9, 2025. The School committee discussed feedback at their meeting of December 16, 2025.
- **Natural Resources Committee** - Ms. Aufranc met informally with Chair McHale, member D'Ortenzio, and Director Bandon Schmitt and presented at the December 18, 2025 meeting.
- **Climate Action Committee** - Ms. Aufranc Ms. Jop and Mr. Mc. Donough met informally with Chair Olney, member Guard and Director Dr Martello, and presented at the January 9, 2026 meeting.
- **Board of Public Works (BPW)** – Ms. Aufranc, Ms. Jop and Mr. Mc. Donough met informally with Director Cohen, and Ms. Aufranc presented at the January 12 meeting.
- **Community Preservation Committee** - Ms. Aufranc presented at the January 14, 2026 meeting.
- **Municipal Light Board (MLB)** – Given that there is crossover between the BPW and the MLB the Chair Hall, Member Criswell and Director Mr. Woods watched the BPW presentation and had informal conversations with Ms. Aufranc and Ms. Jop.
- **Board of Library Trustees** – Discussed the TWCPC at their meeting on 1.13.25 (minute 1:24). The PSC members were not able to attend as the SB had a meeting the same night. Questions raised at the meeting are included in the matrix

- **Permanent Building Committee** – Ms. Aufranc presented at the PBC meeting of 1.28.26
- **Planning Board** – the Planning Board placed the TWCPC on their January 12, 2026 agenda but did not advise Ms. Aufranc it was added as an agenda item, and did not invite her to present (Ms. Aufranc was presenting to BPW the same evening but could have attended both meetings). The Planning Board did not take the item up for discussion as there was no presentation. Ms. Aufranc emailed Planning Board members 2.2.26 and offered to meet individually for any comments or questions.

Feedback and responses received to date are included in the following matrix.

Board members should note the addition of an appendix with a very high level summary of strategic plans and where in those plans capital investment might be discussed. During PSC it was raised whether the SHP should be included as a strategic plan or somehow differentiated or removed.

PSC did not come to consensus on committee membership and was split on inclusion of BLT as a voting member. As noted in the memo the Board will need to discuss the feedback received on that point.

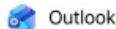
Feedback	Response
School Committee	
<p>Question/comment on the criteria re strategic alignment and strategic plans</p> <ul style="list-style-type: none"> • Will there be a few pages that summarize the core values of the community • Will there be a listing of strategic plans that can be easily found and a way to make relevant elements of detailed plans readily accessible 	<p>See Appendix 5 and 6</p> <ul style="list-style-type: none"> • Summarized from the Unified Plan • Name plans link them and point to the detailed table of actions
<p>Would this group be looking at the different options for something like the middle school or is that a different group</p>	<p>Need to be a separate working group looking at facilities master planning including WMS the results of which would flow to the TWCPC. See SB FY26 workplan and creation of new Facilities Master Plan. Fire and DPW underway. A new school building committee has briefly been discussed and funds for a masterplan need to be identified.</p>
<p>Give all the conversations re WMS, AC, PAWS, electrification at Bates, upgrades to Fiske and Schofield there is urgency to the need for this committee, WMS is likely to be more than 10 years out should the timeline be extended beyond the 10-year horizon to ensure major projects are considered</p>	<p>The Facilities master plan will be helpful. FMD and DPW do have longer dated plans. Discussions have started regarding the need for funding a School Facilities Master Plan – important to understand cost estimation becomes more challenging the longer the time frame.</p>
<p>How will under-represented voices be included in the public process</p>	<p>SB is working with MAPC to strengthen relationship-building and communication strategies. Goals include building relationships with Community Based Organizations and/or local groups or other entities who play a convening role including priority populations who have historically been excluded from the public process.</p>
<p>A 5-member committee with 2 SB members and a resident appointed by the SB – could this in the future result in a block that prohibits projects moving forward, reflecting on previous lack of investment in municipal buildings. Should there be 2 more voting members who are not SB members?</p>	<p>The mission statement of the committee is intended to ensure maintenance of town assets in a fiscally responsible manner.</p> <p>Note that the core values of the community per the unified plan include maintaining and protecting town facilities.</p>
<p>Format for presenting projects includes a lengthy template – it is unclear if FMD would be partnering in preparation. Clarify the level of FMDs partnership with sponsoring boards.</p>	<p>Clarify in staff meetings and discussions – proponents will complete the Project Proposal form and may with Town partners – Finance, FMD, CAC as needed during the process.</p>
<p>Be consistent with other bodies who ex officio staff is - that the Superintendent is the representative. Can ex officio staff delegate? If so, make that clear</p>	<p>Having the Asst Supt for finance and operations in attendance, especially in the first year would be very helpful.</p>
<p>Clarify PBC's role. Should they be a member?</p>	<p>PBC's role is executing approved projects, and the committee traditionally likes to hew very close to that remit. Have reached out to PBC for their feedback.</p>
<p>Commended comprehensive process including templates. Overall support for the process</p>	<p>No action needed</p>
Natural Resources Commission	
<p>Would like more clarity on when the committee may determine a project that costs in excess of \$1million may not be deemed necessary for review by the committee, for example a playground. (PBC has a similar ability to pass on projects). Is \$1m the right number, should it be \$5m? Keep focus on larger projects.</p>	<p>See drafted language under III Duties 1.b.</p>

Given there are multiple strategic plans embarking; the Land Conservation Plan, Comprehensive or Unified plan etc. How do these strategic plans fit in, should the committee look at the plan and report on support for the plan, or is it just a \$ figure.	Name plans link them and point to the detailed table of actions. See Appendix 5. It is not the Committee's role to express support of strategic plans.
With respect to committee composition, there was not a feeling the NRC needs to be a member of the committee as it is not the wheelhouse of the NRC. Noted DPW has a representative on the committee. Nice to have representation for the few circumstances. Q re NRC director as ex officio member. Not sure it is best use of staff resources if primary discussion is large projects, school projects etc.	No action needed
Who identifies which SB member is the chair of the committee – the SB or the Committee?	Select Board.
Used to have a capital budget and investment committee. What happened to that and why? Wants to learn from the past.	In 1979 Town Meeting voted to create a Capital Budgeting and Investment Committee and then in 1989 TM voted to transfer the authority of that committee to the Board of Selectmen. At that point Town Government generally was moving from citizens to professionalization. Hiring a Town Accountant, Executive Secretary, Town Administrator, Town Manager, government reform in general in the state.
Like the following: <ul style="list-style-type: none"> • idea of a standing committee for the first few cycles, like experience before bylaw changes are considered • value to doing this work in public • moving from 5 year to 10-year capital plan 	No action needed
Climate Action Committee	
Broaden the term environmental sustainability to Sustainability, Climate Change Mitigation, and resilience and other suggested changes to CAC specific sections.	Document redlined
Propose a tool to refer to - a checklist summary that will be easy for departments to use. Suggest departments that are proposing meet with CAC director to work through checklist with CAC director and explain rationale when compliance is not possible.	Will be a suggestion to proponents to meet with the Climate Action Director when completing the Project Proposal Form and proponents can use the CAC drafted checklist.
Are grants discussed?	Included an update.
Supportive of proposal, particularly CAC considerations being brought in at the beginning of the process.	No action needed.
Board of Public Works	
Do you have a maximum amount of projects in terms of \$ per year to fit.	Not at this time, the Select board has not yet had that discussion. There may be a need to develop a Capital Policy. We need to understand better residents willingness to bear additional tax burden.
How will other factors like revenue growth, infrastructure needs, and potential overrides in the same 10 year period be communicated in addition to the additional tax burden of debt exclusions for capital projects.	The TWFP is the vehicle for this and presently looks out 3 additional years. To discuss with TWCPC team.
Planning considerations – how to get a sense of what infrastructure and public safety requirements are with development across town. Is there a member on the committee looking forward to those items?	We have plans for municipal projects like the downtown amenities plan. For private development we do have a sense of what may be coming. Input from the Executive Director will speak to this.

<p>Like the concept, understands the level of proposed projects are financially unsustainable,</p> <ul style="list-style-type: none"> • what are the metrics we are aiming for, • how do we stop “lumpiness” in project financing. 	<ul style="list-style-type: none"> • As above – not defined yet • That is one purpose of this committee – the discussions happen now between staff, as proposed this will now be in the public realm.
<p>How the capital plan would need to be adjusted based on any unplanned serious events that require capital to fix/repair any damage (e.g. flooding/tornados, large fires, etc.)?</p>	<p>Our Financial Reserves policy - see steps 4 through 6 speaks to this type of situation - we specifically added language to make it clear we could use reserves in an emergency situation and how we would then recover.</p>
<p>Board of Library Trustees</p>	
<p>From the BLT public meeting:</p> <ul style="list-style-type: none"> • Regarding the 10-year plan, will there be an annual review so that changes can be made to the plan? • Liked the fact that meetings are public. • Feel all departments who have custody of a building or a project in play should be a voting member of the committee. Feel missing expertise for example BLT spent a lot of time on carpet samples, FFE, car park project. Lacks collaboration, feels there are no downsides and why not include all stakeholders, even if there are no large projects coming forward. Feels like outsiders looking in with no voice. 	<ul style="list-style-type: none"> • Yes – the TWCPC meets several times annually – see the detailed planning document. The expectation is that the 10-year Capital Plan will be subject to ongoing revision in the same way the current 5-year plan is. • No action needed <p>It is not best practice to include all bodies in the committee and reverts to the matter of concern noted by the GFOA outlined in the presentation and cover memo.</p> <p>This is a capital planning committee, the committee is not reviewing details of proposed design and construction questions. The Boards on the committee represent the vast majority of capital projects, and is being established to assist the Select Board in the execution of its responsibilities under the TBL for capital planning,</p> <p>As discussed at several SB meetings, it is unlikely the BLT will have a major capital project forthcoming in the upcoming 10-year period except a systems project where FMD expertise is critical. For that project the BLT will have a voice at the table to advocate.</p> <p>SB has not come to consensus on membership – continue discussions.</p>
<p>From BLT memo:</p> <ul style="list-style-type: none"> • It has been suggested that we need a townwide facilities master plan which would surely require input from all departments that have responsibility for buildings. • While the library does not have as many projects that meet the threshold for discussion as others on the committee, the library may indeed have projects that will need to be included on the timeline in the future. Without full membership on the committee, the proposal to simply come before the group to petition for a project and have no vote on the outcome seems a poor substitute. <p>Departments who have responsibility for buildings, should be present as committee members with voting rights.</p>	<ul style="list-style-type: none"> • The facilities masterplans that are critical are DPW, Fire, and School buildings as Town assets that have been identified to require major building projects in the next 10 years. • As discussed above and at SB meetings it is not best practice to include all bodies. SB needs to continue discussions on membership.

<ul style="list-style-type: none"> The Select Board has made it a point to stress the goal of individual town departments collaborating effectively to function as “one town” and have worked to bring that concept into reality. Regretfully, excluding only two departments/boards from full participation appears to undermine that effort. Again, NRC may or may not wish to participate so it could end up adding only one more seat. Full participation by all property stakeholders encourages collaboration among town staff and departments, allows the committee to benefit from departmental expertise and experience, and builds stronger support for the timeline and plans that are developed. It is collaborative rather than exclusionary, democratizes the process and promotes the goal of a unified and aligned town. Everyone benefits. 	<ul style="list-style-type: none"> No bodies are excluded and their participation and advocacy is welcome and valued. SB has not come to consensus – continue discussions.
Community Preservation Committee <p>When CPC finances capital projects e.g. North 40 took on debt 30 years. Technically not through a debt exclusion. Being paid back by CPC \$\$\$. That being the case, how does the committee interact with CPC.</p>	<p>This would give all the parties involved a place to communicate and discuss considerations – e.g. MOPO and board/staff capacity, NRC questions and readiness for TM action. Going forward anticipate potential partnerships with CPC that may come before the committee - for example with the AHT. Would invite the parties to come and discuss as project proponents. Many smaller NRC projects don't meet the threshold and would not be taken up, some would quite likely be waived – e.g. dredging.</p>
<p>Would Town Bylaws need to be changed? What is the membership? Who votes on that? Why is the term one year?</p>	<p>Discussed the committee is being established as a standing committee to assist the SB in its capital planning responsibilities. Want to gain experience and make changes to the process as necessary before considering TBL changes. As this is a SB standing committee, the SB is establishing the committee structure. It would be at the discretion of the SC and BPW who their representative would be. The term of one year is to allow flexibility for changes that boards may feel are necessary to balance workload or changes in the boards.</p>
<p>Concern about smaller projects or projects from proponents not on the committee being supported when brought forward, like history with MOPO.</p>	<p>Smaller projects would not be taken up by this committee. The SBs responsibility is to the community as a whole. Having these discussions in public, with proponents welcome to advocate for their project allows a more holistic approach.</p>
Municipal Light Board	
<p>Since many town capital projects may need participation from the MLP, for example school air conditioning, solar on roofs, etc, the town process should be clear on how to work with the MLP to include any MLP capital spending that would result from these types of projects.</p>	<p>MLP director will be invited as ex officio, now stated in the document.</p>
<p>MLB Chair, Member Criswell and Director Woods were very supportive of the initiative.</p>	
Permanent Building Committee	

<ul style="list-style-type: none"> Strong support for the citizen representative to have construction experience as opposed to finance, particularly because there is significant finance representation on the committee/Ex-officio staff. Having a view of what construction is costing and the 5/10 year lookout would be helpful. Likes inclusion of schools as they deal with complex set of conditions and are experiences in the capital process. Would they consider being recused simply on the voting aspect. when their projects come forward? PBC gives guidance to shape a project, hard to say no. PBC as a construction committee can't weigh in on program needs. Make it clear in the proposal that capital plans change as intentions, programs and studies change. Request with regard to master planning. And who does that work. If FMD staff are involved in master planning need to ensure sufficient resources for ongoing PBC work. Is there a need for a planner on staff? 	<ul style="list-style-type: none"> Agree – discuss further at SB Not a common practice and proponents are advocates in the TWCPC as compared to PBC. Note this committee is an advisory committee but the responsibility for making the capital plan rests with the SB. It will be clear in the report from the TWCPC that recommendation is being made for the coming year capital projects with out-years very much subject to change. FMD staff are critical and FMD director is a key member of the committee – staff and board capacity/bandwidth is an evaluation criteria – staffing concerns should be raised in the process.
Planning Board	
No feedback received to date.	



Town-Wide Capital Planning Committee Draft Policy

From Jop, Meghan <mjop@wellesleyma.gov>

Date Mon 12/1/2025 4:42 PM

To DL: Department Heads <dh@wellesleyma.gov>; Madison Riley <cmriley@wellesleyma.gov>; Egan, Tim <timothy.egan77@gmail.com>; W. Arthur Garrity III (agarritty@lawglm.com) <agarritty@lawglm.com>; Marcia Testa Simonson <mtesta@wellesleyma.gov>; Jeff Wechsler <jewellesleybpw@gmail.com>; Lise Olney <lolney@wellesleyma.gov>; Stephen Murphy <smurphy@wellesleyma.gov>; Judy Gertler <judy.gertler@gmail.com>; Marc Zawel <mzawel@gmail.com>; Marla Robinson <marlarobinson@comcast.net>; Anthony Bent <abent@wellesleyma.gov>; Edward Hall <ehall@wellesleyma.gov>; Jay McHale <jmchale@wellesleyma.gov>; Michael Tauer <mtauer@wellesleyma.gov>; Marc Charney <mcharney@wellesleyma.gov>; Paul_Cramer <pacramer1960@icloud.com>; Niki Ofenloch <fenlochn@wellesleysps.org>; Lesley Robertson <lesleyrobertson500@gmail.com>; Randy Becker <rbecker@wellesleyma.gov>

Cc Colette Aufranc <caufranc@wellesleyma.gov>; Kenneth Largess <klargess@wellesleyma.gov>

1 attachment (294 KB)

Draft TWCPC to all boards for comment 11.25.25.docx;

Good evening Department Heads and Board Chairs,

The Select Board and the Select Board's Policy Subcommittee have been diligently working on a new Town-Wide Capital Planning Committee Draft Policy. We had a brief presentation on this concept during the All-Board Meeting on October 6, 2025, and now are sharing the draft policy with you for your board's/committee's review.

We kindly ask that you review the attached draft policy and provide your comments to the Policy Subcommittee (copied herein) by January 15, 2026. Your feedback is important and will help ensure that the policy meets the needs and expectations of all stakeholders.

If you would like a presentation or require additional information, please feel free to reach out directly to [Colette Aufranc](#), who is taking the lead from the Policy Subcommittee on this matter. Colette will be more than happy to assist you with any queries or additional information you may need.

Thank you for your collaboration on this initiative.

Meghan C. Jop
Executive Director
Town of Wellesley
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781.431.1019 x 2200

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Subscribe to **The W**, a new digital Town newsletter providing updates on projects, policies, and community initiatives to keep Wellesley residents & businesses in the know.

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

Exhibit A

Town of Wellesley Town-Wide Capital Planning Committee (The Committee)

This document outlines the structure, responsibilities, and evaluation process used by the Town of Wellesley's Town-Wide Capital Planning Committee to review, prioritize and recommend major capital projects for long-term municipal planning and budgeting, and to develop an annual Town-Wide Capital Plan.

I. General Description of the Committee's Role

Commented [CA1]: I need to make these chapter hyperlinks work - help!

II. Mission Statement

III. Duties and Responsibilities

1. [Review and Evaluate Proposed Capital Projects](#)
2. [Develop and Update the Ten-Year Town-Wide Capital Plan \(TWCP\)](#)
3. [Provide Recommendations to the Select Board](#)
4. [Ensure Public and Stakeholder Engagement](#)
5. [Incorporation of the TWCP into the Town-Wide Financial Plan \(TWFP\)](#)

IV. Criteria Used to Evaluate Projects

1. [Benefit to the Community](#)
2. [Strategic Alignment](#)
3. [Urgency/Need](#)
4. [Cost and Budget Impact](#)
5. [Risk Assessment](#)
6. [Feasibility – Technical Financial and Logistical Viability](#)
7. [Environmental Sustainability, Climate Mitigation, and Resilience](#)
8. [Compliance with Regulations](#)
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IX. Committee Meeting Schedule

X. Conclusion

XI. Appendices

I. General Description of the Committee's Role

The Committee plays a crucial role in evaluating and prioritizing major capital projects for the Town. This includes assessing proposed building, civil/site, land purchases, and other significant infrastructure projects. The goal is to provide recommendations to the Select Board for inclusion in the Town's Ten-Year Town-Wide Capital Plan (TWCP) and Town-Wide Financial Plan (TWFP).

