

Approved: March 13, 2023

Select Board Meeting: February 7, 2023

Present: Olney, Ulfelder, Sullivan Woods, Aufranc, Lanza

Also Present: Jop, Frigulietti

Meeting Documents:

1. Agenda
2. Draft Select Board Calendar
3. Resume of Jeffrey Nutting
4. Town of Hopedale Code of Conduct and Ethics
5. Wellesley Retirement Board Cost of Living Adjustment Proposals
6. PERAC Memo November 2022
7. Correspondence from Trulys re: Hours & Menu
8. Capital Budget request: Youth Commission
9. Budget Rollup
10. Memos re: Mobility and Transportation
11. Draft ATM Article List
12. Draft ATM Motions
13. Town Hall Historic Items Document Sheet
14. Memo re: Weights & Measures
15. Mass Bay Press Release
16. Quarterly Cash Analysis
17. PACT Act Info
18. WHA Advocacy Letter

1. Call to Order

Ms. Olney, Chair, called the meeting to order at 6:30pm online.

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

2. Overview and Discussion of Establishing a Code of Conduct for the Select Board with Jeff Nutting, Interim Municipal Manager/Consultant

Mr. Nutting joined the Board.

Ms. Olney introduced Mr. Nutting, noting that he meets with municipalities regarding codes of conduct for boards and committees and offers guidance on developing conduct codes. Mr. Nutting reviewed the basic tenets of the original code of conduct he developed and how it had evolved over thirty years. He noted the challenges faced by elected officials in mediating and working with other board members and staff. He stated that a code of conduct helps provide the standard for the board to set policy and goals. Mr. Nutting stated that nonprofit boards have codes of conduct and believed those boards typically function better than elected boards. He noted that the Board currently has a code of conduct for public comment at meetings but no code for their own members. He stated that developing a code is a process and it is important to work as a group on a code of conduct for it to be effective.

Ms. Olney stated that she was developing a draft code of conduct for the Board to review and vote over the next few meetings. The Board discussed the potential of adopting a code of conduct and the draft codes that had been included in the meeting packet materials.

3. Wellesley Contributory Retirement Board

Mr. Kornwitz, Retirement Board Chair and Ms. Strother, Finance Director joined the Board.

Mr. Kornwitz stated that the actions proposed by the Retirement Board would not impact the budget. He reviewed the retirement benefits for town employees, noting the differences for part time employees and teachers. He stated that COLA is only allowed on the first \$18,000 of a retiree's pension; The portion of a retiree's pension that receives annual COLA was adjusted four years ago at Town Meetings and allowed for the base to increase by \$1,000 every year for three years. At that Town Meeting, the Retirement Board had alerted Town Meeting that they would return when that three year period of adjustments was completed with a new request. Mr. Kornwitz stated that the Retirement Board voted to increase retired participant benefits by 3% on the current COLA base effective July 1, 2022 that did not require Select Board or Town Meeting approval. He noted that the Retirement Board expects to vote later in the year a 3% COLA effective July 1, 2023 under its authority. He further reviewed the basis for the proposal noting record high inflation and one-time increases for State Employees. Mr. Kornwitz reported that the Retirement Board had voted to bring before Town Meeting a proposal to increase the COLA base incrementally over the next three-years to \$21,000 at increments of \$1,000 per year. He reviewed how the proposals affect the budget and the funding schedule management assumptions. The Board discussed the funding schedules and the requests put forward from the Retirement Board. The Board expressed general agreement of support for the Town Meeting article.

Upon a motion by Ms. Sullivan Woods and seconded by Mr. Ulfelder, the Board was polled and voted (5-0) to approve the one-time incremental 2% COLA on up to \$18,000 of annual benefit for FY23 effective July 1, 2022.

Sullivan Woods – Aye

Olney –Aye

Ulfelder – Aye

Aufranc – Aye

Lanza – Aye

Upon a motion by Ms. Sullivan Woods and seconded by Mr. Ulfelder, the Board was polled and voted (5-0) to support Article 22 to increase the COLA base from \$18,000 to \$21,000 over the next three years beginning FY24.

Sullivan Woods – Aye

Olney –Aye

Ulfelder – Aye

Aufranc – Aye

Lanza – Aye

4. Discuss and Vote Change in Hours, Truly's at 39 Grove Street

Ms. Meagher, Support Services Manager and Mr. Steve Marcus and Mr. Jeff Marcus of Truly's joined the Board.

Ms. Meagher noted that the request had initially been presented at the January 10th meeting and had been held in order for Truly's to provide additional information to the Board. She noted the information provided to the Board in the meeting materials including a full explanation of the change in hours request

as well as details on the morning menu offerings. She stated that staff had advised Truly's to request the full hours of 7am – 10pm throughout the year although their actual daily hours will likely be different most of the year. She noted that the Board of Health and the Building Department had issued all permits and 39 Grove Street was already operating. The Board discussed the request as well as the amount of information provided by Truly's. It was noted that the Board had received several supportive emails about the proposal. The Board thanked the ownership for having discussions with the abutters that had appeared at the previous meeting.

Upon a motion by Ms. Sullivan Woods and seconded by Mr. Ulfelder, the Board was polled and voted (5-0) to approve the hours of operation at Truly's located at 39 Grove Street from 7:00am through 10:00 pm Sunday through Saturday.

