

Approved: February 1, 2021

**Select Board Meeting: January 4, 2021**

**Present: Freiman, Ulfelder, Olney, Sullivan Woods, Aufranc**

**Also Present: Jop, Frigulietti, Strother**

**Warrants approved: none**

**Meeting Documents:**

1. Agenda
2. Draft Budgets

**1. Call to Order**

Ms. Freiman, Chair, called the meeting to order at 9:00 am online.

Ms. Freiman announced the meeting was being recorded by Wellesley Media and would be available for later viewing on Comcast channel 8 and Verizon channel 40 or at [wellesleymedia.org](http://wellesleymedia.org).

**2. Citizen Speak**

None.

**3. Discuss Select Board Budget Submittals**

Ms. Jop stated that most departments were able to stay within the 2.5% budget guideline. She briefly noted those departments that remained out of guideline that would require further discussion.

**4. Facilities Management Department**

Mr. McDonough, FMD Director, and Ms. Gariepy, FMD Financial & Office Manager, joined the Board. Mr. McDonough stated that the FMD budget was within guideline at 1.79% over the previous fiscal year with the \$45,130 green power contribution as a separate line item from electric/utilities. He noted that the AFSCME Union included no COLA increase within the budget as the contract had not been finalized. He added that models had been prepared with COLA increases that would keep the budget within guideline. Ms. Gariepy stated that the budget included the assumed increase for FMD employees outside of the AFSCME Union. Mr. McDonough continued to review the budget. The Board discussed the FMD budget proposal including the green power contributions and the trash and recycling program with the schools.

The Board discussed separating the green power contributions and having the SEC present and discuss its budget before the Board at a future meeting.

**5. Capital & Debt**

Ms. Strother stated that the capital required further reduction in order to balance the budget. She noted that DPW, Select Board, and Planning Board capital requests remained high and were being reviewed. She added that DPW would likely come before the Board to discuss the prioritization of the capital requests and the five-year capital plan. Mr. McDonough briefly reviewed the FMD capital requests including the Middle School project. The Board discussed the how capital projects had been prioritized and the need to reprioritize projects in the five-year plan. Ms. Strother reviewed the models for debt service, noting that some costs related to the MSBA project and the Hunnewell project may be able to be rolled into a debt exclusion. The Board discussed the debt service models.

## **6. Police – Traffic & Parking**

Chief Pilecki, Lieutenant Cleary, and Lieutenant Showstead joined the Board.

Lt. Showstead stated that the Traffic & Parking had historically been self-funded though due to COVID the revenue had been significantly reduced. He noted that all capital requests had been removed for FY22 and that operating costs had been level funded. He added that the request included the assumption for the Town to fund the budget due to the loss of revenue. Lt. Showstead reviewed the capital requests that had been pushed out in the five-year plan and the capital projects that would be in process or completed using encumbered funds. The Board discussed the revenue reduction in the Traffic & Parking Budget and the need to fund the budget.

Chief Pilecki reviewed the Police Department capital requests in the budget and the projects that had been pushed out. He noted that expenses had been level funded while contracts drove the personnel expenses as three contracts had been negotiated beginning in FY22. Chief Pilecki stated that at Town Meeting a supplemental request would be made for required and additional training that had been put off due to COVID. The Board discussed the Police budget, capital projects, and the need for the radio system replacement to move forward.

## **7. Council on Aging**

Ms. Munroe, COA Director, and Mr. Wilson, COA Assistant Director, joined the Board.

Ms. Munroe reviewed the COA Board composition and the current COA staff, noting the organizational changes that had taken place over the past two years. She reviewed the COA budget and the current COA offerings adding that currently many programs were being offered online. Ms. Munroe stated that all positions had been reclassified and job descriptions updated resulting in a 2.39% increase from FY21 while the total budget was 6.77% over FY21. She noted that several expenses had been decreased from FY21 including vehicle maintenance and laptop replacements while others were increased including Covid related expenses. The Board discussed the COA expenses and personnel reclassification expenses impacts on the overall budget. Ms. Munroe discussed the participation of seniors in the online classes and the participation rate in new programming before Covid. She reviewed the estimated funding from grants. The Board continued to discuss the COA budget request.

## **8. Fire Department**

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

Chief DeLorie stated that the Fire Department budget remained within guideline at 2.5%. Deputy Chief Mortarelli discussed the changes in permit inspections for home sales due to Covid adding that he had worked with Town Counsel to develop a notice to homeowners regarding the changes. Chief DeLorie stated that the primary driver of the budget was meeting contractual obligations through the personnel services line. He noted that the seven new firefighter salaries had been included in the budget. He discussed several of the training programs that had been included in the budget. The Board discussed the Fire Department budget.

## **9. IT**

Mr. DuPont, IT Director, joined the Board. He stated that the budget was over guideline at 7.42% noting the budget overall was level service due to maintaining Covid related technology upgrades and services

implemented during FY21. Mr. DuPont stated that the software services related Covid that would be renewed contributed to a significant increase and were presented separately within the budget. He noted that the office had been understaffed for the majority of FY21 and currently only one vacant position remained to be filled. He reviewed the capital request noting a significant cost was associated with upgrades to software. Mr. DuPont stated that the audit report had advised for a cybersecurity assessment and that cost had been included in the budget. He continued to review the budget request for the IT Department. The Board discussed the IT budget expense drivers and the need for a cybersecurity assessment.

Ms. Freiman stated that a new date and time would be arranged to continue the remainder of the departmental budget reviews.

**10. New Business and Correspondence**

The meeting was adjourned at 12:57 pm.

The next regular meeting is scheduled for January 11, 2021 at 6:00pm online.