The Committee evaluates projects based on their alignment with the Town's long-term goals, fiscal sustainability, and community impact, to ensure that resources are allocated in accordance with alignment with the stated evaluation criteria.

The Committee aims to increase public awareness of the major capital projects that will be considered for inclusion in the Capital Plan each year, so that the public may comment on these projects during public meetings at each phase of a major capital project (master plan, feasibility study, design, and construction).

The Town-Wide Ten-Year Capital Plan (TWCP) differs from the Cash-Capital Budget/Plan that each department prepares each year. The cash-capital budgets generally include projects under \$1,000,000, and many non-construction projects such as purchasing vehicles, equipment, and fixtures/furnishings/equipment. Separating the larger capital projects from department specific cash-capital projects allows appropriate focus on the larger, more costly projects. A ten-year window (rather than 5-year) is used for the TWCP as many major projects have schedules/durations of at least 8 to 10 years when the various project phases described in the above paragraph are considered together.

Throughout this document, "including" shall mean without limitation, unless otherwise stated.

II. Mission Statement

The mission of the Committee is to systematically assess and recommend capital projects that reflect the Town's strategic needs while prioritizing fiscal responsibility. The Committee will bring forward ~~a~~ recommendations that maintain ~~the Town's~~ assets and infrastructure in a fiscally sustainable manner. The Committee shall provide a comprehensive, transparent, and data-driven approach to capital planning, ensuring that proposed projects align with the Town's long-term goals.

III. Duties and Responsibilities

1. Review and Evaluate Proposed Capital Projects:

- a.** Consider proposed building, civil/site, and other infrastructure projects, as well as land purchases with initial or projected costs of \$24,000,000 over the duration of

Commented [CA2]: Consider increasing based on feedback. In discussions with the working group \$2m was suggested as an appropriate number.

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the project, or as may be recommended to the Committee for consideration by the Executive Director due to the nature or complexity of the project.

~~a.b. The Committee may determine a project with initial projected costs over \$2,000,000 may not necessitate its review and may exempt projects from the review process.~~

~~b.c. Assess the alignment of projects with the Town's financial policies, strategic goals and planning documents, community needs, and fiscal health.~~

2. Develop and Update the Ten-Year Town-Wide Capital Plan (TWCP):

- a. Establish an initial ten-year TWCP beginning with FY27, that includes prioritized projects.
- b. Annually review and adjust the TWCP to reflect changes in project priorities, funding availability, Town needs, and other relevant factors.
- c. Annually review and assess unspent capital funding ~~for possible reallocation.~~

3. Provide Recommendations to the Select Board:

- a. Recommend which projects should be included in the TWCP based on Project Evaluation Reports. Provide specific ~~feedback~~recommendations as to why projects should be delayed based upon readiness, availability of resources, or other assessed criteria.
- b. Make recommendations regarding funding strategies (cash-capital, inside the levy, debt exclusion, Community Preservation Act funds, revolving accounts, gifts etc.) based upon the financial parameters the Select Board sets in consultation with the Executive Director and the Chief Financial Officer, and make any necessary adjustments to ensure projects align with the Town's financial capacity and Select Board Financial Policies.
- c. Make recommendations regarding placeholder dates and budgetary amounts in the TWCP for all phases of the project including master plan, feasibility study, design and construction.

4. Ensure Public and Stakeholder Engagement:

- a. Hold regular public meetings (from September to February and otherwise as needed) to review progress, make adjustments and solicit input from key stakeholders.
- b. Present an updated TWCP within the TWFP at the Annual Town Meeting.

5. Incorporation of the TWCP in the Town-Wide Financial Plan (TWFP):

- a. The Advisory Committee is charged with considering all matters included in the warrant for Town Meeting and publishing a written report of its recommendations. The Select Board is charged with the preparation of the capital budget program, preparation and maintenance of the TWFP, and presenting the capital budget program and TWFP to Town Meeting. The Advisory Committee may request the Select Board to present the TWFP to Advisory Committee. The proposed TWCP will be incorporated into the TWFP, and the Advisory

Committee may comment on the TWFP either in the Report to Town Meeting or orally at Town Meeting.

IV. Criteria Used to Evaluate Projects

Sponsoring boards will document in the Project Proposal Form how they believe the proposed project aligns with the following evaluation criteria. The Committee shall apply its professional judgment and may consider the following non-exhaustive factors, recognizing that not all will apply in every case and that qualitative trade-offs are expected. These factors are intended to inform discussion and advice to the Select Board; they are not binding rules.

1. Benefit to the Community

- a. How will the project benefit the Town and its residents? This may include improvements in public safety, accessibility, sustainability, resident services, school learning environment and overall quality of life.

2. Strategic Alignment

- a. How well does the project align with the Town's long-term goals and priorities, including those set forth in the Unified Plan or its successor documents, Financial Policies, established budget guidelines, sustainability and resiliency plans?

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Appendix 6 includes a listing of strategic plans.

3. Urgency/Need - How does the project align with the Town's established guidelines for capital prioritization:

- a. Federal, State or local Mandate
- b. Impact on Service to the Public
 - i. Service addresses an immediate public health, safety, accreditation, or maintenance need
 - ii. Service would be improved and addresses a public health, safety, accreditation or maintenance need
 - iii. Service is greatly improved
- c. Urgency of Maintenance/Replacement Need
 - i. Service or replacement is currently interrupted
 - ii. Project/expense/replacement requested will result in full restoration of service
 - iii. Project/expense/replacement is the most cost-effective method of providing or maintaining service
 - iv. Service is not currently interrupted, but the likelihood is that it will be in the next five years if the project/expense/replacement is not funded
 - v. Costs will increase (beyond inflation) if the project/purchase/ replacement is delayed
 - vi. Project/expense/replacement is being requested to meet existing replacement schedule
- d. Proportion of project/expense funded previously

- i. Request will complete project
- ii. Request will move project to Feasibility
- iii. Request will move project to Schematic Design
- iv. Request will move project to Construction
- e. Proposed capital expenditure meets or supports a goal or initiative of a major strategic plan as outlined in Appendix 6, the Unified Plan
- f. ~~Proposed capital expenditure meets a goal or initiative of the Municipal Vulnerability Study~~
- g. ~~f. Proposed capital expenditure meets a goal or initiative of the department, board, or committee~~

4. Cost and Budget Impact

- a. The basis for determining costs included in the plan will generally be square foot cost data, unless more detailed/reliable cost information is available from previously performed studies or design. Escalation values will be applied to projects to account for anticipated inflation by future implementation dates, using available information.
- b. What is the estimated total cost of the project at each phase of development from Master Plan to Construction?
- c. Is there an alternative capital improvement project that would extend the service life of an asset while maintaining the current service level? Consider major expenditures that would avoid or defer future costly replacement.
- d. What is the estimated debt-impact for significant (debt-funded) projects, and the corresponding estimated tax impact to Wellesley property owners?
- e. What are possible “swing space” needs for temporary construction space, options, and associated costs?
- f. Alternative “operational” solutions that could avoid major capital projects must be considered and discussed.
- g. If a funding opportunity arises, the Committee will assess the potential impact on the prioritization of the Capital Plan.

5. Risk Assessment

- a. What are the risks associated with proceeding and not proceeding with the project (e.g., regulatory, equipment/system failures, higher capital costs and community and environmental impacts)?

6. Feasibility – Technical, Financial and Logistical Viability

- a. Is the project feasible from a technical, financial and logistical perspective? Is the technical expertise, including sustainability expertise, required for successful completion readily available (has it been done elsewhere or is it a “prototype” project with increased risk)?

7. ~~Environmental Sustainability, Climate Change Mitigation, and Resilience~~

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- a. How does the project promote or align with Town climate change mitigation goals including goals for greenhouse gas emissions reduction? sustainable practices, including environmental, energy efficiency, and resilience? Does it align with the Climate Action Plan and Green Communities Electrification Plan?
- b. How does the project align Assess alignment of projects with the Town's guidelines and strategic plans enumerated in Appendix 6, including the Municipal Sustainable Building Guidelines, the Decarbonization Roadmap, the Sustainable Mobility Plan, and the Hazard Mitigation Plan. In assessing the alignment and compliance with these plans, operational efficiencies, incentives and grants, and return on investment, including life-cycle cost analyses, must be considered and discussed.

8. Compliance with Regulations

- a. Are there any unique or extraordinary local, state, and federal regulatory requirements that could impact the project. What regulations will apply to the project and at what cost?

9. Long-Term Operational Costs and staffing

- a. What are the projected ongoing operational, custodial and maintenance costs once the project is completed?
- b. Has a staffing plan detailing who has responsibility for ongoing maintenance been identified and agreed to by stakeholders?
- c. What is the funding source for ongoing operational costs (operational budget, revolving funds, other?)

10. Board and Staff Capacity

- a. Do boards (Permanent Building Committee, Board of Public Works) and staff (Facilities Management Department, Department of Public Works Engineering) have the capacity and availability (i.e. bandwidth) to manage the project?
- ~~a.b. If bandwidth constraints have been identified, specify the impact on project proposals including potential deferrals.~~

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V. Project Scoring and Weighting of Criteria

When appropriate, numerical metrics can be applied to help differentiate projects that appear to have equal prioritization. If the Committee determines scoring would be helpful in the deliberation process, projects should be scored using a weighted system based on the importance of the criteria. A sample scoring methodology might be as follows:

Criteria	Weight	Score Range (1/10)
Benefit to the Community	15%	1-10
Strategic Alignment	15%	1-10
Urgency/Need	15%	1-10
Cost and Budget Impact	20%	1-10
Risk Assessment	10%	1-10
Feasibility and technical Viability	5%	1-10

<u>Environmental Sustainability, Climate Change Mitigation, and Resilience</u>	5%	1-10
Compliance with Regulations	5%	1-10
Long Term Operational Costs and Staffing	5%	1-10
Board and Staff Capacity	5%	1-10
Total	100%	

Projects should be rated, on an as needed basis, according to these criteria, with the final score used where necessary to assist in prioritizing projects for the TWCP. Projects that have potentially critically limiting challenges/issues should identify such issues as “deal breakers”, regardless of the scoring.

VI. Format for Presenting Projects

The first time the project is requested to be added to the TWCP, the proponent is responsible for preparing a standardized project proposal form, stating clearly and concisely why the project is needed. The form should address the criteria listed above to facilitate comparable evaluation among projects. The standardized format will include:

1. Project Title
2. Project Proponent (Department, Board or Committee)
3. Project Description, including descriptions as Building, Site or Other
4. Project Need and Benefits (brief statement to be prepared by Project Proponent)
5. Projected Timeline (start dates)

This format ensures transparency and consistency in the evaluation and presentation of projects.

The projects should also be presented graphically in a table (like the current Major Project Financing Schedule), over a ten-year period or longer if required (i.e. Middle School Replacement). Projects in the Table should be broken out by Building, Site or Other. An excerpted sample is shown below and attached at the end of this document.

VII. The Committee

1. **Membership** - The Committee will include members as follows:

Voting Members:

- Two Select Board Members (TWCPC Chair)
- One Board of Public Works Member
- One School Committee Member
- Citizen Representative (appointed by the Select Board)

Ex Officio, non-voting:

- Executive Director
- Chief Financial Officer (CFO)

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- Facilities Director
- Department of Public Works (DPW) Director
- School Superintendent or Assistant Superintendent for Finance and Operations
- Sustainability Director
- Municipal Light Plant Director
- One or more Temporary Members as set out in the Appointments section below

Each member will bring specialized knowledge from the organization which they represent to ensure thorough evaluation and informed decision-making regarding proposed capital projects. The Citizen Representative will preferably have a background in the construction or finance industries. The Advisory Committee may appoint a liaison to act as a conduit of information to and from the TWCP, as other Advisory Committee liaisons do with other Town boards, committees and commissions.

2. Quorum and Voting

- a. A quorum shall consist of 3 voting members. No official business may be transacted, and no motion shall be voted upon, without a quorum present.
- b. Once a quorum has been established, the affirmative vote of a simple majority of the members present and voting shall be required to pass any motion or resolution. A simple majority is defined as more than fifty percent (50%) of the votes cast.
- c. Abstentions will not be counted as a vote for or against a motion.

3. Appointments

- a. Appointments should be made as early in the fiscal year as possible with notice of the first meeting dates, so that the Committee may begin their work in a timely manner.
- b. The Citizen Representative will be appointed by the Select Board and must be a Wellesley resident and will have a specialized background in finance or construction.
- c. The members of the Select Board, the Board of Public Works, and the School Committee will be appointed by their respective boards.
- d. The Committee may appoint, as a temporary additional non-voting member, one individual who is a member or representative of the entity for which a project is being designed or constructed as a project proponent to advise the Committee during its consideration of that entity's proposed project and only on that project for the period during which the Committee is exercising its functions with respect to such project.

4. Term

- a. The Select Board, Board of Public Works, and School Committee Designee will have a one-year term which may be extended annually by the respective board.

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Commented [CA3]: Discuss feedback from PBC who suggested a strong preference for construction experience - consider recruiting a resident with construction finance expertise.

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- b. The Citizens Representative will have a three-year term commencing on June 1, unless a vacancy is being filled.

5. Ex Officio Support Staff

- a. Support staff for the Committee will be from the ~~Chief~~ Financial Officer (~~CFO~~).

VIII. Documentation of Committee Decisions and Commentary

The following process will be used to document Committee decisions and commentary:

1. **Agendas and Meeting Minutes** - All Committee meetings will have posted agendas and will be documented with minutes in accordance with the Town bylaws.
2. **Evaluation Reports** - For each project, the Committee will generate an evaluation report that includes the scoring breakdown if used, discussion points, and rationale for prioritizing or deferring a project. If there are significant concerns or unanswered questions regarding a project, the Committee may choose to recommend take no action/advancement of the project until such issues are addressed to the satisfaction of the Committee and the Select Board.
3. **Formal Recommendations** - A final summary report of recommended projects will be prepared for presentations to the Select Board, Advisory Committee, and the Annual Town Meeting. This will include a summary of the scoring breakdown if used, ranked projects, and key discussion points
4. **Public Access** - All meeting minutes, reports, and recommendations will be made publicly available on the Town's website to ensure transparency and community engagement. Meetings will be televised whenever practicable, and recorded for later viewing through Wellesley Media, in accordance with the Town's Recording of Meetings Regulations.

IX. Proposed Committee Meeting Schedule

The Committee ~~will~~may meet during working hours with a proposed meeting schedule as set out below between September and March as follows, with additional meetings as may be deemed necessary by the Committee:

1. **September** – Kick off meeting:
 - a. Orient new members – review bylaws, procedures, financial policies, mission statement and charge.
 - b. Administrative matters – set meeting schedule, elect vice chair and secretary.
 - c. Review existing plan – 3-year look-back for release of funds, status of incomplete projects, discuss known emerging large projects, review recent feasibility studies or visioning studies/committees.
 - d. Identify questions raised for staff follow up.
2. **November** – Review New Project Submittals & Prepare Draft TWCP:
 - a. Review and evaluate new project submittals. Identify which projects the Committee feels are simple enough and do not need to go through the full evaluation process, and which projects the Committee would like to take through the complete evaluation process.
 - b. Identify questions raised for staff follow up.
 - c. CFO to recap Cash Capital and Free Cash funding potential, suggest funding methods and potential debt exclusions.

- d. Establish preliminary draft TWCP.
- 3. **Early January** – discuss draft TWCP, CFO to identify changes to initial suggested funding methods, elicit final comments, identify questions raised for staff follow up.
- 4. **Mid-January** - presentation of draft TWCP and recommendations to Select Board, identify questions raised for staff follow up.
- 5. **February** – Present TWFP including TWCP to the Advisory Committee.
- 6. **March** – Present to Town Meeting.

X. Conclusion

The Committee will provide a structured and methodical approach to evaluating and prioritizing capital projects, ensuring that the Town's infrastructure needs are met in a financially responsible, systematic and comprehensive manner, and that the public is fully informed of the process and the work of the Committee. The Committee's efforts will help guide the Town in making strategic, long-term decisions that align with the community's needs and vision for growth. This Committee will begin work in July 2026 to prepare for the initial meeting in September 2026 and evaluate project proposals being brought to Town Meeting following the Special Town Meeting of Fall 2026.

This document outlines the creation and scope of responsibilities for the Committee. It provides clear guidelines on how projects will be evaluated and ensures that the process remains transparent, well-documented, and aligned with the Town's priorities.

XI. Appendices

Appendix 1 - Project Proposal Form

Appendix 2 - Project Evaluation Report

Appendix 3 - Summary Report

Appendix 4 - Town-Wide Capital Plan: Major Projects Over 10-Years

Appendix 5 - Vision and Values Statements

Appendix 6 - Index of Strategic Plans

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Appendix 1

Town of Wellesley, Massachusetts
Town-Wide Capital Planning Committee
Project Proposal Form

Boards/committees/commissions acting as *Project Proponents* must complete this form as the first step to be considered by the Committee for inclusion in the Plan. This form need only be completed once for each phase (masterplan, feasibility, design, construction), unless the scope or cost have changed significantly since the initial inclusion in the plan, as determined by the Committee. Proponents are encouraged to meet with the CFO, Facilities Director, and Climate Action Director when preparing the Project Proposal Form.

<i>Date:</i>	
<i>Fiscal Year:</i>	
<i>Project Name/Title:</i>	
<i>Proponent Board/Committee/Commission:</i>	
<i>Department:</i>	
<i>Project Phase (master plan, feasibility, design, construction, N/A):</i>	
<i>Expected Project Start Date:</i>	
<i>Project Description:</i>	

Project Need and Benefits

In the space below or as a separate document, the Project Proponent can provide information to support its request to have the project included in the TWCP. Proponents should refer to Section IV – Criteria Used to Evaluate Projects and identify where the proposed project aligns with the criteria in advocating for a proposal.

