

**Advisory Committee Meeting  
Juliani Room, Wellesley Town Hall  
Wednesday, January 8, 2020, 7:00 p.m.**

Those present from Advisory Committee included Julie Bryan, Todd Cook, Jennifer Fallon, Mary Gard, Neal Goins, Rusty Kellogg, John Lanza, Bill Maynard, Deed McCollum, Paul Merry, Lina Musayev, Patti Quigley, Betsy Roberti and Mary Scanlon.

Todd Cook called the meeting to order at 7 p.m.

**7:00 p.m. Citizen Speak**

There was no one present for Citizen Speak

**7:00 p.m. Human Resources FY21 Budget**

Scott Szczebak, Human Resources Director and John Hussey, Chair, Human Resources (HR) Board were present.

- The HR FY21 budget was reviewed and is made up of personal salaries, office expenses, advertising, and medical check-ups. The FY21 budget is within guidelines.
- There is a change in the way the department assistant and worker's compensation coordinator are funded. They are being funded through the HR budget, in previous year these were funded from workers' compensation budget.
- A review of the HR office staffing was provided. The HR Board is a five-person board.
- Initiatives for this year were presented and reviewed.
- There are several HR proposals on the Warrant and HR is working with Town Counsel.
- HR plans to develop sexual harassment and discrimination training and is looking at e-learning opportunities for employees for this year. These would be on-line training courses, and this would allow employees to go through training in the least disruptive way. HR is evaluating three different vendors. A diversity and inclusion model will be purchased as well.
- HR is also looking at ways to compensate and reclassify more efficiently.

HR was asked for the timeline for the changes in language and when it will be ready to present to Advisory. It is anticipated to be ready in a couple more weeks, HR is meeting with Town Counsel to review the changes. This will be a multi-year process. The changes will be straightforward for this year. A question was asked as to the nature of the warrant article and if the changes must be approved by ATM. The policies that HR is bringing forward this year are those required by law and are straightforward and changes have to be approved by Town Meeting.

- There was a discussion of the number of staff and the hours associated with each.

A question was asked as to how often the town challenges workman's compensation claims. The claims are low, but a third-party administrator is used to review these.

A question was asked about the sexual harassment and discrimination training and why there is no increase in the budget for training. HR is still trying to do this internally but won't get to until next year. In meantime HR is looking at alternative resources to fund the costs of the e-learning. HR is not sure the

HR budget can support this training. A follow-up question was asked if the training is for all employees. Yes, it is for all municipal employees.

- The total number of permanent employees was reviewed.
- There was a discussion of who the 50/60 employees are.
- The method for determining the annual increase for 50/60 employees was presented including comparable community data.
- Results of the FY20 compensation study for 40 series and 50/60 series was presented and discussed.

A question was asked if there is a problem with retention or the hiring of employees because of salaries? No, not overall but there are certain positions that are in demand and harder to fill. The \$20,000 salary reserve fund is designed to make sure we remain competitive.

A question was asked if the increase comes out of the HR budget and not the department budget. Last year HR asked for more money because several positions were identified that needed adjustment.

- The FY21 50/60 series pay schedule recommendation was presented and reviewed
- The merit pay plan FY20 was presented and discussed. The increase is based on performance reviews.
- The ATM Article – Merit Pay Plan for FY21 was presented and discussed.

A question was asked where this is in the budget. It is not in the HR budget but is a separate appropriation at Town Meeting. It is voted as a separate line item and money is transferred to HR. Once performance reviews are completed, it is transferred to the individual departments.

- Classification Plan changes were presented, discussed and explained
- Who the 40 Series employees are was discussed.
- The Town Meeting Article for 40 Series employees was explained.
- Union vs. non-union employee benefits were compared and discussed and this is important to consider when evaluating contracts.

Confirmation was requested that in the 50/60 series the recommendation is that brackets for midpoints go up 2.5% which moves everyone down in the bracket and this makes some people eligible for a higher increase based on performance review. Yes, this is correct.

- Collective Bargaining Update – currently in active negotiations. Hopefully most units will have tentative agreements to take to Town Meeting.

A question was asked as to the schedule of bargaining units and whether they are staggered. They all expired at the same time, June 30. The Schools are on a different rotation.

A question was asked if Town Meeting approves the contracts. Town Meeting approves the funding for the contracts but they don't approve the actual contract. An additional question was asked if there are non-monetary items being discussed and what are they. This can't be disclosed.