Appendix 2

Town of Wellesley, Massachusetts
Town-Wide Capital Planning Committee
Project Evaluation Report

This report is used by the Committee to evaluate proposed capital projects. Criteria described below [and in section IV of this document](#) shall be used by the Committee in determining the score for each criterion as applicable.

Date:	
Project Name:	
Proposing Board/Committee/Commission:	
Department:	
Project Phase (master plan, feasibility, design, construction, N/A):	
Fiscal Year:	

Criteria Used to Evaluate Projects

1. Benefit to the Community

- a. Explain the benefits such as improvements in public safety, accessibility, sustainability, resident services, school environment, and quality of life.

2. Strategic Alignment

- a. How well does the project align with the Town's long-term goals and priorities, including Climate Action Plan, Unified Plan, financial Policies, and established budget guidelines?

3. Urgency/Need

- a. How does the project align with the Town's established guidelines for capital prioritization:
 - i. Federal, State or local Mandate
 - ii. Impact on Service to the Public (public health, safety, accreditation, maintenance needs)
 - iii. Urgency of Maintenance/Replacement Need (likelihood of failure, cost implications)
 - iv. Proportion of project/expense funded previously (completion stage)
 - v. Alignment with Unified Plan, Municipal Vulnerability Study, department initiatives

4. Cost and Budget Impact

- a. Provide total estimated cost by phase, potential alternative solutions, incentives and grants, debt impact, tax implications, swing space needs, and operational alternatives.
- a-b. Consider operational efficiencies, incentives and grants, and return on investment including life cycle cost analyses.

5. Risk Assessment

- a. Identify potential risks (environmental, regulatory, equipment/system failures, higher capital costs, community impacts).

6. Feasibility – Technical, Financial and Logistical Viability

- a. Assess technical, financial and logistical feasibility, availability of required expertise.

7. Environmental Sustainability, Climate Change Mitigation and Resilience

- a. Alignment with sustainable practices and strategic plans listed in Appendix 6, including Municipal Sustainable Building Guidelines and the Decarbonization roadmap, such as the Climate Action Plan, Green Communities Electrification Plan, Decarbonization Roadmap, Sustainable Mobility Plan, and Hazard Mitigation Plan.

8. Compliance with Regulations

- a. List unique local, state, and federal regulatory requirements impacting the project.

9. Long-Term Operational Costs and Staffing

- a. Provide projected ongoing operational, custodial and maintenance costs, staffing plans, and funding sources.

10. Board and Staff Capacity

- a. Assess whether boards and staff have the capacity to manage the project.

Project Scoring and Weighting of Criteria

When appropriate, numerical metrics can be applied to help differentiate projects. These metrics need not be used for all proposed projects and would only be used to help differentiate projects that appear to have equal prioritization. If scoring is used, apply a weighted system as follows:

Criteria	Weight	Score Range (1/10)
Benefit to the Community	15%	1-10
Strategic Alignment	15%	1-10
Urgency/Need	15%	1-10
Cost and Budget Impact	20%	1-10
Risk Assessment	10%	1-10
Feasibility and technical Viability	5%	1-10
Environmental Sustainability	5%	1-10
Compliance with Regulations	5%	1-10
Long Term Operational Costs and Staffing	5%	1-10

Board and Staff Capacity	5%	1-10
Total	100%	

Committee Discussion

In the space below (or as an attachment), discuss the scoring breakdown if used, discussion points including the basis for recommending a particular fiscal year placement in the TWCP schedule (i.e. rationale for moving a project ahead, back or remain the same in the schedule), and rationale for prioritizing or deferring a project. If there are significant concerns or unanswered questions regarding the possible adoption of a project, the Committee may choose to takerecommend no action is taken on the project until such issues are addressed to the satisfaction of the Committee and the Select Board:

Appendix 3

Town of Wellesley, Massachusetts
Town-Wide Capital Planning Committee
Summary Report

This FY27 *Summary Report*, includes a **table** with all projects recommended for inclusion in the Town-Wide Capital Plan (TWCP), by the Committee over the next ten years.

The table delineates projects into three categories: Buildings, Site and Other. Projects are further itemized by phase, estimated costs and estimated tax impacts. Initially assumed funding sources (inside levy, debt exclusion, CPC or other) are also indicated. In some cases, scoring provided by the Committee using established criteria is used in the table as a way to further assess projects that may have similar needs/prioritizations.

Equally important as the estimated cost/budget is the placeholder dates assumed for when the projects would start and require funding.

Summary

The *Project Evaluation Report* prepared for each project by the Committee should be reviewed for more detailed information on each project. Similarly, the *Project Proposal Form*, prepared the Board/Committee designated as the Project Proponent, should be reviewed to understand the Proponent's basis for requesting the project, the need and expected benefits.

Project Name	Proponent	Committee Scoring (if applicable)	Project Description	Discussion (Hyperlink to Project Evaluation Report)

Appendix 4

Town of Wellesley, Massachusetts
Town-Wide Capital Planning Committee
Town-Wide Capital Plan: Major Projects Over 10-Years

Appendix 5

Town of Wellesley, Massachusetts
Town-Wide Capital Planning Committee
Vision and Values Statements

Vision and values of the Town of Wellesley

The Unified Plan Pages 6 and 7 set out the Vision and Values of the town as identified during the community engagement process of completing the plan and are excerpted below.

Vision Statement:

In 2040... Wellesley is a town recognized for its welcoming community culture and exemplary town services; commitment to education and life-long learning; a quality of life that enhances the health and social well-being of its residents; respect for the environment and support for sustainability, conservation, and protection of physical and historical assets; and for its dynamic and thriving business community. Wellesley is recognized for its fiscally sound, well-managed, innovative, and accessible town government that has strong citizen participation and a highly motivated, collaborative and talented professional staff.

Values:

- **Diversity:** Establish, implement and support ongoing initiatives to maintain Wellesley as a community that welcomes a diversity of people and households.
- **Sense of Community:** Foster a sense of community and community-building through support for inclusive services and facilities, town-wide events, multi-generational activities, and community gathering places.
- **Town Character:** Establish policies, practices and criteria for the preservation of the character of the town's residential neighborhoods, commercial centers, and open spaces.
- **Excellence in Service Delivery:** Provide a broad array of services to residents and other users of town services; maintain a strong customer service orientation that strives for excellence in every aspect of service delivery.
- **Education:** Support best-in-class public education, library, recreational and senior services.
- **Healthy Lifestyles:** Enhance the health and wellness of residents through public health initiatives, educational, social and recreational opportunities; create the conditions for healthy lifestyles through easy access to healthful food, medical and psychological care, support systems, non-motorized transportation options, and town facilities.
- **Connectivity of People and Places:** Provide safe, accessible, and efficient transportation choices including public transportation, pedestrian and bicycle pathways, to connect people to town destinations and the region.

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- **Conservation and Sustainability:** Make resource-efficient choices to conserve energy, water, and materials; improve water and air quality and reduce carbon emissions; develop and implement sustainable practices to adjust to changing environmental conditions.
- **Town Asset Management:** Maintain, protect, preserve, and enhance the Town's physical assets including facilities, infrastructure, parks, open space, and natural resources.
- **Business-Friendly:** Support existing and new businesses in commercial areas that complement and enhance our community, while protecting quality of life and environmental resources.
- **Collaboration:** Leverage resources and expertise of local private businesses and institutions, as well as neighboring towns and regional agencies, to achieve mutual goals.
- **Best-Practice Implementation:** Establish best practices and priority-based resource allocation systems to support town services, infrastructure and capital investments in a fiscally prudent manner; conduct long-range fiscal/financial planning that includes appropriate metrics for evaluating progress and adjustment to changing financial conditions.
- **Democratic Government and Citizen Participation:** Promote participation and engagement in town governance and decision-making.
- **Transparency:** Facilitate public access to information, making it easy to understand how town government works, how decisions are made and how to get involved; encourage input from and effectively communicate with residents and other stakeholders.



Our Values guide the plan and its implementation



Diversity: Establish, implement and support ongoing initiatives to maintain Wellesley as a community that welcomes a diversity of people and households.



Sense of Community: Foster a sense of community and community-building through support for inclusive services and facilities, town-wide events, multi-generational activities, and community gathering places.



Town Character: Establish policies, practices and criteria for the preservation of the character of the town's residential neighborhoods, commercial centers, and open spaces.



Excellence in Service Delivery: Provide a broad array of services to residents and other users of town services; maintain a strong customer service orientation that strives for excellence in every aspect of service delivery.



Education: Support best-in-class public education, library, recreational and senior services.



Healthy Lifestyles: Enhance the health and wellness of residents through public health initiatives, educational, social and recreational opportunities; create the conditions for healthy lifestyles through easy access to healthful food, medical and psychological care, support systems, non-motorized transportation options, and town facilities.



Connectivity of People and Places: Provide safe, accessible, and efficient transportation choices including public transportation, pedestrian and bicycle pathways, to connect people to town destinations and the region.

(THE SEQUENCE IN WHICH THE VALUES APPEAR DOES NOT REFLECT A RANKING OF THEIR IMPORTANCE)



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



Town Asset Management: Maintain, protect, preserve, and enhance the Town's physical assets including facilities, infrastructure, parks, open space, and natural resources.



Business-Friendly: Support existing and new businesses in commercial areas that complement and enhance our community, while protecting quality of life and environmental resources.



Collaboration: Leverage resources and expertise of local private businesses and institutions, as well as neighboring towns and regional agencies, to achieve mutual goals.



Best-Practice Implementation: Establish best practices and priority-based resource allocation systems to support town services, infrastructure and capital investments in a fiscally-prudent manner; conduct long-range fiscal/financial planning that includes appropriate metrics for evaluating progress and adjustment to changing financial conditions.



Democratic Government and Citizen Participation: Promote participation and engagement in town governance and decision-making.



Transparency: Facilitate public access to information, making it easy to understand how town government works, how decisions are made and how to get involved; encourage input from and effectively communicate with residents and other stakeholders.

Appendix 6

Town of Wellesley, Massachusetts
Town-Wide Capital Planning Committee
Index of Strategic Plans

(prepared using AI summaries)

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Purpose of this Appendix

This appendix is prepared to provide easy access to the Town's mains strategic plans as a reference tool for Proponents or Committee members as they advocate for and evaluate projects. This appendix is a living document and may be updated periodically as plans are created.

Current Strategic Plans, Sponsoring Bodies and Synopses

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1. Unified Plan - 2019.

- Sponsored by the Board of Selectmen and the Planning Board in partnership with the Unified Plan Steering Committee.
- Wellesley's Unified Plan is a combination of a Comprehensive Plan and a Town-wide Strategic Plan and is our community's vision for the future. The Unified Plan articulates the core values of our community, establishes a vision for the future of Wellesley, sets town-wide priorities and goals, and provides guidelines on strategies, tools and specific actions to make the plan a reality. The Unified Plan addresses issues ranging from land use planning, economic development, housing, transportation, and education, to Town government operations and finance. It's a plan created collaboratively by Wellesley residents, Town staff and members of the Town's boards and commissions, and will be used alongside the Town-wide Financial Plan and the Five-year Capital Budget Program. Using the Unified Plan, Wellesley will work together to create a livable, innovative and fiscally-sound tomorrow.
- Specific parts of the Unified Plan that refer to the types of activities and projects that require capital investment include:
 - Goals and Strategies: The plan's various goals and strategies, spanning land use, housing, transportation, and public facilities, are intended to guide decisions about future capital investments.
 - Public Facilities, Services, and Infrastructure Section: This section identifies needs and recommends actions related to maintaining and improving Town assets.
 - Finance & Government Operations: This section discusses the importance of fiscal responsibility, long-range planning, and the use of pay-as-you-go financing for capital improvements, and it directs departments to

incorporate Unified Plan goals into their annual operating and capital budget requests.

○ "Shape Positive Investment" Theme: One of the plan's key themes focuses on guiding public investments in municipal facilities and property, as well as encouraging sustainable development and housing affordability, all of which involve significant capital outlays.

○ Part V Chapters 10 and 11 of the plan are most relevant.

2. Open Space and Recreation Plan (OSRP) 2015-2022, updated through 2029.

- Sponsored by the Natural Resources Commission in partnership with Wellesley Recreation Department, Wellesley Trails Committee, and Wellesley GIS team.
- Wellesley's Open Space and Recreation Plan aims to protect and enhance the town's natural resources and community character while ensuring equitable access to high-quality recreational opportunities. The plan focuses on preserving open space, safeguarding water resources, wetlands, and wildlife habitat, expanding and maintaining the tree canopy, and strengthening environmental stewardship and public awareness. It also seeks to improve and connect parks, trails, and recreational facilities to meet community needs, while integrating climate resilience and sustainable land management practices so that Wellesley's natural and recreational assets remain healthy, accessible, and resilient for future generations.
- Chapter 5 of the plan discusses tools for land acquisition.

3. Municipal Sustainable Building Guidelines (MSBG) - 2020

- Sponsored by the Climate Action Committee in partnership with the Facilities Management Department with a vote of approval from the Select Board, the School Committee, Wellesley Free Library Trustees, Board of Public Works, Municipal Light Board, Natural Resources Commission and Recreation Commission.
- Wellesley's Municipal Sustainable Building Guidelines (MSBG) set standards for new and renovated town buildings, emphasizing net-zero readiness, energy efficiency, electrification, and reduced carbon footprints, aligning with the town's Climate Action Plan to achieve net-zero emissions by 2050. Key aspects include adopting specialized energy codes, prioritizing all-electric systems, incorporating solar readiness, using sustainable materials, and designing for long-term cost-effectiveness while balancing environmental goals with functionality.
- MSBG present a minimum level of requirements for the design and development of new buildings, major renovations affecting 15,000 square feet or more with significant upgrades to the mechanical systems and building envelope, large additions of 10,000 square feet or more, new roofs: exploration of solar-ready and photovoltaic installations, and private development on Town-owned land.

4. Municipal Vulnerability Preparedness Plan (MVP) - 2020

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- Sponsored by the Natural Resources Commission in partnership with the Select Board, Board of Health, Planning Board, Climate Action Committee, and Wetlands Protection Committee.
- The Town completed a community planning process that examined the Town's vulnerability and strengths and helps prioritize actions to build resilience as the climate changes.
- A Final Summary of Findings outlines a prioritization of action steps to improve resiliency, including 3 top action steps for the community.

5. Climate Action Plan (CAP) - 2022

- Sponsored by the Climate Action Committee.
- Wellesley's Climate Action Plan (CAP) is a roadmap for reaching townwide greenhouse gas (GHG) emissions reduction goals, adopted by Town Meeting in 2021: a 50% reduction in GHG emissions below a 2007 baseline by 2030, a 75% reduction below the 2007 baseline by 2040, and net zero emissions by 2050. The CAP identifies 90 actions across six pathways: governance, energy, buildings, mobility, natural resources, and waste.
- Specific actions within the CAP that refer to the type of projects which require capital investment include:
 - Governance Pathway:
 - Incorporate GHG reductions and other sustainability considerations into the budget process, including capital planning and prioritization.
 - Develop an evaluation framework/tool to assist departments with sustainability analysis of proposed projects and initiatives.
 - Buildings Pathway:
 - Implement all-electric new construction of municipal buildings.
 - Electrify existing buildings when current HVAC systems need replacement.
 - Energy Pathway:
 - Install solar, energy storage, geothermal, or other renewable energy systems on municipal buildings when technically and fiscally feasible.
 - Mobility Pathway:
 - Accelerate the shift to electric vehicles (EVs), requiring departments to develop plans for replacing all vehicles with an electric-first hierarchy. This involves capital budgeting for the purchase of EVs and associated charging infrastructure.
 - Improve and add bicycle infrastructure across town.
 - Natural Resources:
 - Consider energy and water efficiency when capital planning for drinking water and wastewater treatment and distribution
 - Use nature-based solutions for managing stormwater

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6. Sustainable Mobility Plan (SMP)– 2022

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- Sponsored by the Select Board and the Planning Board in partnership with the Mobility Committee, The Climate Action Committee, the Council on Aging, the School Committee, the Trails Committee, and the Youth Commission.
- Wellesley's Sustainable Mobility Plan builds upon the Town's previous planning efforts to support multi-modal travel through infrastructure projects and policies geared toward providing safe, convenient, and accessible facilities for pedestrians, bicyclists, and transit users by establishing an actionable framework for achieving sustainable mobility in Wellesley.
- Specific components and initiatives related to the SMP that require or lead to capital investment include:
 - Infrastructure for Alternative Modes: The plan highlights the need for supporting infrastructure for walking, jogging, and biking, which involves capital improvements such as sidewalk connectivity, bike racks, road crossing lights, and bike lanes.
 - Electric Vehicle (EV) Integration: The plan addresses the acceleration of EV use. A related Town policy requires departments to incorporate plans for replacing all vehicles with an electric-first hierarchy into their capital budgets, which includes capital investments for purchasing EVs and installing necessary charging infrastructure.
 - Complete Streets Program: The SMP aligns with the Town's existing Complete Streets program, which has already received \$882,000 in construction funding through state grants. This funding is used for on-the-ground capital projects that improve safety and accessibility for all travel modes.
 - New Mobility Modes and Technologies: The plan investigates the potential for new services, such as a micro-transit service, which would likely require initial capital investment for vehicles and technology.
 - Grant Opportunities: A key part of the plan involves identifying priority projects that align with state and federal grant opportunities, such as those from the MBTA and MassDOT, which provide external capital funding for implementing mobility projects.

7. Hazard Mitigation Plan (HMP) - 2023

- Sponsored by the Select Board in partnership with multiple town bodies and senior staff together constituting the Hazard Mitigation Planning Committee.
- The plan identifies hazards and outlines strategies to reduce risks from natural hazards like floods, severe storms, and climate change effects, and its formal approval by the Federal Emergency Management Agency (FEMA) makes the Town eligible for federal grants that fund on-the-ground capital projects.

- Specific aspects of the HMP and related processes that facilitate capital investment include:
 - Mitigation Strategies/Action Plan: The core of the plan includes a section (typically an "Action Plan" or "Prioritized Mitigation Measures") that lists specific projects and actions to reduce risk from natural hazards like floods and severe storms. These are the types of projects that are then proposed for capital funding, which can be public works projects or preservation efforts.

8. Strategic Housing Plan (SHP) – 2025

- Sponsored by the Select Board and the Planning Board
- The Strategic Housing Plan is a forward-looking roadmap to guide housing policy, diversify housing options, and improve fair housing in Wellesley. It builds on past plans (like the 2018 Housing Production Plan) but goes beyond meeting the minimum 10% affordable housing threshold to address broader housing needs across income levels and life stages.
- Redevelopment of specific sites: The plan identifies potential Wellesley Housing Authority owned sites for housing redevelopment, such as Barton Road and Morton Circle, which would require significant capital investment for planning, demolition, and new construction.
- Specific elements of the SHP and related initiatives that lead to capital investment include
 - Empowering the Wellesley Affordable Housing Trust (WAHT): A key goal is to empower the newly forming WAHT to "create, support, preserve, and improve" affordable housing. The Trust can then pursue specific capital projects using various funding sources.
 - Use of Community Preservation Act (CPA) Funds: The plan references the Town's past and continued use of CPA funds for affordable housing projects, which are a dedicated source of local capital for such initiatives.
 - Access to State Grants: Wellesley's "Housing Choice Initiative" designation, which the plan helps to maintain, gives the Town priority access to various state planning and infrastructure grants. These grants often fund capital-intensive housing developments.
 - Public-Private Partnerships: Implementation of some strategies might involve public-private partnerships, where private capital is leveraged for development projects that align with the plan's goals for housing diversity and affordability.

9. Projects, Studies and Reports page

- additional projects and studies can be found here.

Commented [TC4]: Discuss whether or not to include as one of the strategic plans that supports mission of TWCP. SHP intended to be a toolkit for Town to reference to support its housing goals, not intended to be a plan itself.

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Plans under development or consideration

1. Department of Public Works Masterplan – initiated 2024

- Sponsored by the Board of Public works and the Public Works Department.
- Project started with a Park & Highway Building Envelope Study and a Support Space Study. Studies were presented to BPW in 2020. In June 2022 PBC delayed project. In October 2023 costs were updated. High cost of renovations that didn't address all current needs led to decision to pause and look to see what alternatives might be to replace the 75 year old building. Master Plan included an operations and program assessment, facilities and site assessment, and development and review of conceptual designs as a 'fit test' on the site. The plan also included consideration of municipal offices for land use and FMD. There are some obvious synergies between DPW and Planning, Building, and NRC and a new municipal services building could provide for a much more cohesive and streamlined customer experience.

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2. Fire Department Master Plan – initiated 2025

- Sponsored by the Select Board and the Fire Department.
- The Master Plan, related to the future needs of the Wellesley Fire Department, Fire Station One (Central) and Fire Station Two (Headquarters), will include a Program, Operations, and Space Needs Assessment; an Existing Building Space Evaluation and Analysis of Potential Sites; and a Master Plan Report. The objective of the Master Plan is to define (through analysis, evaluation and study) viable options that will fulfill the Town of Wellesley's Fire Department/EMS' future programmatic, operational, and maintenance needs. This includes identifying options for the modification/renovation/addition to existing facilities and identifying viable alternate locations for potential new fire station facilities. The master plan will provide all the information necessary for the Town to make educated decisions, and to reach consensus on the scope of the most advantageous options to pursue in a future Feasibility Study.

3. Town-Wide Facilities Master Plan update

- Workplan item in the Select Board FY26 workplan.
- Key elements are in process with the Fire Department and Department of Public Works Masterplans. A School Facilities Masterplan has been identified as a need and funding to be specified.

4. Land Conservation Plan

- A capital request of \$50,000 in FY25 funded the development of the Land Conservation plan. Public engagement and a charette was held in December 2024. The plan is in development by the Natural Resources Commission - no draft available but expected in early 2026.

5. Comprehensive Plan

- a capital budget request of \$400,000 in FY27 has been submitted by the Planning Board for this plan.

6. Council on Aging Strategic Plan

- A needs assessment has been completed following which the Council on Aging Board is expected to develop a strategic plan including a pathway to becoming an Age Friendly Community.

7. Library Strategic Plan

- a capital budget request of \$50,000 in FY27 has been submitted by the Board of Library Trustees for this plan.

8. Climate Action Plan Update

- a capital budget request of \$75,000 in FY29 has been submitted by the Climate Action Committee for this update.

Select Board Policy Subcommittee

Work Plan

Workplan Item	Lead	Status
Encroachments (1/23/12)	KL	Approved by SB October 28, 2025. Circulated to NRC who suggested non substantive expansion of definitions. Policy will now be circulated to other land-owning boards (WPS, DPW, BLT, MLP) following that for review and approval.
Town-Wide Capital Planning Committee	CA	Roadshow completed. SB to review feedback and proposed edits.
Capital Policy	CA	Review based on feedback from 1/26/26 SB Retreat
Indemnification Policy	KL	Update policy, work with Counsel and MIIA
Denial of Permits for Unpaid Taxes	TBD	Start with Town Counsel Discussions to identify best practices
Appointment Policy (3/12/24)	CA	SB approved revised policy, Town Counsel review incorporated. Policy now finalized, remove from workplan.
Building Use Policy	KL	Divided into 3 – room rental, art, and bulletin boards. PSC to discuss with Rec and COA. PSC to discuss with SB to develop TH use policy.
Sale of Town Land	KL	Next up for review
Naming of Public Assets	CA	Reviewed and updated. Suggested revisions based on review of peer towns. Initial review at PSC. Draft with Town Counsel for review. Will come back to PSC before first read at SB.

Code of Conduct	TBD	Get initial Board direction? Discuss first steps at PSC.
Auto Dealers License Application and regulations	CA	Prepare an outline for Board Comment
HRB Interaction on COLA and Policy Development – Handbook Guidance	CA	Discuss with HRB at Joint Meeting on 2/10/26
Policies previously identified as potential workplan items		Notes
Citizen Speak		Inconsistent among boards and committees Distribute to board for comments Draft policy we could share with other boards and committees for their use
Executive Session (10/17)		Circulate to Board for initial review and recommendations
Minutes Policy		May need minor revisions after piloting current process with review by Secretary.
Election to fill Vacancy on Town Boards		Refer to state law or Town Bylaws Share our procedure with SB boards/comm's
Sponsorship of events by board members' private funds or town funds		Does not exist now – SB input requested
Invocations		Draft best practices to strengthen relationships with all faith leaders across town Evaluate other events to be added; explore whether should be a staff responsibility
Policies tabled		Notes
Recall Provisions		TABLED – Research and policy drafted by Ms. Olney and discussed at SB [dates]. Decided to defer and include with Town Government workplan item – refer to standing bylaw committee. Post draft on

	website under tabled policies?
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Select Board Policy Subcommittee

Policy Status

Policy (date adopted or revised)	Notes
Financial Policies: <ul style="list-style-type: none"> • Capital Financing (2.27.24) • Financial Reserves (12.19.23) • Indemnification (7.2.90) • Investment (6.30.25) 	<ul style="list-style-type: none"> • None • None • Old – consider for review • None
Administrative Policies <ul style="list-style-type: none"> • Appointments (3.12.24) • Boston Marathon Invitational Entries (6.24.25) • Entertainment License (2.2025) • Outdoor Dining (4.21.23) • Street Acceptance (1.16.07) • Procedure to Fill Vacancy 	<ul style="list-style-type: none"> • None • None • None • None • Old – consider for review • Discuss at PSC – just a procedure
Governance Guidance <ul style="list-style-type: none"> • Select Board Handbook (June 2025) • Open Meeting Law Guide (June 2025) • Code of Conduct (5.2.23) • Abbreviated Code of Conduct for Boards and Committees (12.19.23) • Code of Conduct - Office Business Relationships (10.11.22) • Supervision of HR Director Memorandum of Agreement with HR Board (6.10.24) • Supervision of Fire Chief Policy (11.22.22) 	<ul style="list-style-type: none"> • None • None • Pending workplan above may need review • None • None • None
Select Board Meetings <ul style="list-style-type: none"> • Executive Session (3.13.17) • Minutes (7.24.2025) • Public Comment (4.4.23) 	<ul style="list-style-type: none"> • Read through to identify any needs • Pilot in place minor revision possible • On workplan for review
Community Relations <ul style="list-style-type: none"> • Flag Policy (1.16.24) • Guidelines and Procedures for Resolutions and Citations (10.18.22) • Gift Policy (4.12.17) 	<ul style="list-style-type: none"> • None • None • On workplan for review

<ul style="list-style-type: none"> • Naming Policy (11.3.08) • Winter Holiday Symbols Policy (4.14.25) 	<ul style="list-style-type: none"> • On workplan for review • None until amenities plan progresses and then consider for review
General Regulations <ul style="list-style-type: none"> • Common Victuallers Application (PDF) • Common Victuallers Regulations (PDF) • Hawkers and Peddlers Regulations (1.5.09) • Ice Cream Truck Regulations (9.16.03) • Take-out Food Regulations (9.25.06) • Mobile Food Vendor Regulations (9.16.03) • Public Conveyances Regulations (2.25.02) • Recording of Meetings Regulations (10.8.24) • Class I& II Auto Dealers Regulations 	<ul style="list-style-type: none"> • Can process be brought online? • Need staff input • None • On workplan for review
Land, Roads, and Conveyances <ul style="list-style-type: none"> • Traffic Regulations (3.25) • Traffic Requests (7.6.09) • Public Conveyances Regulations (2.25.02) • Complete Streets Policy (8.18) • Encroachment on Town Land (10.25) • Engineering Division Driveway Aprons and Curb Cut Policy (2.14.13) • Street Acceptance Policy (1.16.07) 	<ul style="list-style-type: none"> • None • Need staff input (Page/Lemenager) • Need staff input (Lemenager) • Need staff input (Page) • Approved, moving through review by other bodies • Need staff input (Hickey) • Need staff input (Jop)
Alcohol <ul style="list-style-type: none"> • Approved Alcohol Regulations (1.18.22) 	<ul style="list-style-type: none"> • None
Miscellaneous <ul style="list-style-type: none"> • Printed Matter Vending Machines (6.25.07) • User Policies on Information Technology (12.25) • Registered Marijuana Dispensaries (7.15.14) 	<ul style="list-style-type: none"> • Need legal counsel input • None • None
Select Board Policy Subcommittee	

<ul style="list-style-type: none"> • Policy Subcommittee Policy • Charge to the Policy Subcommittee (adopted 8.23.23) • Policy Subcommittee Work Plan 	<ul style="list-style-type: none"> • None • None • Need to post updated workplan
Policies Under Review (DRAFTS) <ul style="list-style-type: none"> • TWCPC 	

Administrative work ongoing

Committee work ongoing

Review for committee work

9. 8:45 FY27 Budget Update

- Discuss FY27 Operational and Capital Budgets

Excellent news coming out of the WSHG Steering Committee (SC) meeting. The trust (reserves) are in a stronger position than was projected at last year's renewal. The SC deliberately under-shot the 6.75% actuarial indication and approved a 3.875% increase last year, expecting to draw the trust down by a little over \$3.5M from a starting balance of \$16.8M (13.95% of forward claims). In reality, after some timing items hit favorably (MMRA deposit, stop-loss receivables lag, a few high-claim months), the trust has rebounded to about \$15.7M, or 12.26% of forward claims, meaning it is only down roughly \$1.1M instead of the \$3.5M modeled. The trust (reserves) range is the same as the Town's at 8%-12%. Better than expected net experience, combined with confirmed Rx rebates from PBIRx/CBI (about \$2M from Blue Cross and \$660K from Harvard), is what is making the trust balance look "unexpectedly" strong and gives us room to use some of it to moderate this year's rate increase while still staying within the 8-12% target band.

With the news of the trust, the SC agreed to recommend an overall health insurance funding increase of roughly 8.5%, using a portion of the trust to moderate the actuarial need of about 10% while still targeting a year-end trust level of approximately 10.3% of forward claims (within the 8-12% policy band). To better reflect actual experience and avoid further adverse selection, the increase will be applied on a split-rate basis by carrier: **Blue Cross plans will increase 7.5%, while Harvard Pilgrim plans (benchmark, HSA, and PPO) will increase 9.5%**. Similar to last year, this structure recognizes that Harvard is running significantly "hotter" than Blue Cross, it preserves a healthy but not excessive trust cushion, and avoids an even larger spike in rates in future years.

This change reduces the additional application of Free Cash from slightly over \$1.0 million to **\$576,678**. The total Free Cash appropriation, including the **\$2.2 million** previously anticipated, is now **\$2,776,678**.

The attached Sources and Uses schedule has been updated to reflect this change.

The Department of Public Works is submitting a request to the Community Preservation Committee for playground-related costs; however, the Sources and Uses schedule currently continues to reflect the full project cost as being funded from Free Cash. In addition, the Board of Public Works is scheduled to vote on **February 9** to reduce Cash Capital by **\$215,000**, which is also reflected in the updated Sources and Uses.

Staff is finalizing the first draft of the TWFP and that will be distributed to the Board for comment next week, with the intention of the Board voting the TWFP on 2/24, and presenting the findings to Advisory Committee on 2/25

- Discuss School Allocated Costs

Finance is finalizing the School Cost Allocation analysis and we are working to transmit that Monday to the Board in anticipation

of the meeting on Tuesday.

Exhibit B

TOWN OF WELLESLEY - TOWN MEETING APPROVED ALLOCATION OF FUNDS

<u>SOURCES OF FUNDS</u>	<u>FY26 SOURCES OF FUNDS</u>	<u>FY27 SOURCES OF FUNDS</u>	<u>CHANGE - FY26 to FY27</u>	
			\$ Change	% Change
Real Estate & Personal Property Tax				
Within the Levy Limit	170,343,395	176,301,980	5,958,585	3.50%
Outside the Levy Limit	15,143,422	13,585,947	(1,557,475)	-10.28%
Subtotal - Real Estate & Personal Property Tax	185,486,817	189,887,927	4,401,110	2.37%
From the Commonwealth				
Chapter 70 Aid	10,952,657	11,052,657	100,000	0.91%
Lottery Aid	1,612,663	1,612,663	0	0.00%
Other Aid	63,321	63,321	0	0.00%
Subtotal - From the Commonwealth	12,628,641	12,728,641	100,000	0.79%
Local Revenue				
Motor Vehicle Excise	5,800,000	6,200,000	400,000	6.90%
Licenses and Permits	3,000,000	3,400,000	400,000	13.33%
Interest Earnings	650,000	650,000	0	0.00%
RDF Revenue	740,000	740,000	0	0.00%
Fines & forfeits	320,000	320,000	0	0.00%
Meals/Hotel/Motel Tax	750,000	750,000	0	0.00%
Penalties and Interest on Taxes	250,000	250,000	0	0.00%
Rentals	185,000	185,000	0	0.00%
Pilot Payments	75,000	75,000	0	0.00%
MLP Payment In Lieu of Taxes	1,000,000	1,000,000	0	0.00%
MLP Indirect Costs	200,000	206,000	6,000	3.00%
Other Local Revenues	156,994	156,994	0	0.00%
Subtotal - Local Revenue	13,126,994	13,932,994	806,000	6.14%
Other Sources				
Water/Sewer Indirect costs	175,411	180,673	5,262	3.00%
Parking Meter Receipts	743,135	770,835	27,700	3.73%
Free Cash to balance budget	2,246,401	2,776,678	530,277	23.61%
Free Cash items	6,549,525	2,858,000	(3,691,525)	
Free Cash Supplements FY26	2,021,735	953,244	(1,068,491)	
Free Cash Supplements FY26 - ATM26	47,244			
Appropriated CPA Surcharge	2,065,000		(2,065,000)	
CPA Funds applied to North 40	550,244	549,444	(800)	-0.15%
Town Clerk reimbursed elections	0		0	
Subtotal - Other Sources	14,398,695	8,088,874	-6,309,821	-43.82%
TOTAL SOURCES OF FUNDS	225,641,147	224,638,436	(1,002,711)	-0.44%

Exhibit B

225,593,903

47,244

USES OF FUNDS

	FY26 USE OF FUNDS (Tax Rate)			FY27 USE OF FUNDS (Request)			CHANGE - FY26 to FY27			
	Pers Svcs	Expenses	Total Ops	Pers Svcs	Expenses	Total Ops	Variance Pers Svcs	Variance Expenses	Variance Total - \$	Variance Total - %
GENERAL GOVERNMENT										
<i>Select Board - Administration</i>										
Executive Director's Office	764,068	49,000	813,068	786,922	50,450	837,372	22,854	1,450	24,304	2.99%
Climate Action Committee	173,234	10,291	183,525	176,699	10,591	187,290	3,465	300	3,765	2.05%
Central Administrative Services	0	14,600	14,600	0	15,000	15,000	0	400	400	2.74%
Finance Department	616,432	14,100	630,532	634,882	14,450	649,332	18,450	350	18,800	2.98%
Information Technology	905,437	889,600	1,795,037	928,767	960,600	1,889,367	23,330	71,000	94,330	5.26%
Treasurer & Collector	463,238	140,700	603,938	476,486	144,900	621,386	13,248	4,200	17,448	2.89%
Town Report	0	2,250	2,250	0	2,250	2,250	0	0	0	0.00%
<i>Select Board - Human Services</i>										
Council on Aging	548,646	88,850	637,496	561,868	91,500	653,368	13,222	2,650	15,872	2.49%
West Suburban Veterans District	0	85,264	85,264	0	89,306	89,306	0	4,042	4,042	4.74%
Youth Commission	111,927	17,090	129,017	114,259	17,090	131,349	2,332	0	2,332	1.81%
<i>Select Board - Facilities</i>										
Facilities Management	5,778,023	4,477,682	10,255,705	5,845,659	4,699,021	10,544,680	67,636	221,339	288,975	2.82%
Land Use Departments relocation	0	128,500	128,500	0	128,900	128,900	0	400	400	0.31%
<i>Select Board - Other Services</i>										
Housing Development Corporation	0	6,500	6,500	0	6,500	6,500	0	0	0	0.00%
Historical Commission	0	750	750	0	750	750	0	0	0	0.00%
Memorial Day	0	5,950	5,950	0	6,069	6,069	0	119	119	2.00%
Celebrations Committee	0	20,000	20,000	0	20,600	20,600	0	600	600	3.00%
Cultural Council	0	8,500	8,500	0	8,755	8,755	0	255	255	3.00%
Zoning Board of Appeals	96,753	9,430	106,183	100,286	10,030	110,316	3,533	600	4,133	3.89%
<i>Select Board - Shared Services</i>										
Law	0	480,000	480,000	0	490,000	490,000	0	10,000	10,000	2.08%
Audit Committee	0	63,000	63,000	0	75,600	75,600	0	12,600	12,600	20.00%
Risk Management	0	1,010,592	1,010,592	0	1,037,600	1,037,600	0	27,008	27,008	2.67%
Street Lighting	0	142,000	142,000	0	142,000	142,000	0	0	0	0.00%
Class and Comp Study	3,220	0	3,220	0	0	0	(3,220)	0	(3,220)	-100.00%
Contract Settlements	0	0	0	1,200,000	0	1,200,000	1,200,000	0	1,200,000	#DIV/0!
Subtotal - Select Board - General Government	9,460,978	7,664,649	17,125,627	10,825,828	8,021,962	18,847,790	1,364,850	357,313	1,722,163	10.06%