### **7:37 p.m. NRC FY21 Budget**

Brandon Schmidt, Director, Natural Resources Commission (NRC) and Katie Griffith, NRC were present.

- The FY21 Operating Budget and Capital Budget were presented and it follows the narrative required by the Finance Department.
- NRC's Regulatory Authority was defined, and its statutory responsibilities presented.
- The Mission of the NRC was presented, and this guides everything the NRC does.
- NRC's Organizational Structure was presented and explained.
- NRC's FY20 Projects were discussed and explained including programs and actions.
- Municipal Vulnerability Program (MVP) and City Nature Challenge pictures were shown and explained.
- Boardwalk at the North 40 Vernal Pool pictures were presented.
- Ongoing projects and initiatives planned for FY21 were presented and explained.
- The Tree Planting Program was discussed and last year was the 36<sup>th</sup> year for Wellesley to be a Tree City USA.

A question was asked if the town would remove an old tree for a resident. The resident would have to remove tree as the Town can't remove private trees. However, a tree in a right-a-way is a public shade tree and can be removed by the Town. Every street has a different right-a-way and it varies throughout town. One can look at the GIS on-line and get a property surveyed to understand the right-a-way.

In Wellesley if the part of the stem grows into the right-a-way then it is a public shade tree. If the limb grows in right away it does not constitute a public shade tree.

A question was asked if NRC had any information on the clearing of trees near the train tracks. NRC doesn't have any information on this.

A question was asked if there is any change to the type of trees being planted as a result of MVP. Yes, but the town is subject to what nurseries have and are growing. There is a limit in the number of species that are hardy.

- Morses Pond Restoration as part of on-going projects was presented and explained.
- Fuller Brook Park restoration project was presented and explained, and this is an on-going project.

A question was asked about the harvester and if it is in dire straits. It is in the budget for replacement in 2022 when the large harvester will be 15 years old. It had a lot of mechanical problems 2 years ago and a complete overhaul was done, and the necessary parts were stocked. The Town needs to think about replacing it

A question was asked if there is a commercial market for the weeds? As a compost material it is valuable but there is no market.

- Town Forest Stewardship and Bird Habitat Plan were presented and explained.
- Education efforts were presented and explained.
- FY21 Goals were identified and discussed.
- FY21 Projects were presented – Morses Pond Shore Erosion Remediation; Duck Pond Bridge Restoration; Church Park Restoration; CPC Partnership for playground improvements - Sensory component will be added to the Warren playground and basketball court at Perrin re-surfaced.
- NRC FY21 Capital Budget was presented and discussed.

Questions included:

- A question was asked about the public tree replacement funding.
- How is the NRC involved in the proposal to light the high school stadium? There was interest in the community to add lights to Hunnewell complex. Last spring NRC asked the Playing Fields Task Forces (PFTF) to create a lighting subcommittee to research it and look into the replacement of existing lights and adding new lights and where. Currently possibilities are being explored. A press release went out last week and the various groups are working with the community.
- Why is there a separate capital request for Morses Pond? It is such an important town wide project and involves DPW and affects multiple departments. This is an interdepartmental budget.
- Duck Pond bridge has been funded for construction as early as this fiscal year.
- What was turn back from last year's capital? That information is not available for this meeting but can be provided later.
- Why isn't there CPC money carried in the out years? CPC determines what is funded. There is no way to know from year to year the amount of CPC money. However, there are no CPC requests for this year.
- Morses Pond FY21 Capital Budget – there is no money in this budget as it is still using the \$150,000 from CPC

The presentation continued:

- Personal Services were reviewed.
- NRC's FY21 operating budget was presented. The expense line includes \$5000 for Trails Committee which was transferred from cash capital to the operating budget as requested by the Finance Department. There was a discussion about this change in procedure and the impact to budgets as to whether in guideline or not.
- Morses Pond Operating Budget was presented.
- FY21 Annual Town Meeting NRC Articles were reviewed: co-sponsor with DPW for Tree Bylaw Revisions; re-naming of multi-purpose field to Diane P. Warren field; re-appropriation of funds (2011 illegal removal of trees from Boulder Brook) to help fund the softball field project.

There was a discussion of the renaming of the field and the process for renaming fields. The town bylaw specifies that if it is a minor facility then the department can rename but if it is a major facility then it goes to TM for approval.