Exhibit B

<u>USES OF FUNDS</u>	<u>FY26 USE OF FUNDS (Tax Rate)</u>			<u>FY27 USE OF FUNDS (Request)</u>			<u>CHANGE - FY26 to FY27</u>			
	Pers Srvs	Expenses	Total Ops	Pers Srvs	Expenses	Total Ops	Variance Pers Srvs	Variance Expenses	Variance Total - \$	Variance Total - %
<i>Other General Government</i>										
Town Clerk	383,096	101,290	484,386	457,470	127,990	585,460	74,374	26,700	101,074	20.87%
Board of Assessors	374,981	129,800	504,781	383,884	141,280	525,164	8,903	11,480	20,383	4.04%
Planning Board	428,853	85,600	514,453	424,660	85,600	510,260	(4,193)	0	(4,193)	-0.81%
Advisory Committee	31,827	20,070	51,897	32,464	20,670	53,134	637	600	1,237	2.38%
Reserve Fund	0	175,000	175,000	0	175,000	175,000	0	0	0	0.00%
Human Resources Board	529,328	43,460	572,788	541,983	46,979	588,962	12,655	3,519	16,174	2.82%
HR Salary Adjustment Carryforward	-115,632	0	-115,632	0	0	0	115,632	0	115,632	-100.00%
HR Salary adjustments	26,061	0	26,061	300,000	0	300,000	273,939	0	273,939	1051.15%
Subtotal - Other General Government	1,658,514	555,220	2,213,734	2,140,461	597,519	2,737,980	481,947	42,299	524,246	10
GENERAL GOVERNMENT TOTAL	11,119,492	8,219,869	19,339,361	12,966,289	8,619,481	21,585,770	1,846,797	399,612	2,246,409	11.62%
<u>PUBLIC SAFETY - Select Board</u>										
Police Department	7,674,767	902,429	8,577,196	7,790,208	938,516	8,728,724	115,441	36,087	151,528	1.77%
Injured on Duty	see Risk Management Dept 945			see Risk Management Dept 945						
Special School Police	142,285	3,887	146,172	148,792	4,004	152,796	6,507	117	6,624	4.53%
Fire Department	7,581,182	513,180	8,094,362	7,776,632	528,561	8,305,193	195,450	15,381	210,831	2.60%
Building Department	711,884	39,100	750,984	740,104	39,100	779,204	28,220	0	28,220	3.76%
Sealer of Weights & Measures	16,451	2,600	19,051	16,780	2,675	19,455	329	75	404	2.12%
PUBLIC SAFETY TOTAL - Select Board	16,126,569	1,461,196	17,587,765	16,472,516	1,512,856	17,985,372	345,947	51,660	397,607	2.26%
<u>DEPARTMENT OF PUBLIC WORKS</u>										
Engineering	414,873	47,662	462,535	423,216	47,662	470,878	8,343	0	8,343	1.80%
Highway	1,025,157	379,580	1,404,737	1,050,256	400,580	1,450,836	25,099	21,000	46,099	3.28%
Fleet Maintenance	223,230	44,331	267,561	227,025	44,331	271,356	3,795	0	3,795	1.42%
Park	1,690,805	535,720	2,226,525	1,710,508	535,720	2,246,228	19,703	0	19,703	0.88%
Recycling & Disposal	1,387,636	1,868,361	3,255,997	1,407,525	1,943,749	3,351,274	19,889	75,388	95,277	2.93%
Management	470,480	22,865	493,345	483,345	22,865	506,210	12,865	0	12,865	2.61%
Winter Maintenance	0	390,000	390,000	0	390,000	390,000	0	0	0	0.00%
PUBLIC WORKS TOTAL	5,212,180	3,288,519	8,500,699	5,301,875	3,384,907	8,686,782	89,695	96,388	186,083	2.19%
<u>WELLESLEY FREE LIBRARY</u>										
Library Trustees	2,512,917	813,736	3,326,653	2,573,194	842,203	3,415,397	60,277	28,467	88,744	2.67%
LIBRARY TOTAL	2,512,917	813,736	3,326,653	2,573,194	842,203	3,415,397	60,277	28,467	88,744	2.67%
<u>RECREATION</u>										
Recreation Commission	485,452	25,000	510,452	496,005	25,550	521,555	10,553	550	11,103	2.18%
RECREATION TOTAL	485,452	25,000	510,452	496,005	25,550	521,555	10,553	550	11,103	2.18%

Exhibit B

<u>USES OF FUNDS</u>	FY26 USE OF FUNDS (Tax Rate)			FY27 USE OF FUNDS (Request)			CHANGE - FY26 to FY27			
	Pers Svcs	Expenses	Total Ops	Pers Svcs	Expenses	Total Ops	Variance Pers Svcs	Variance Expenses	Variance Total - \$	Variance Total - %
HEALTH										
Board of Health	1,109,792	185,000	1,294,792	1,138,700	191,500	1,330,200	28,908	6,500	35,408	2.73%
Mental Health Services	0	300,572	300,572	0	309,589	309,589	0	9,017	9,017	3.00%
HEALTH TOTAL	1,109,792	485,572	1,595,364	1,138,700	501,089	1,639,789	28,908	15,517	44,425	2.78%
NATURAL RESOURCES										
Natural Resources Commission	342,953	36,350	379,303	352,554	37,400	389,954	9,601	1,050	10,651	2.81%
Morses Pond Project - (NRC, DPW, Rec)	0	177,000	177,000	0	182,250	182,250	0	5,250	5,250	2.97%
NATURAL RESOURCES TOTAL	342,953	213,350	556,303	352,554	219,650	572,204	9,601	6,300	15,901	2.86%
NON-SCHOOL TOTAL	36,909,355	14,507,242	51,416,597	39,301,133	15,105,736	54,406,869	2,391,778	598,494	2,990,272	5.82%
WELLESLEY PUBLIC SCHOOLS										
Instruction	56,859,126	3,218,399	60,077,525	58,256,527	3,168,176	61,424,703	1,397,401	(50,223)	1,347,178	2.24%
Administration	1,456,475	154,875	1,611,350	1,517,740	264,812	1,782,552	61,265	109,937	171,202	10.62%
Operations	1,926,389	2,514,399	4,440,788	2,008,119	2,582,079	4,590,198	81,730	67,680	149,410	3.36%
Special Education	21,647,437	6,257,926	27,905,363	21,727,106	7,331,516	29,058,622	79,669	1,073,590	1,153,259	4.13%
SCHOOL TOTAL	81,889,427	12,145,599	94,035,026	83,509,492	13,346,583	96,856,075	1,620,065	1,200,984	2,821,049	3.00%
EMPLOYEE BENEFITS										
Group Insurance	0	25,598,232	25,598,232	0	27,263,088	27,263,088	0	1,664,856	1,664,856	6.50%
Workers Compensation	0	740,348	740,348	0	725,963	725,963	0	(14,385)	(14,385)	-1.94%
OPEB Liability Fund	0	3,100,000	3,100,000	0	3,000,000	3,000,000	0	(100,000)	(100,000)	-3.23%
Retirement Contribution	0	9,310,462	9,310,462	0	9,225,765	9,225,765	0	(84,697)	(84,697)	-0.91%
Unemployment Compensation	0	100,000	100,000	0	100,000	100,000	0	0	0	0.00%
Compensated Absences	0	130,000	130,000	0	130,000	130,000	0	0	0	0.00%
EMPLOYEE BENEFITS TOTAL	0	38,979,042	38,979,042	0	40,444,816	40,444,816	0	1,465,774	1,465,774	3.76%
ALL PERSONAL SERVICES & EXPENSES	118,798,782	65,631,883	184,430,665	122,810,625	68,897,135	191,707,760	4,011,843	3,265,252	7,277,095	3.95%

Exhibit B

<u>USES OF FUNDS</u>	<u>FY26 USE OF FUNDS (Tax Rate)</u>			<u>FY27 USE OF FUNDS (Request)</u>			<u>CHANGE - FY26 to FY27</u>			
	Pers Srvs	Expenses	Total Ops	Pers Srvs	Expenses	Total Ops	Variance Pers Srvs	Variance Expenses	Variance Total - \$	Variance Total - %
CAPITAL & DEBT										
<i>Departmental Cash Capital</i>										
Public Works Capital	0	3,892,000	3,892,000	0	3,438,000	3,438,000	0	(454,000)	(454,000)	-11.66%
School Capital	0	1,299,481	1,299,481	0	1,078,363	1,078,363	0	(221,118)	(221,118)	-17.02%
Facilities Capital	0	1,941,000	1,941,000	0	1,527,000	1,527,000	0	(414,000)	(414,000)	-21.33%
Select Board Capital	0	436,376	436,376	0	344,554	344,554	0	(91,822)	(91,822)	-21.04%
Library Capital	0	227,000	227,000	0	209,000	209,000	0	(18,000)	(18,000)	-7.93%
NRC Capital	0	320,000	320,000	0	125,000	125,000	0	(195,000)	(195,000)	-60.94%
Morses Pond	0	35,000	35,000	0	0	0	0	(35,000)	(35,000)	100.00%
Subtotal - Cash Capital	0	8,150,857	8,150,857	0	6,721,917	6,721,917	0	(1,428,940)	(1,428,940)	-17.53%
<i>Debt Service</i>										
Current Inside Levy Debt Service - Issued	0	3,568,406	3,568,406	0	5,021,617	5,021,617	0	1,453,211	1,453,211	40.72%
Outside Levy Debt Service - Issued/Unissued	0	15,693,666	15,693,666	0	14,135,391	14,135,391	0	(1,558,275)	(1,558,275)	-9.93%
Subtotal - Debt Service	0	19,262,072	19,262,072	0	19,157,008	19,157,008	0	(105,064)	(105,064)	-0.55%
CAPITAL & DEBT TOTAL		27,412,929	27,412,929	0	25,878,925	25,878,925	0	(1,534,004)	(1,534,004)	-5.60%
SPECIAL ITEMS										
<i>Receipts Reserved for Appropriation</i>										
Traffic & Parking Operations	127,235	615,900	743,135	127,235	643,600	770,835	0	27,700	27,700	3.73%
Community Preservation Appropriated	0	2,065,000	2,065,000			0	0	(2,065,000)	(2,065,000)	-100.00%
Free Cash items (2027)	0	6,549,525	6,549,525	0	2,858,000	2,858,000	0	(3,691,525)	(3,691,525)	-56.36%
Free Cash (2026)	0	2,021,735	2,021,735		953,244	953,244	0	(1,068,491)	(1,068,491)	-52.85%
Property Tax Abatements	0	920,944	920,944	0	950,000	950,000	0	29,056	29,056	3.16%
State & County Assessments	0	1,497,214	1,497,214	0	1,519,672	1,519,672	0	22,458	22,458	1.50%
SPECIAL ITEMS TOTAL	127,235	13,670,189	13,797,553	127,235	6,924,516	7,051,751	0	(6,745,801)	(6,745,801)	-48.89%
TOTAL USES OF FUNDS			225,641,147			224,638,436			(1,002,711)	-0.44%
TOTAL SOURCES OF FUNDS			225,641,147			224,638,436			(1,002,711)	-0.44%
SURPLUS (DEFICIT)			0			(0)				

10. 9:00 Annual Town Meeting (ATM) Preparation
• Discuss and Vote Draft Select Board Motions

Please find the draft motions for Articles 2, 3, 7, 8, 9, 10, 14, 27, 33, and 36.

The Board will need to reserve approval of Article 8 and Article 14 at this time.

Motion

MOVE to approve the Articles 2,3,7,9,10,27,33, and 34 contingent upon Town Counsel Review.

TOWN MEETING

ARTICLE: 2

MOTION: 1

That this Town Meeting hereby acknowledges presentation of the Town-Wide Financial Plan and the Five-Year Capital Budget Program pursuant to Section 19.16.2 and 19.5.2, respectively, of the Town Bylaws.

Approved: _____

Moderator's Signature

Sponsor's Signature

TOWN MEETING

ARTICLE: 3

MOTION: 1

That the motions on file with the Moderator under the following articles be approved by a single super majority vote pursuant to a consent agenda under this article:

Article 4:	Amend Job Classification Plan
Article 9:	Set Total Amounts that may be spent from Revolving Funds for Fiscal Year 2027
Article 10 Motion 1:	Injured on Duty Fund Contribution from Free Cash
Article 10 Motion 2:	Baler Stabilization Fund Contribution from Free Cash
Article 12:	Water Program
Article 13:	Sewer Program
Article 14:	Wellesley Media Contribution
Article 15 Motion 1:	Community Preservation Fund Appropriations
Article 23:	Personnel Policies
Article 27:	Authorize Uber/Lyft Funds
Article 31:	Amend the Flood Plain or Watershed Protection District Bylaw
Article 33:	Rescind Debt
Article 36:	Appoint Fire Engineers

The Advisory Committee having recommended favorable action unanimously on all such motions.

Approved:

Date

Moderator's Signature

Sponsor's Signature

TOWN MEETING

ARTICLE: 6

MOTION: 1

That the Town fix the annual (52 weeks) salary of the Town Clerk at the amount of \$133,722.00 (ONE HUNDRED THIRTY THREE THOUSAND SEVEN HUNDRED TWENTY-TWO DOLLARS) effective July 1, 2026.

Approved:

Date

Moderator's Signature

Sponsor's Signature

TOWN MEETING

ARTICLE: **7**

MOTION: **1**

That the Town appropriate the sum of **\$700,000.00 (SEVEN HUNDRED THOUSAND DOLLARS)** for snow and ice removal costs, said sum to be taken from Certified Free Cash and added to the amount appropriated to the Board of Public Works – 456 Winter Maintenance under Motion 2 of Article 8 of the Warrant for the 2025 Annual Town Meeting.

Approved:

Date

Moderator's Signature

Sponsor's Signature

TOWN MEETING

ARTICLE: 7

MOTION: 2

That the Town transfer the sum of \$200,000.00 (TWO HUNDRED THOUSAND DOLLARS) for legal services, said sum to be taken from Certified Free Cash and added to the amount appropriated to Select Board – Shared Services – 151 Law under Motion 2 of Article 8 of the Warrant for the 2025 Annual Town Meeting.

Approved:

Date

Moderator's Signature

Sponsor's Signature

TOWN MEETING

ARTICLE: 7

MOTION: 3

That the Town transfer the sum of \$36,244.00 (THIRTY SIX THOUSAND TWO HUNDRED FORTY-FOUR DOLLARS) for supplemental personal services to Human Resources, said sum to be taken from Certified Free Cash and added to the amount appropriated to Other General Government- 152 Human Resources Board to Personal Services under Motion 2 of Article 8 of the Warrant for the 2025 Annual Town Meeting.

Approved:

Date

Moderator's Signature

Sponsor's Signature

TOWN MEETING

ARTICLE: 7

MOTION: 4

That the Town transfer the sum of \$17,000.00 (SEVENTEEN THOUSAND DOLLARS) for a new Land Use Department Copier, said sum to be taken from Certified Free Cash and added to the amount appropriated to Land Use Department Capital, under Motion 2 of Article 8 of the Warrant for the 2025 Annual Town Meeting.

Approved:

Date

Moderator's Signature

Sponsor's Signature

ARTICLE: 8

MOTION: 1

That the Town appropriate the sum of \$1,000,000.00 (ONE MILLION DOLLARS), which amount was paid to the Town from the Municipal Light Plant, to the Board of Assessors to reduce the tax rate for the fiscal year commencing on July 1, 2025.

Approved:

Date

Moderator's Signature

Sponsor's Signature

TOWN MEETING

ARTICLE: **8**

MOTION: **2**

[See PDF]

Approved:

Date

Moderator's Signature

Sponsor's Signature

ARTICLE 8, MOTION 2

That the following sums of money be appropriated to the Town boards and officials and for the purposes as hereinafter set forth:

Funding Item	Personal Services	Expenses	Total Operations
GENERAL GOVERNMENT			
To the Select Board for General Government, \$4,980,169 for Personal Services and \$3,322,941 for Expenses. And it is recommended that the sums be allocated as follows:			
Select Board - Administration			
122 Executive Director's Office	786,922	50,450	837,372
126 Climate Action Committee	176,699	10,591	187,290
199 Central Administrative Services	0	15,000	15,000
133 Finance Department	634,882	14,450	649,332
155 Information Technology	928,767	960,600	1,889,367
145 Treasurer & Collector	476,486	144,900	621,386
195 Town Report	0	2,250	2,250
Select Board - Human Services			
541 Council on Aging	561,868	91,500	653,368
543 Veterans' Services	0	89,306	89,306
542 Youth Commission	114,259	17,090	131,349
Select Board - Other Services			
180 Housing Development Corporation	0	6,500	6,500
691 Historical Commission	0	750	750
693 Memorial Day	0	6,069	6,069
692 Celebrations Committee	0	20,600	20,600
693 Cultural Council	0	8,755	8,755
176 Zoning Board of Appeals	100,286	10,030	110,316
Select Board - Shared Services			
151 Law	0	490,000	490,000
945 Risk Management	0	1,037,600	1,037,600
135 Audit Committee	0	75,600	75,600
458 Street Lighting	0	142,000	142,000
198 Land Use Departments Lease	0	128,900	128,900
Contract Settlements	1,200,000	0	1,200,000
Subtotal - Select Board - General Government	4,980,169	3,322,941	8,303,110
Other General Government			
To the following Town boards and officials:			
161 Town Clerk/Election & Registration	457,470	127,990	585,460
141 Board of Assessors	383,884	141,280	525,164
175 Planning Board	424,660	85,600	510,260
152 Human Resources Board	541,983	46,979	588,962
HR Salary Adjustments	300,000	0	300,000
131 Advisory Committee	32,464	20,670	53,134
132 Advisory Committee - Reserve Fund	0	175,000	175,000
Subtotal - Other General Government	2,140,461	597,519	2,737,980
GENERAL GOVERNMENT TOTAL	7,120,630	3,920,460	11,041,090

Funding Item	Personal Services	Expenses	Total Operations
FACILITIES MANAGEMENT - Select Board			
To the Select Board for Facilities Management, \$5,845,659 for Personal Services and \$4,699,021 for Expenses. And it is recommended that the sums be allocated as follows:			
192 Facilities Management	5,845,659	4,699,021	10,544,680
FACILITIES MANAGEMENT TOTAL - Select Board			
	5,845,659	4,699,021	10,544,680
PUBLIC SAFETY - Select Board			
To the Select Board for Public Safety, \$16,472,516 for Personal Services and \$1,512,856 for Expenses. And it is recommended that the sums be allocated as follows:			
210 Police Department	7,790,208	938,516	8,728,724
299 Special School Police	148,792	4,004	152,796
220 Fire Department	7,776,632	528,561	8,305,193
241 Building Department	740,104	39,100	779,204
244 Sealer of Weights & Measures	16,780	2,675	19,455
PUBLIC SAFETY TOTAL - Select Board			
	16,472,516	1,512,856	17,985,372
PUBLIC WORKS			
To the Board of Public Works, \$5,301,875 for Personal Services and \$3,384,907 for Expenses. And it is recommended that the sums be allocated as follows:			
410 Engineering	423,216	47,662	470,878
420 Highway	1,050,256	400,580	1,450,836
454 Fleet Maintenance	227,025	44,331	271,356
430 Park	1,710,508	535,720	2,246,228
440 Recycling & Disposal	1,407,525	1,943,749	3,351,274
450 Management	483,345	22,865	506,210
456 Winter Maintenance	0	390,000	390,000
PUBLIC WORKS TOTAL			
	5,301,875	3,384,907	8,686,782
WELLESLEY FREE LIBRARY			
To the Trustees of the Wellesley Free Library:			
610 Library Trustees	2,573,194	842,203	3,415,397
LIBRARY TOTAL			
	2,573,194	842,203	3,415,397
RECREATION			
To the Recreation Commission:			
630 Recreation Commission	496,005	25,550	521,555
RECREATION TOTAL			
	496,005	25,550	521,555
HEALTH			
To the Board of Health:			
510 Board of Health	1,138,700	191,500	1,330,200
523 Mental Health Services	0	309,589	309,589
HEALTH TOTAL			
	1,138,700	501,089	1,639,789

Funding Item	Personal Services	Expenses	Total Operations
NATURAL RESOURCES			
To the Natural Resources Commission:			
171 Natural Resources Commission	352,554	37,400	389,954
172 Morses Pond	0	182,250	182,250
NATURAL RESOURCES TOTAL	352,554	219,650	572,204
NON-SCHOOL TOTAL	39,301,133	15,105,736	54,406,869
EMPLOYEE BENEFITS			
To the Select Board for the purposes indicated:			
914 Group Insurance	0	27,263,088	27,263,088
912 Workers' Compensation	0	725,963	725,963
919 Other Post Empl. Benefits Liability Fund	0	3,000,000	3,000,000
910 Retirement Contribution	0	9,225,765	9,225,765
913 Unemployment Compensation	0	100,000	100,000
950 Compensated Absences	0	130,000	130,000
EMPLOYEE BENEFITS TOTAL	0	40,444,816	40,444,816
And further, that the balance on hand in the Workers' Compensation fund on June 30, 2026 and any interest earnings of the program, are appropriated for expenses related to the Workers' Compensation Program of the Town for Fiscal Year 2027.			
ALL PERSONAL SERVICES & EXPENSES	39,301,133	55,550,552	94,851,685

Funding Item	Personal Services	Expenses	Total Operations
CAPITAL & DEBT			
To the following Town boards and officials for the purposes indicated:			
<i>Departmental Cash Capital</i>			
400 Board of Public Works - Capital	0	3,438,000	3,438,000
300 School Committee - Capital	0	1,078,363	1,078,363
122 Select Board - Capital	0	344,554	344,554
192 Facilities Management - Capital	0	1,527,000	1,527,000
610 Library Trustees - Capital	0	209,000	209,000
171 Natural Resources Commission - Capital	0	125,000	125,000
172 Morses Pond - Capital	0	0	0
Subtotal - Cash Capital	0	6,721,917	6,721,917
To the Town Treasurer and Collector for:			
700 Current Inside Levy Debt Service	0	5,021,617	5,021,617
700 Current Outside Levy Debt Service - Issued/Unissued	0	14,135,391	14,135,391
Subtotal - Maturing Debt & Interest	0	19,157,008	19,157,008
CAPITAL & DEBT TOTAL	0	25,878,925	25,878,925
RECEIPTS RESERVED FOR APPROPRIATION			
To the Select Board, to be taken from the Parking Meter Receipts Account:			
293 Traffic & Parking Operations	127,235	643,600	770,835
RECEIPTS RESERVED TOTAL	127,235	643,600	770,835
TOTAL APPROPRIATIONS - ARTICLE 8, MOTION 2			\$ 121,501,445

To meet said appropriations, transfer \$180,673 from Water/Sewer for IT services, and \$549,444 from the CPA Fund to pay for debt service, provided further that of the foregoing appropriations, the amounts are contingent upon passage of motion 8.3 (free cash appropriation).

Approved:

Date

Moderator's Signature

Sponsor's Signature

TOWN MEETING

ARTICLE: **8**

MOTION: **3**

That the following sums of money be appropriated to the School Committee for the purposes as hereinafter set forth:

WELLESLEY PUBLIC SCHOOLS

To the School Committee, \$83,509,492 in the aggregate for Personal Services and \$13,346,583 for Expenses. And it is recommended that the sum be allocated as follows:

320	Instruction	58,256,527	3,168,176	61,424,703
330	Administration	1,517,740	264,812	1,782,552
340	Operations	2,008,119	2,582,079	4,590,198
360	Special Tuition/Transportation/Inclusion	21,727,106	7,331,516	29,058,622
	Subtotal	83,509,492	13,346,583	96,856,075
SCHOOL TOTAL		83,509,492	13,346,583	96,856,075

Approved:

Date

Moderator's Signature

Sponsor's Signature

TOWN MEETING

ARTICLE: **8**

MOTION: **4**

That the Town transfer the sum of **\$2,776,678.00 (TWO MILLION SEVEN HUNDRED SEVENTY SIX THOUSAND SIX HUNDRED SEVENTY-EIGHT DOLLARS)** from Certified Free Cash to reduce the tax rate.

Approved:

Date

Moderator's Signature

Sponsor's Signature

TOWN MEETING

ARTICLE: 9

MOTION: 1

That the Town, pursuant to Section 53E1/2 of Chapter 44 of the Massachusetts General Laws, set the limit on the total amount that may be spent from each revolving fund for Fiscal Year 2027 as follows:

- a. Street Opening Maintenance Fund: \$225,000.00
- b. DPW Field Use Fund: \$200,000.00
- c. Turf Field Fund: \$150,000.00
- d. Tree Bank Fund: \$75,000.00
- e. Baler, Compactors, and other RDF Equipment Repair Fund: \$50,000.00
- f. Council on Aging Social and Cultural Programs Fund: \$140,000.00
- g. Teen Center Program Revenues Fund: \$100,000.00
- h. Library Room Rental Fund: \$35,000.00
- i. Lost/Damaged Library Materials Replacement Fund: \$20,000.00
- j. Brookside Community Gardens Fund: \$4,000.00
- k. Weston Road Gardens Fund: \$10,000.00
- l. Library Copier Fees Fund: \$20,000.00
- m. Cultural Council Revenues Fund: \$6,500.00
- n. Recreation Department Revolving Fund: \$2,000,000.00

Approved:

_____ Date

Moderator's Signature

Sponsor's Signature

TOWN MEETING

ARTICLE: 10

MOTION: 1

That the Town transfer the sum of \$21,870.00 (TWENTY ONE THOUSAND EIGHT HUNDRED SEVENTY DOLLARS) from Certified Free Cash to the Special Injury Leave Indemnity Fund established under Article 9 of the 2017 Annual Town Meeting.

Approved:

Date

Moderator's Signature

Sponsor's Signature

TOWN MEETING

ARTICLE: 10

MOTION: 2

That the Town appropriate the sum of \$11,512.00 (ELEVEN THOUSAND FIVE HUNDRED TWELVE DOLLARS) from Certified Free Cash to the Baler Stabilization Fund established by the vote taken under Article 10 at the 2016 Annual Town Meeting for replacement of the RDF Baler, Compactors, and other RDF equipment.

Approved:

Date

Moderator's Signature

Sponsor's Signature

TOWN MEETING

ARTICLE: 14

MOTION: 1

That the sum of **\$500,755.60 (FIVE HUNDRED THOUSAND SEVEN HUNDRED FIFTY FIVE DOLLARS and SIXTY CENTS)** be appropriated from the PEG Access and Cable Related Fund for Appropriation for Fiscal Year 2027 to be expended under the direction of the Wellesley Media Corporation for the purpose of operating and managing the Town's public, educational, and government access cable television services, pursuant to Section 53F ¾ of Chapter 44 of the Massachusetts General Laws.

Approved:

Date

Moderator's Signature

Sponsor's Signature

TOWN MEETING

ARTICLE: 27

MOTION: 1

That the Town vote to appropriate the sum of \$8,000.00 (EIGHT THOUSAND DOLLARS), received from the Commonwealth Transportation Infrastructure Enhancement Trust Fund pursuant to Chapter 187 of the Acts of 2016 ("An Act Regulating Transportation Network Companies"), § 8(c)(i), for calendar years 2019 and 2020 to address the impact of transportation network services on municipal roads, bridges and other transportation infrastructure in the Town, including the complete streets program established in Section 1 of Chapter 90I of the General Laws and other programs that support alternative modes of transportation, by expending said funds under the direction of the Select Board for education, outreach, and safety training for public transportation and bicycle travel..

Approved:

Date

Moderator's Signature

Sponsor's Signature

TOWN MEETING

ARTICLE: 28

MOTION: 1

That the Town vote to accept G.L. c. 59, § 5, clause 22I, "the Hero Act", authorizing an annual increase in the amount of the veteran eligible exemption granted under G.L. c. 59, § 5, clauses 22, 22A, 22B, 22C, 22E, and 22F by the percentage increase in the U.S. Department of Labor, Bureau of Labor Statistics, Consumer Price Index for the previous year as determined by the Commissioner of Revenue, to be effective for applicable exemptions granted for any fiscal year beginning on or after July 1, 2025.

Approved:

Date

Moderator's Signature

Sponsor's Signature

TOWN MEETING

ARTICLE: 29

MOTION: 1

That the Town accept G.L. c. 59, § 5, clause 22J, the “Hero Act”, authorizing an annual increase in the amount of the veteran eligible exemption granted under G.L. c. 59, § 5, clauses 22, 22A, 22B, 22C, 22E, and 22F by 100% of the personal exemption amount, subject to the conditions in clause 22J, to be effective for applicable exemptions granted for any fiscal year beginning on or after July 1, 2025.

Approved:

Date

Moderator's Signature

Sponsor's Signature

TOWN MEETING

ARTICLE: 30

MOTION: 1

That the Town authorize the Select Board to petition the General Court for special legislation authorizing a limit of \$103,000.00 (ONE HUNDRED THREE THOUSAND DOLLARS) as the maximum qualifying gross receipts for the purposes of G.L. c. 59, § 5, clause 41A, and provided, however, that the General Court may make clerical or editorial changes of form only to the bill, unless the Select Board approves amendments to the bill before enactment by the General Court; and provided further that the Select Board is hereby authorized to approve amendments which shall be within the scope of the general public objectives of this petition:

An Act Relative to Real Property Tax Deferrals in the Town of Wellesley

SECTION 1. Notwithstanding clause forty-first A of section 5 of chapter 59 of the General Laws or any general or special law to the contrary, the town of Wellesley may, by vote of its Select Board, adopt a maximum qualifying gross receipts amount in excess of the limitation set forth in said clause forty-first A; provided, however, that such maximum qualifying gross receipts amount shall not exceed \$103,000.

SECTION 2. This act shall take effect upon its passage.

Approved:

Date

Moderator's Signature

Sponsor's Signature

TOWN MEETING

ARTICLE: 31

MOTION: 1

That the Town authorize the Select Board to petition the General Court for special legislation authorizing an increase in the 15-mile residency limit contained in said section 99A of said chapter 41 for members of the regular Wellesley police and fire departments, as set forth below; provided, however, that the General Court may make clerical or editorial changes of form only to the bill, unless the Select Board approves amendments to the bill before enactment by the General Court; and provided further that the Select Board is hereby authorized to approve amendments which shall be within the scope of the general public objectives of this petition:

AN ACT RELATIVE TO NON-CIVIL SERVICE PUBLIC SAFETY PERSONNEL IN THE TOWN OF WELLESLEY

SECTION 1. Notwithstanding section 99A of chapter 41 of the General Laws, or any other general or special law to the contrary, the town of Wellesley may increase the 15-mile residency limit contained in said section 99A of said chapter 41 for members of the regular Wellesley police and fire departments. Provided, that any increase in the residency limit shall be subject to a collective bargaining agreement negotiated in accordance with chapter 150E of the General Laws.

SECTION 2. This act shall take effect upon its passage.

Approved:

Date

Moderator's Signature

Sponsor

TOWN MEETING

ARTICLE: 33

MOTION: 1

That the Town vote to rescind authorized and unissued loans, authorize the transfer of unused proceeds from previously issued loans to one or more eligible appropriations, and/or amend existing borrowing authorizations on unissued debt, in order to allow the use of premiums for project costs and to reduce the amount of the borrowing so authorized in accordance with Section 20 of Chapter 44 of the Massachusetts General Laws, as follows:

<u>TOWN MEETING VOTE</u>	<u>PROJECT</u>	<u>TOTAL DEBT AUTHORIZATION</u>	<u>AMOUNT TO BE RESCINDED</u>
Article 3/STM 10/2021	Hardy MSBA	\$70,000,000.00	\$11,670.00

Approved:

Date

Moderator's Signature

Sponsor's Signature

TOWN MEETING

ARTICLE: 36

MOTION: 1

That the Town vote to authorize the Select Board to appoint one or more of their number as fire engineers.

Approved:

Date

Moderator's Signature

Sponsor's Signature

11. 9:10 Administrative Matters
 - Discuss and Vote Minutes

Please find the minutes of January 13, 2026, for review.

MOTION

MOVE to approve the minutes of January 13, 2026, as amended.

1 Approved:

2

3 **Select Board Meeting:** January 13, 2026

4 **Present:** Marjorie Freiman, Thomas Ulfelder, Colette Aufranc, Beth Sullivan Woods, Kenneth
5 Largess

6 **Also Present:** Executive Director Meghan Jop (remotely via Zoom), Assistant Executive Director
7 Corey Testa

8

9 **Meeting Documents:**

- 10 1. Agenda
- 11 2. Select Board Calendar
- 12 3. Meeting Overview
- 13 4. Memo from Traffic Committee to Select Board dated January 8, 2026, RE: Recommended
14 Traffic Regulation Amendment – Stop on Ivy Road at Popular Road and Parking
15 Prohibition on Halsey Avenue and Turner Road
- 16 5. Public Hearing Notice – January 13, 2026
- 17 6. Memo from Traffic Committee to Select Board dated January 13, 2026, Re: Traffic
18 Committee 2025 Summary
- 19 7. Draft 2026 Town Meeting Article List
- 20 8. Draft 2026 Annual Town Meeting Warrant
- 21 9. Memo to Select Board from Meghan Jop dated January 9, 2026, Re: Status of the FY27
22 Budget
- 23 10. Town Departments – Guideline Table
- 24 11. Exhibit B – Sources and Uses dated 1/9/26
- 25 12. Exhibit C – Five Year Capital Plan dated 1/9/26
- 26 13. Reserves Projection After ATM 2026
- 27 14. Draft General Bylaw Review Committee Charge (clean)
- 28 15. Draft General Bylaw Review Committee redlined version to previous version
- 29 16. Draft Minutes
 - 30 a. December 16, 2025
- 31 17. Other Correspondence
 - 32 a. Letter to Edward Augustus, HLC, dated January 9, 2026, Re: Foundational
33 Questions about DCAMM, HLC, and MassBay's Process
- 34 18. Additional Documents
 - 35 a. Revised Draft Warrant
 - 36 b. Mid January Liaison update – Aufranc

37

38

39 1. **Call to Order**

40 Ms. Freiman called the Select Board meeting to order at 6:30 PM in the Juliani Room, Town Hall.

41 Ms. Freiman announced that the meeting was being broadcast live on Comcast Channel 8 and
42 Verizon Channel 40 and would be available for later viewing on wellesleymedia.org.

44 2. **Citizen Speak**

45 **Nick Rhind**, Garden Road, addressed the Select Board regarding the MassBay development. He
46 expressed disappointment with the Town's communication about the project, noting that despite
47 Chair Freiman's clear outline in September and the Board's October letter, the process for
48 collecting Town input had been canceled with limited explanation. Mr. Rhind encouraged the
49 Board to pursue a collaborative approach rather than threatening litigation against the
50 Commonwealth.

51

52 3. **Chair's Report (this item was taken out of order)**

53 Ms. Freiman indicated she would move up on the agenda a portion of the Chair's Report. Ms.
54 Freiman provided an update on the proposed MassBay development, explaining it would be the
55 only MassBay discussion for the evening. She reported on a December meeting at the State House
56 with state officials, including Executive Office of Housing and Livable Communities (HLC)
57 Secretary Ed Augustus, Division of Capital Asset Management and Maintenance (DCAMM)
58 Commissioner Adam Baacke, as well as state legislators State Senator Cindy Creem and State
59 Representative Alice Peisch. Also present were MassBay President David Podell, MassBay Board
60 of Trustees Chair Alissa Povich, Ms. Jop and Mr. Testa, and several staff members from the state
61 and local levels.