A comment was made that the naming policy seems slippery. There was a discussion about the bylaw on the naming policy and concern was expressed over the quality of the bylaw in the decision as there was a previous situation where NRC didn't sponsor the naming. The feeling was that the bylaw is not being consistently applied over the years. It was felt that the jurisdictional board needs to vote to rename the field.

A question was asked about the softball field project funds and if this is PFTF. It was understood that softball was to raise money for the fields. The original estimate PFTF thought was sufficient, however bids were higher. The money in this tree fine fund hasn't been spent. The NRC thought that this was a great design for the field and the environment, and it was a logical way to use the money rather than turn it back to the town. Concern was expressed that the PFTF is a quasi-board or sub-board that is making big decisions about properties. Concern was expressed about the PFTF board and that there is not enough accountability for the PFTF. The re-appropriation for funds to the softball fields is because the PFTF didn't raise enough money. CPC, private funds and appropriation funded softball fields. This is a different set of funds. NRC's mission is to work with both passive and active recreation in town.

Clarification was made that the PFTF is made up of representatives of other boards and town departments and coordinates its work with the town departments.

A question was asked about fines and the money coming to town and it was thought these fines would go into the town budget to be spent. TM action created the fund and it is split up for a variety of uses. It's a great use for these funds. It was a 2011 TM action that created the fund. Historically tree fines were regulated by state statute on the amount of the fine based on the diameter of the tree. This fund is a special fund and was the result of a large fine for cutting trees in Boulder Brook. The Town sought damages against the person who cut the trees. There is about \$71,000 in the fund.

There was a request for a refresher regarding changes in in the tree bylaw. The hazard exemption will be removed as it was found that 33% of trees were exempt and exempting them doesn't preserve the tree canopy. Planning will present this to Advisory. The money in this tree fine fund will vanish if not used this year.

A request was made for a quick update on the collective action on gas leaks. The action is in terms of trying to move forward with certain legislation that would require a different prioritization for the gas company. Formerly gas leaks are ranked by explosion potential however there are some smaller leaks that are an environmental hazard. The legislation wants large volume leaks to be prioritized the same way as explosion risk potential.

NRC's future needs and projects were reviewed.

#### **8:55 p.m. Minutes Approval/Liaison Reports/Administrative Matters**

- Julie Bryan made and Mary Gard seconded a motion to approve the December 9, 2109 minutes. The motion was approved (13 to 0).
- Julie Bryan made and Mary Scanlon second a motion to approved the December 11, 2019 minutes. The motion was approved (12 to 0 with 1 abstention)
- Julie Bryan made and Neal Goins seconded a motion to approved the December 18, 2019 minutes. The motion was approved (11 to 0 with 2 abstentions).

#### **Liaison Reports**

*Recreation/PFTF/Mary Scanlon* – asked about the order of next week's meeting. Recreation/PFTF will present first

*BOH/John Lanza*– discussed the BOH's budget difference with a cash capital move. The BOH has run out of space and needs to set up cubicles for \$15,000.

*PBC/Neal Goins*

- Town Hall Annex: the request for design funds of \$1.2 million will come to 2020 ATM with \$10 million construction request at 2021 STM; there is a discussion of the division of purpose of the Annex and the current Town Hall; the big meeting room at the Annex has been removed so there can be more offices; PBC needs to be prepared to talk about this at ATM.
- Town Hall renovation – not ready for this ATM and it is a \$20 million project; money for feasibility study will be request at the 2020 ATM; new design funds requested at the 2021 ATM and construction funds requested in 2023.
- Hunnewell – finishing schematic design; project manager on board by April; working groups for design.

There was a question on Town Hall and if the work on the envelope triggered the ADA compliance. The annex will be swing space. A question was asked if the delay on the Town Hall would be discussed at ATM. It is not sure.

*FMD/Rusty Kellogg* – FMD will be available to present to Advisory and answer questions. Materials have already been circulated to Advisory.

The calendar was reviewed with reminders and the review of dates. There was a brief discussion of the Advisory Report and the Budget Book.

**9:12 p.m. Adjourn**

Lina Musayev made and Patti Quigley seconded a motion to adjourn. The motion was approved (13 to 0).

**Items Reviewed During the Meeting**

- *Human Resources Department FY21 Budget*
- *Human Resources Board, Town of Wellesley, Power Point Presentation*
- *NRC Budget Book, FY21*
- *NRC FY21 Capital Request*
- *Morses Pond Capital Request, FY21 - 25*