62

63 Ms. Freiman noted that Secretary Augustus stated that the proposed development on Oakland
64 Street would not exceed 180 units. The Commonwealth is considering preserving approximately
65 39-40 acres of the forested site, intending to find a developer committed to leaving that portion
66 undisturbed, protecting it legally from future development. The development would focus on the
67 roughly 5-acre parking lot area, with various housing types under consideration. State legislators
68 told the Secretary, Commissioner and Dr. Podell that they stood behind and support the Town. Ms.
69 Freiman shared that legislation was not the Towns preferred method of resolution but that the
70 Board would consider all options to protect the Town and residents and ensure that both the Town
71 and the Commonwealth comply with statutory requirements. Ms. Freiman noted the Board had
72 many questions regarding the Commonwealth's interpretation of several aspects of the Affordable
73 Housing Act, and implementation of the statute.

74

75 The Town and state legislators highlighted concerns about the density of the proposed project,
76 serious traffic issues on Oakland Street and Route 9, and other logistical details like parking for
77 housing residents and MassBay students. Additional concerns involved engaging the
78 Massachusetts Department of Transportation early to address the traffic issues, given that Route 9
79 is a state road, and questions about the timing of promulgation of regulations and terms of the
80 request for proposals for developers. State legislators and the Town emphasized the need for HLC
81 and DCAMM to consider flexibility in the number of units planned, the Commissioner indicated
82 there would be no downward movement on that number.

83

84 Ms. Freiman noted the community visioning session scheduled in December had been cancelled
85 because of lack of clarity and conflicting information from different offices in the Commonwealth.
86 The Board has submitted written questions to the Executive Office of Housing and Livable
87 Communities and is awaiting responses to determine the next steps. The letter is a public document
88 and was circulated as part of the Board's newsletter, the W, was posted with the meeting materials
89 and is available on the Town's website. Responses to questions are required before the Board can
90 reschedule the session and engage with residents.

91
92 Ms. Freiman mentioned that the Board has engaged outside attorneys to work with Town Counsel
93 and assist with clarifying the Town's rights and next steps regarding the development. To protect
94 strategic discussions and maintain attorney-client privilege, meetings have been held in executive
95 session. . Finally, the Chair emphasized the importance of public opinion and encouraged residents
96 to continue providing their views to the Board, promising updates as new information became
97 available.

98
99 4. **Executive Director's Report**

100 Executive Director Meghan Jop provided several updates:

- 101 • The "Skip the Stuff" initiative at local restaurants is now in effect as of January 1, 2026,
102 requiring patrons to request single-use items.
- 103 • The Wellesley Cultural Council has announced awards totaling over \$16,000 for 18
104 projects spanning various arts and cultural initiatives.
- 105 • While candidates for boards and committees are set for the Town election, residents can
106 still pull papers to run for Town Meeting until January 23rd at 4 PM, with completed papers
107 due by January 27th at 5 PM

108
109 5. **Public Safety Quarterly Updates**

110 *Fire Chief Stephen Mortarelli and Police Chief Scott Whittemore joined the meeting.*

111
112 **Fire Chief**

113 Chief Mortarelli provided department updates including:

- 114 • Firefighter Ben Gilkey's graduation from the Mass Fire Academy on December 1st, where
115 he served as class president
- 116 • Completion of the entrance exam with approximately 60 applicants, with background
117 checks underway for potential new hires
- 118 • Successful Senior Thanksgiving lunch event coordinated by Deputy Chief Corda
- 119 • Scheduled live burn training at Brookline Fire
- 120 • Union Contract Negotiations are beginning
- 121 • Updates on technology projects including a new alerting system that has gone live
- 122 • The department was first in Metro Fire to switch to the National Reporting System
- 123 • Ongoing implementation of the First Due software system for department operations
- 124 • Reactivation of the Local Emergency Planning Committee (LEPC)
- 125 • Boston Marathon planning underway with Boston Athletic Association

126 • Progress on the fire station master plan working group, with plans to present
127 recommendations to the Board soon
128 • Delivery of new equipment including Engine 1, a new command vehicle (CAR 3), and a
129 new Utility Terrain Vehicle (UTV) along with staff training on the UTV at Morses Pond
130

131 The Board commended the Fire Department's accomplishments and modernization efforts.
132

133 Police Chief

134 Chief Whittemore presented department updates including:

135 • The success of the e-bike safety task force, which has reduced complaints significantly
136 • Reclassification of two positions: IT Specialist to IT Public Safety Manager and Office
137 Manager
138 • All five new officers are fully trained and on duty
139 • Plans for a police officer exam in April/May following recruitment efforts
140 • Preparation for the Boston Marathon in coordination with the Fire Department
141 • Security operations for Secretary Clinton's visit to Wellesley College in November
142 • Planning for World Cup events, including potential local presence and support at Gillette
143 Stadium
144 • Receipt of a \$50,000 anonymous donation and a \$16,000 competitive state grant
145 • Acquisition of a third fully electric cruiser
146 • Operations during the Thanksgiving Turkey Trot and football game
147 • Rapid restoration of DPW radio communications after wind damage to an antenna pole
148 • Extensive training initiatives including night firearms qualification, defensive tactics
149 recertification, and active shooter training with neighboring departments and local colleges
150 • More efficient scheduling of department-wide training throughout the year
151

152 The Board noted the sophistication of both departments and their strong community partnerships.
153

154 6. **Traffic Committee Update**

155 *Transportation and Mobility Manager Sheila Page and Lieutenant Michael Lemenanger
156 joined the meeting.*

157

158 Ms. Page provided an overview of the Traffic Committee's operations, explaining that the
159 committee reviews resident requests regarding roadway safety by gathering data, conducting site
160 visits, and following relevant regulations and guidance. Solutions may be regulatory (requiring
161 Select Board approval), non-regulatory, or involve physical improvements. Ms. Page highlighted
162 a few initiatives including:

163 • Collaboration on the e-bike safety initiative
164 • Utilization of a service providing traffic speed data based on cell phone and car data
165 helping to address neighborhood speeding concerns
166 • Completion of the Complete Streets Prioritization plan setting the Town up for
167 competitive grant applications

168

169

170 Ms. Freiman opened the public hearings for the proposed traffic regulation modifications.

171

172 Parking Prohibition on Halsey Avenue and Turner Road

173 Ms. Page presented a proposal to prohibit parking at the intersection of Halsey Avenue and Turner
174 Road near Morse's Pond Access Road, explaining that this popular destination experiences parking
175 issues that create safety concerns. The prohibition would make permanent what has been
176 temporarily marked with cones.

177

178 Several residents provided input:

- 179 • **Pete Jones**, a resident since 1947, shared photos showing extensive parking problems
180 affecting safety, particularly during events
- 181 • **Jamison Barr** of 2 Halsey Avenue noted issues with delivery trucks and emergency
182 vehicles navigating the area
- 183 • **Terri Bonee** of 45 Turner Road suggested better signage about parking lot availability

184

185 Board members discussed concerns about displacing parking to other nearby streets and the need
186 for better signage and enforcement. The Traffic Committee indicated this would be an iterative
187 approach, with the ability to revisit the regulations if needed.

188

189 **Upon a motion by Ms. Aufranc and seconded by Mr. Ulfelder the Board voted (5-0) to close
190 the Public Hearing on this topic.**

191

192 **Aufranc – Aye**

193 **Freiman – Aye**

194 **Largess – Aye**

195 **Sullivan Woods – Aye**

196 **Ulfelder – Aye**

197

198 **Upon a motion by Ms. Aufranc and seconded by Mr. Ulfelder the Board voted (5-0) to amend**
199 **the traffic regulations under No Parking Schedule 1 by adding locations:**

200 • **Halsey Avenue on the south side from Turner Road to approximately 140 feet**
201 **westerly on Halsey Avenue and**
202 • **Halsey Avenue on the north side from Turner Road, approximately 110 feet westerly**
203 **on Halsey Avenue and**
204 • **Turner Road West on the west side from Halsey Avenue to Hodges Avenue.**

205 **Aufranc – Aye**

206 **Freiman – Aye**

207 **Largess – Aye**

208 **Sullivan Woods – Aye**

209 **Ulfelder – Aye**

210

211 **Stop Sign at Ivy Road at Poplar Road**

212 Ms. Page detailed the proposal to add a stop sign at the intersection of Ivy Road and Poplar Road,
213 noting that neither road currently has stop control, making it unclear who has the right of way. Per
214 guidance, the stop sign should go on the road with better visibility, which is Ivy Road.

215

216 The Board agreed with the recommendation from the Traffic Committee.

217

218

219 **Upon a motion by Ms. Aufranc and seconded by Mr. Ulfelder the Board voted (5-0) to close**
220 **the Public Hearing on this topic.**

221

222 **Aufranc – Aye**

223 **Freiman – Aye**

224 **Largess – Aye**

225 **Sullivan Woods – Aye**

226 **Ulfelder – Aye**

227

228 **Upon a motion by Ms. Aufranc and seconded by Mr. Ulfelder, the Board voted (5-0) to**
229 **amend the traffic regulations under, Schedule IV Stop Signs by adding Ivy Road at Poplar**
230 **Road so as to face southbound drivers on Ivy Road, and Ivy Road at Poplar Road so as to**
231 **face northbound drivers on Ivy Road.**

232

233 **Aufranc – Aye**

234 **Freiman – Aye**

235 **Largess – Aye**

236 **Sullivan Woods – Aye**

237 **Ulfelder – Aye**

238

239 7. **Annual Town Meeting (ATM) Preparation**

240 **Discuss and Vote the ATM Warrant**

241 Ms. Jop presented the ATM Draft Warrant, reviewing several changes since the previous version
242 including:

243 • Confirmation of the February 9th zoning hearing date
244 • Addition of "commissions" to Article 1 to be more inclusive
245 • Maintaining the baler compactor fund rather than terminating it
246 • Verification of revolving fund names
247 • Separation of personnel policies from HR bylaw changes in different articles
248 • Corrections to language for MWRA articles

249

250 The Board noted this is one of the shortest warrants in 10 years. They agreed to postpone voting
251 on the warrant until after the budget discussion.

252

253 8. **FY27 Budget Update**

254 *Chief Financial Officer Rachel DeRoche joined the meeting via Zoom.*

255

256 Ms. Jop and Chief Finance Officer Rachel DeRoche presented an update on the FY27 budget,
257 highlighting a current deficit of approximately \$2 million. To address this shortfall, they proposed
258 a strategy comprising two key actions:

259 • Reducing cash capital by \$1 million: This involves requesting departments to delay some
260 projects, particularly given that about \$4 million in previously approved cash capital funds
261 have not yet been spent. Ms. Jop mentioned that the initial proposal already saw cuts from
262 departments such as the Facilities Management Department (FMD) and the Department of
263 Public Works (DPW), which collectively removed nearly \$1 million in capital projects to align
264 with the budget guidelines. Although Ms. Jop and Ms. DeRoche acknowledged the importance
265 of capital investments, they believed this reduction would provide an opportunity to catch up
266 on previously funded but incomplete projects, thus managing the budget more effectively
267 without immediate service impacts.

268

269 • Using Free Cash to offset employee benefits increases: The proposal includes applying
270 approximately \$1.3 million in Free Cash to mitigate the substantial rise in health insurance
271 costs, which are projected to increase by 12.5%. Ms. Jop explained that the prior year had an
272 anomaly with a lower-than-expected increase due to the West Suburban Health Group's
273 favorable rate, but this year presented significant costs driven by national trend such as

274 prescription drug prices and provider negotiations. With this approach, the total Free Cash
275 applied to operations would amount to \$3.5 million.

276

277 This solution raised concerns among Board members about the increasing reliance on Reserves
278 for covering operational expenses.

279

280 To address these concerns, the Board engaged in a discussion about exploring specific capital
281 projects that could be deferred, including an irrigation replacement proposal, playground
282 reconstruction, or a significant request for consultant services for the Comprehensive Plan noting
283 the Planning Department does not currently have a director. Board members noted that cutting
284 capital expenditure in this period results in deferral to a later period and stressed the importance of
285 obtaining detailed information on unspent funds from prior allocations. They highlighted the
286 necessity of strategic planning to assess potential impacts on service delivery and prepare for future
287 financial challenges. Board members also pointed out the importance of leveraging alternative
288 funding sources, such as grants or borrowing, to better sustain long-term fiscal health. There was
289 broad consensus on the need for proactive measures, particularly if health insurance cost trends
290 persist, to safeguard operational balance without severely depending on reserve funds.

291

292 The Board agreed to have staff gather more comprehensive data on the capital projects yet to be
293 completed and potential alternative funding mechanisms. The Board continued the budget
294 discussion and Annual Town Meeting Warrant to the next meeting, aiming for a financial strategy
295 that aligns with both immediate and future Town needs. This re-assessment includes evaluating
296 the feasibility of proceeding with certain projects and seeking input from the Department of Public
297 Works and Planning Board regarding Free Cash articles proposed.

298

299 9. **Discuss and Vote Modification to Town Bylaw Committee Charge**

300 Ms. Freiman presented a revised proposal for the Town Bylaw Committee charge. The changes
301 included moving the Moderator and staff to ex-officio status and proposing that the committee
302 (consisting of two Select Board members and ex-officio members) would together designate
303 three Town Meeting members to round out a committee of five voting members.

304

305 Board members engaged in a discussion on whether the appointment of Town Meeting members
306 to the committee should align with the standard appointment process typically used for
307 committee appointments. Some members expressed the need to consider incorporating a formal
308 procedure for selecting these members to ensure consistency and transparency. Ms. Freiman

309 elaborated on the rationale for the current proposal, emphasizing the significant value of the ex-
310 officio members' input. She noted that these ex-officio members bring a wealth of experience
311 with Town Meeting and an in-depth understanding of Town Meeting members, which is crucial
312 in selecting individuals who would effectively serve the committee's purpose. This input is vital
313 as it helps ensure that the appointed Town Meeting members are well-informed and suited to
314 contribute meaningfully to the committee's work.

315

316 **Upon a motion by Ms. Aufranc and seconded by Mr. Ulfelder, the Board voted (4-1) to**
317 **approve the General Bylaw Review Committee charge, as amended.**

318
319 **Aufranc – Aye**
320 **Freiman – Aye**
321 **Largess – Aye**
322 **Sullivan Woods – No**
323 **Ulfelder – Aye**
324

325 **10. Administrative Matters**

326 **Discuss and Vote Minutes**

327 The Board reviewed minutes from December 16, 2025.

328
329 **Upon a motion by Ms. Aufranc and seconded by Mr. Ulfelder, the Board voted (5-0) to**
330 **approve the minutes of December 16, 2025, as amended.**

331
332 **Aufranc – Aye**
333 **Freiman – Aye**
334 **Largess – Aye**
335 **Sullivan Woods – Aye**
336 **Ulfelder – Aye**
337

338 **11. Chair's Report**

339 Ms. Freiman stated she had already provided her MassBay update at the beginning of the meeting
340 and offered to accept any public comments that may have been intended for that agenda item.

341
342 Ms. Freiman reported on a meeting with School Committee leadership, noting:
343 • The school budget public hearing is set for January 20th with a final vote on February 3rd.
344 • The Superintendent's budget is slightly below 3%, with a version at exactly 3% containing
345 \$26,000 in strategic initiatives.

346 • School Committee leadership asked questions regarding the presentation of Town and School
347 budget motions and staff are working to address those questions.
348 • Hardy and Hunnewell Solar cost estimates are in, with pending grant applications.
349 • The School Committee voted to proceed with window units only for the Air Conditioning
350 project at Bates, Fiske, Schofield and Middle School, at a cost of \$17-20 million. With that
351 estimate none of the schools will require Americans with Disability Act modifications because
352 the total construction costs excluding soft costs are below 30% of the assessed values of the
353 buildings.
354 • A new state policy requires middle school students to be informed about high school options
355 beyond Wellesley High School.

356
357 **12. Adjournment**

358 The meeting was adjourned at 9:15 pm

359
360 The next regular meeting is scheduled for January 20, 2026, at 6:30 pm in Juliani Room, Town
361 Hall.
362

12. 9:15 Chair's Report

Ms. Freiman will give an update on recent meetings with Town board/committee leadership.

Other Correspondence:

- Equity Audit Update
- Animal Control Report

To: Wellesley Select Board
From: DEI Task Force
Date: February 10, 2026
Re: Equity Audit Update Memorandum

The Wellesley Select Board adopted a Statement on Anti-Racism and Anti-Bias on February 22, 2021, in response to increasing reports of incidents of hate and bigotry in the community. Shortly thereafter, the Select Board staff created the DEI Task Force (“Task Force”) to build on the statement’s goal of creating a more inclusive and welcoming Wellesley for all residents. The Task Force is made up of residents, Town officials, and municipal staff. After a year and a half of work, the Task Force produced a [report](#) and proposed that 2023 Annual Town Meeting adopt an Anti-Racism and Anti-Bias Resolution and allocate funds (\$100,000) to retain a consultant to conduct a Town-wide diversity, equity, and inclusion audit (“Equity Audit”). The purpose of the Equity Audit was to establish an understanding of current conditions in the community and to identify actions that would lead to greater inclusivity and improve municipal services. Town Meeting overwhelmingly supported the resolution and appropriation.

With the leadership of former Wellesley Assistant Executive Director Amy Frigulietti, the Task Force retained the services of Racial Equity Group (“REG”) to conduct the Equity Audit. REG, led by President and CEO Bird Guess, began work in January 2024 with a series of trainings for municipal staff. They conducted a staff-wide survey to collect data and then compared that data to trends in the region and the Commonwealth. REG then conducted focus groups, interviews, and a community-wide survey of residents to gather Town-specific data. These steps were heavily advertised through the Town website, public announcements, and social media, and physical copies of notices and surveys were placed at key public spaces throughout the community.

REG completed data gathering in the fall of 2024 and provided a draft final report, gap and barrier analysis, and a set of recommendations to the Task Force at the end of 2024/early 2025.

Key Equity Audit Recommendations:

1. **Maintain DEI Task Force:** Provide oversight of and accountability for achieving the recommended objectives and goals of the Equity Audit through a permanent body such as the DEI Task Force.
2. **Attract and Retain Diverse Talent in the Municipal Workforce:** Expand efforts to create equal employment opportunities, including internships, to attract a competitive pool of qualified candidates, including females and people of color, who are significantly underrepresented in the municipal workforce. Train and equip all managers to create fair and inclusive workplaces.
3. **Measure and Monitor Equity for Vendors and Contractors:** Survey all bidders/contractors to provide baseline representation data and identify whether equal opportunities exist. Demonstrate good faith efforts to expand outreach to all businesses, including minority and women-owned businesses, to generate a competitive pool of qualified contractors.
4. **Enhance Belonging and Inclusion for All Residents:** Offer more diverse community events and activities and improve communication about events. Provide resources to help host culturally diverse events, support events with attendance, and find ways to acknowledge diverse holidays and cultures represented in the community.

The Select Board office staff is evaluating potential models for a permanent DEI committee per recommendation #1. Regarding recommendation #2, the Human Resources Department is reviewing existing HR policies and procedures to expand efforts to attract and retain diverse talent. Given the complexities with Massachusetts public procurement laws and Wellesley's decentralized system of government, recommendation #3 has not yet been addressed – but it will be considered by boards, municipal staff, and the Task Force (or a future iteration of the Task Force) in the future.

The Task Force concluded that recommendation #4 was ripest for action and partnered with the leadership of the Wellesley Civil Discourse Initiative ("WCDI") to gather feedback from the public through a facilitated dialogue held in October 2025 (one in-person dialogue and one virtual dialogue). The goal of this dialogue was to engage residents, business owners, students, staff, and other participants in a conversation about ways the Town can enhance programming, events, celebrations, and traditions that will improve the sense of welcome and belonging for all community members.

Included in this memorandum is a summary of the dialogue, including key takeaways and possible recommendations from the Task Force based on those takeaways. The Task Force

has also included: (1) the one-page summary of the Equity Audit provided to Town Meeting in March 2025, (2) the final Gap & Barrier Analysis, and (3) the 2024 Community Survey Results Report.

Wellesley DEI Task Force Membership:

- Melinda Arias-Voci
- John Benzan
- Linda Chow
- Leda Eizenberg
- *Amy Frigulietti* (former Asst. Executive Director)*
- *Bird Guess (Racial Equity Group – Equity Audit Consultants)*
- Dolores Hamilton* (Director of Human Resources)
- Stephanie Hawkinson* (Public Information Officer)
- Je'Lesia Jones
- Meghan Jop* (Executive Director)
- Glen Kim
- Ann-Mara Lanza
- Lisa MacDonald
- Paul Merry
- Lina Musayev
- Tere Ramos
- Odessa Sanchez
- Corey Testa* (Assistant Executive Director)

*Wellesley Town employee

Equity Dialogue Follow-Up: Debrief, Next Steps, and Recommendations

Background

Upon the completion of the Equity Audit in February 2025 (see [Town of Wellesley DEI Equity Audit Report summary](#)), the DEI Task Force determined that a dialogue coordinated by the Wellesley Civil Discourse Initiative would be a helpful next step in addressing the following key strategy identified in the audit:

3.0 Enhance belonging and inclusion for all residents and stakeholders

- Objective 3.1 Support Diverse Cultural Events and Activities. Tactics:
 - Work with the appropriate Town committee to evaluate previous Town events/activities, and acknowledgement of diverse cultures/holidays, to identify opportunities to enhance a sense of belonging and inclusion for all stakeholders.
 - Identify diverse community organizations and individuals from underrepresented groups to gain input and feedback on potential diverse cultural programming opportunities.

On September 9, 2025, the Select Board approved funding from the R.W. Babson Fund to support the dialogue, which was titled, “Many Traditions, One Community: A Conversation About Belonging in Wellesley.” The Civil Discourse Initiative planned and executed two sessions of the dialogue (content identical) to which all members of the Wellesley community were invited: an in-person session and a remote session. The Town’s public information staff assisted with the invitation and developed a QR code for registration. The invitation was circulated by the Town, the Wellesley Civil Discourse Initiative, and other organizations in Wellesley, as well as being shared on social media.

A total of 83 people signed up, with 65 ultimately participating, including 39 who had not attended a previous dialogue. The high percentage of first-time dialogue participants indicates success in reaching new audiences. The Civil Discourse Initiative conducted one-on-one pre-dialogue conversations with 54 of the 65 participants in preparation for the dialogue sessions.

- The in-person session was held in the Wellesley High School Cafeteria on October 27, 2025, with 44 participants divided into 7 groups. Each group had 2 facilitators, one of whom took notes that were reviewed by participants during the session.

- The remote session was held via Zoom on October 30, 2025, with 21 participants divided into 4 groups. Each group had 2 facilitators, one of whom took notes that were reviewed by participants during the session.

The in-person session began with an introduction from Executive Director Meghan Jop and the virtual session featured an introduction from Assistant Executive Director Corey Testa, with both sessions including a detailed summary of the Equity Audit findings by the Town's consultant Bird Guess of Racial Equity Group, followed by a 90-minute dialogue that addressed the questions outlined in this memo.

Following the dialogue, participants were asked to provide feedback via a paper or digital form (a standard practice of the Civil Discourse Initiative). Of the 65 participants, 61 completed either a paper or digital form. Results from the feedback forms are summarized in the attached document.

The notes from the dialogues were transcribed and are summarized below.

Summary of Notes from the Dialogue Sessions

Dialogue Question 1: Experiences of Feeling Connected or Excluded at Community Events

Participants shared a wide range of experiences in Wellesley and beyond that shaped their sense of belonging. Many described meaningful moments of connection, often tied to shared traditions, cultural visibility, and opportunities for active participation. Conversely, feelings of exclusion typically emerged when events reflected narrow cultural norms, lacked representation, or when systems and communication barriers prevented engagement.

When Participants Felt Connected

Participants often felt most connected when engaging in **town-wide traditions, school events, cultural observances, and neighborhood gatherings**. Examples included:

- Participating in Wellesley's Veterans' Day Parade and Wonderful Weekend (both in May), which brought families and neighbors together;
- School-centered events such as multicultural nights, choral performances, holiday cookie exchanges, and field trips, which offered welcoming, diverse environments;
- Religious and cultural observances that were intentionally inclusive, such as the MLK Celebration, menorah lighting, inclusive bat mitzvah services, and veterans events;

- Neighborhood-based, informal celebrations—Halloween gatherings, progressive dinners, happy hours—that fostered personal connections;
- Cultural or identity-affirming experiences, such as representing one’s heritage at school diversity programs or seeing inclusive symbols (e.g., crescent at Town Hall, holiday decorations that acknowledge multiple traditions); and
- Community support moments, particularly during personal hardship, where residents showed up in ways that made individuals feel deeply valued and held by the community.

The shared thread in these stories is **recognition, participation, and representation**. When people saw themselves reflected in events—or when events invited them to contribute—they felt welcomed, valued, and connected.

When Participants Felt Excluded

Experiences of exclusion were typically rooted in **cultural misalignment, lack of representation, gaps in communication, or social barriers**.

Examples included:

- Events that appeared to center Christian traditions (Holiday Stroll, Luminary Night, Christmas lights) without acknowledging other cultures or faiths;
- The rejection of Pride Month celebrations, which signaled to some residents that LGBTQ+ identities were not equally valued;
- Town Meeting culture feeling homogenous, intimidating, or unwelcoming to younger or more diverse residents;
- Microaggressions and comments about neighborhoods, identity, or belonging—e.g., “starter homes” references or “this is my country;”
- Challenges accessing information as newcomers, non-residents, or Town employees without clear communication channels;
- METCO families, working parents, and new residents feeling disconnected or unable to participate fully; and
- Debates or decisions around religious observances (menorah placement, school holiday calendars) that made people feel their traditions were secondary or contested.

These stories reveal that **even small signals of exclusivity—whether intentional or not—often reinforce the feeling that Wellesley prioritizes certain identities while overlooking others.**

Dialogue Question 2: What Helps People Feel Connected to Community Celebrations?

Participants identified several factors that strengthen inclusion and belonging at community events:

1. Representation and Visibility

People feel connected when:

- Multiple cultures and religions are visibly acknowledged.
- Events include diverse foods, music, stories, languages, and symbols.
- Holidays are presented in a seasonal, secular, or multi-faith framework.

2. Opportunities to Participate or Contribute

Connection grows when residents can:

- Volunteer, perform, organize a booth, or share aspects of their culture.
- Bring family traditions to community spaces.
- Engage through their children's schools or extracurricular activities.

3. Welcoming Atmosphere and Interpersonal Warmth

Participants highlighted:

- Friendly hosts and greeters.
- Clearly explained activities.
- A sense that newcomers, minorities, and long-term residents are equally welcome.
- Events structured for all ages and interests.

4. Accessibility and Ease of Participation

Feeling included often depends on:

- Events scheduled at family-friendly times.
- Multiple locations across the Town.

- Clear information distributed through multiple platforms.
- Low or no cost to attend.

5. Town Traditions that Bring People Together

Events such as Marathon Day, Wonderful Weekend, MLK Day observances, school concerts, and holiday programming create recurring moments of unity and civic pride.

Dialogue Question 3: What Makes Participation Difficult or Less Possible?

Residents also named a set of barriers that limit inclusion:

1. Lack of Representation or Cultural Narrowness

Participants noted that:

- Events often appear designed with a white, Christian-majority audience in mind.
- Certain holidays or identity groups receive little visibility, support, or acknowledgment.
- Decisions around religious symbols (e.g., menorah, school holidays) have created tension.

2. Communication and Information Gaps

Challenges included:

- No centralized newcomer portal.
- Town employees do not receive general event information.
- Reliance on word-of-mouth or fragmented communications.
- Difficulty navigating Town systems as a new resident.

3. Perceived Social and Cultural Barriers

Several participants described:

- Feeling uncomfortable due to socio-economic assumptions or stereotypes about Wellesley.
- Discomfort attending events where they are the only person of color.
- Feeling that Town Meeting or committees skew toward a narrow demographic.

4. Logistical Barriers

Residents identified:

- Work schedules (especially for those commuting to Boston).
- Childcare responsibilities.
- Cost or accessibility of some events.
- COVID-era disruptions that created disconnection, particularly for METCO families.

5. Experiences of Bias or Microaggressions

These incidents—even when isolated—create lasting feelings of exclusion and reluctance to attend community events.

Conclusion: Key Takeaways and Overarching Themes

Across all questions and for both the in-person and virtual dialogues, several clear themes emerge:

1. Representation Matters Deeply

People feel included when they see their cultural, religious, neighborhood, and family traditions represented in public spaces and events. When symbols or events privilege a single tradition/observance/faith, others feel intentionally excluded or left behind.

2. Schools Provide the Strongest Source of Community

School communities—through diversity nights, concerts, field trips, and committees—are where many residents experience their most meaningful connections. Many participants indicated that Wellesley Public Schools provide the easiest way to “build community.” However, they noted that it is challenging to maintain a community once your children leave the school system or if you do not have children in the schools.

3. Connection Requires Intentional Design

Events feel inclusive when structured with:

- A broad range of cultures
- Clear and consistent communication
- Opportunities for active participation

- Conscious attention to symbolism, language, and invitations

4. Newcomers and Non-Residents Need Clear On-Ramps

A lack of central information and welcoming systems disproportionately impacts:

- New residents
- METCO families
- Town employees
- Working parents

5. Microaggressions and Bias Undermine Belonging

Even a few incidents can create a cloud of exclusion. The community notices—and remembers—when identity-based hostility occurs.

Recommendations for the Town of Wellesley

1. Establish a Digital Central “Welcome & Belonging” Hub

- A single portal listing events, resources, cultural celebrations, and ways to get involved. Many participants complimented “The W,” which was launched earlier this year. Build on the success of the newsletter and coordinate closely with Public Information Officer/Select Board office on clear messaging.
- Tailored guidance on ways to engage in the community, participate in local government, and connect with neighbors and other Town stakeholders for newcomers, METCO families, and Town staff.

Improve channels of communication and opportunities for neighborhood interaction/resident-to-resident support and cooperation. A community “message board” for residents to post advertisements for services, etc. **2. Attract and Retain Diverse Talent in Municipal Government**

- Expand efforts to create equal employment opportunities in the municipal workforce and to attract a competitive pool of qualified candidates, including females and people of color, who are currently significantly underrepresented.
- Expand internship opportunities to allow for career exploration and development.

- Collect data on the demographic composition of Town boards, committees, and commissions (elected and appointed) to establish a baseline.

3. Expand Cultural Representation in Events and Traditions

- Support multicultural, interfaith, and identity-affirming events (e.g., Pride, Diwali, Lunar New Year). Leverage existing community and cultural organizations (e.g. faith communities, Council on Aging, Wellesley Cultural Council, World of Wellesley, Wellesley Chinese Language School, Art Wellesley) to co-sponsor and co-organize community events that are welcoming and inclusive.
- Ensure holiday decorations and public programming reflect the diversity of residents. Work with the Select Board to update the Holiday Decorations policy to better reflect Wellesley's current diversity.

4. Increase Participation Pathways

- Offer small, low-barrier participation roles for community members at major events. Expand opportunities for community members to volunteer to organize and support events and advertise those opportunities across every available platform.
- Provide stipends, transportation, or childcare options for volunteers when economically feasible. Town should provide more formal assistance and structure to residents/community groups who need support for holding community events and programs.
- Invite cultural groups, student organizations, and neighborhood leaders to co-create events. Strengthen relationships with colleges and collaborate with them to improve sense of belonging for all student populations.
- Intentionality – promote and organize events, programs, and groups that engage with and attract residents, students, business owners, and visitors who traditionally do not participate in community functions.

5. Improve Communication

- Share event information broadly and consistently across channels (web, newsletters, social media, schools).
- Ensure Town employees receive the same information as residents.
- Reinforce the importance of resident involvement, volunteerism, and attendance at Town-sponsored and other community events and programming through promotional materials, volunteer recruitment, and event/program management.

6. Advance Inclusive Training and Norms

- Provide training as needed for staff, volunteers, and event hosts on welcoming practices and cultural awareness and inclusivity.
- Develop clear guidelines, through the Select Board/Select Board Policy Subcommittee, for inclusive holiday observances and non-sectarian practices in civic spaces (Town Meeting, school calendars, public events).

7. Support Affinity-Based and Identity-Affirming Events

- Revisit policies around Pride and other identity-based celebrations.
- Consider a community mini-grant program for cultural groups to host events (in coordination with the Wellesley Cultural Council).
- Strengthen connections between residents/community stakeholders and the faith communities.

8. Strengthen Neighborhood-Based Engagement

- Promote block parties, neighbor-to-neighbor programs, and micro-events where residents gather informally.
- A “Neighborhood 311” Program so residents can learn how to run their own events and where to find specific information (block party applications, etc.)



TOWN OF WELLESLEY

WELLESLEY, MA 02482

Telephone 781-235-0062

POLICE DEPARTMENT

Scott Whittemore

Chief of Police

January 29, 2026

To: Chief Scott Whittemore

From: ACO Jenny Smith

Subject: Animal Control December Monthly Report

Chief Whittemore,

During the month of December, I responded to 34 calls for service. These calls included rabies bite and exposure quarantines and miscellaneous wildlife calls. I also covered for Weston's Animal Control Officer while she was on vacation.

In December due to the cold weather, calls for Animal Control have been lower. During the quieter days, I conduct checks at the high complaint locations that include the Centennial Park parking lot, Sprague field and Perrin Park. I also attended Coffee with a Cop at the Tolles Parsons Center with Officer Rosenberg, answering questions and concerns the residents have about wildlife.

I attended an annual zoom meeting for Livestock Disease and Inspection for Animal Inspectors. Annual Inspections known as "barn inspections," involve an annual census and visual inspection of livestock (cattle, sheep, swine, goats, poultry, etc.) and their environments for sanitation, water supply, and overall health. As an Animal Inspector I work closely with Massachusetts Department of Agricultural Resources (MDAR) in case of any suspect of diseases, like Avian Influenza.

Also in December, I went to the Dedham District Court to address the court hearings for unlicensed dog and no rabies vaccination citations.

Sincerely,

Jenny Smith

Wellesley Animal Control Incident Report: December 2025

<u>34</u>	Total Incidents Investigated		<u>15</u>	Off Duty Calls Police Responded	
<u>2</u>	Lose/Uncontrolled		<u>9</u>	Lose/Uncontrolled	
	Bite			Bite	
<u>1</u>	Bark			Bark	
<u>4</u>	Wild		<u>6</u>	Wild	<u>3</u> Reports filed/ Assistance Given
	Cat			Cat	
<u>27</u>	Other		<u>0</u>	Other	<u>2</u> Gone on arrival/Quiet
<u>0</u>	Total Warnings Given		<u>2</u>	Total Citations Given	
	Loose			\$50.00 Loose	<u>\$100.00</u>
	Unlicensed			\$50.00 Unlicensed	<u>\$300.00</u>
	Unvaccinated		<u>2</u>	\$100.00 Unvaccinated	
	Bark				
Dog	Cat	Domestic	Wild	On Hand Beginning	
				<u>1</u>	Hospital
					Truck
<u>1</u>			<u>1</u>	Station	
			<u>1</u>	Dead on arrival	
<u>5</u>				Returned to owner/wildlife released	
				Adopted	
				Transferred to humane shelter	
			<u>1</u>	Euthanized	
				Deceased-unclaimed	
				On hand end	
<u>6</u>	<u>0</u>	<u>0</u>	<u>4</u>	Subtotal	
			<u>10</u>	Total Amount of Animals	

Wellesley Animal Control Monthly Report: December 2025

Number of Calls Received Daily

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

Average Calls Per Day: 4.3125

Total Calls This Month: 69

Total Violation Calls this Year: 69

Total Calls This Year: 609

Type of Calls

Violation Calls

<u>10</u> Lost/Found Dog	<u>2</u> Loose/Uncontrolled
<u> </u> Lost Found Cats	<u>3</u> Bite
<u> </u> Cat Nuisance	<u>2</u> Bark
<u> </u> Cat rabies vaccination	<u> </u> Other
<u>6</u> Dog rabies vaccination	<u>7</u> Total
<u>1</u> Licensing	
<u>12</u> Wildlife	<u> </u> Anonymous
<u>4</u> Dead Animals	
<u> </u> Adoptions	
<u>29</u> Other	
<u>62</u> Total	