Sullivan Woods – Aye

Olney –Aye

Ulfelder – Aye

Aufranc – Aye

Lanza – Aye

5. Discuss and Vote Cash Van Capital Request from Rec Commission and Youth Commission

Ms. Renzella, Youth Commission Director and Mr. Chin, Recreation Director joined the Board.

Ms. Jop stated that Youth Commission, Recreation Commission, and the Board of Health had requested to purchase two transportation vans. She reminded the Board that this request was originally made for FY23 and deferred to FY24. Ms. Renzella provided a review of the background of the request, noting that Town Uber-Lyft funds had been used to offset the cost of renting vehicles in the last year. Mr. Chin stated that transportation was a barrier for residents to participate in town programming. Ms. Renzella stated that for summer camp transportation for the summer of 2022 was approximately \$49,000 and the need for transportation continues to grow and particularly impacts lower income residents participation in programming. Ms. Renzella stated that while the Commissions support the Town's electric vehicle initiatives, based on the research of electric vans, the staff believed it would be more cost effective at this time to lease or purchase gas powered vans. Ms. Renzella reviewed various costs associated with the options for funding two passenger vans; rental, purchase, lease, or purchase of electric vehicles. She noted that, based on the service need, leasing appeared to be the best option at this time. The Board discussed the services to be provided by the vans, the electric vehicle market, and the best option for funding the two vehicles.

Upon a motion by Ms. Sullivan Woods and seconded by Mr. Ulfelder, the Board was polled and voted (5-0) to authorize the inclusion of the three-year lease for two passenger vans in the FY24 budget with specifics to be finalized by Meghan Jop, Sheryl Strother, Maura Renzella and Matt Chin.

Sullivan Woods – Aye

Olney –Aye

Ulfelder – Aye

Aufranc – Aye

Lanza – Aye

6. Discuss ATM Articles and FY24 Budget

Ms. Jop stated that the Board would be voting on the budget at its next meeting. She added that while working on the town-wide financial plan, some additional comments from the Board would be needed.

She added that additional information on the proposed transportation position had been included in the meeting materials.

Ms. Sheets, 27 Atwood Street, joined the meeting. She stated that she believed the Board should support the transportation position in the budget. She noted the traffic related issues in the Atwood Street neighborhood and stated she believed the neighborhood needs better communication from the town in order to discuss these issues. She stated that the neighborhood wants help from a professional to address the traffic and parking issues experienced on a daily basis.

Ms. Biggers, 14 Dover Road, joined the meeting. She stated that she was reading a statement prepared by Ms. Gieger who was not able to be present at the meeting and had written on behalf of Sustainable Wellesley. She noted that she and Ms. Gieger were on the Sustainable Wellesley Board. She read the letter, in support of adding a transportation position to the budget, into the record.

The Board discussed the proposed addition of a transportation administrator. Some Board members felt that a creation of a transportation administrator was not a critical need for FY24 budget. Some members believed that if the position were created, the position belonged under the Planning Department; other members believed the role and responsibilities of a transportation administrator lacked clarity. Some Board members believed that the position was a critical need to assist in closing the gaps between transportation issues that reach across Town offices, boards and committees, and the state. Other members believed that additional time was needed to develop the position goals and reporting structure noting that the position had not been included in the draft FY24 budgets previously submitted. After discussion the board determined that the transportation administrator position would not be included in the FY24 budget.

Ms. Jop noted the Select Board budgets that remained over guideline, adding that an explanation for each had been included in the meeting materials. The Board discussed the Select Board department budgets and the budgets that remained out of guideline. The Board reviewed and discussed the other budgets submitted over guideline including DPW and the School Department. Ms. Jop noted the appropriation proposed and the potential for using free cash for some one-time expenses. The Board continued to discuss the revenue projections, cash capital projects, and gaps in the budget that remain.

Ms. Jop reviewed the discussion regarding the Town Clerk salary at the previous meeting and the salary survey results. She stated that currently the salary was above the median of comparable communities. The Board discussed the salary for the Clerk and the salary information provided. The Board discussed that the Town Clerk's salary is set annually noting that there is no structure in place for performance reviews and merit pay plan increases for the position. The Board expressed that the proposed salary increase of 4% was in line with the pay plan for the 50/60 series staff.

Ms. Jop stated that motions had been revised and would be sent to Advisory, noting that a first draft of full motions would be sent out to the Board for comments.

Upon a motion by Ms. Sullivan Woods and seconded by Mr. Ulfelder, the Board was polled and voted (5-0) to recommend to Town Meeting a salary for FY24 of \$108,732 for the Town Clerk under Article 6.

Sullivan Woods – Aye

Olney –Aye

Ulfelder – Aye

Aufranc – Aye

Lanza – Aye

7. Discuss and Vote Town Hall Historic Item Review Recommendation

Ms. Jop stated that the weights and measures mechanism would remain in Town Hall following the renovation based on information received from the Town's Sealer of Weights and Measures. She added that several interested residents would be reviewing the other items for discussion and would submit a recommendation to the Board.

8. Executive Director's Update

Ms. Jop stated that the Hazard Mitigation Plan was in the final phase and would hold its final public hearing on February 16th. She added that the Fire Chief search was progressing and provided a brief update on the consultant's activities. Ms. Jop stated that the assessment was being finalized for the Deputy Chiefs and Lieutenants during the week. She added that Ms. Stoddard, a Babson College professor who works on the DEI Task Force and Freedom Team had informed her that Babson College had approved contributing \$5,000 to the \$10,000 total amount for the racial equity group presentation being provided to Town Meeting Members scheduled for March 14.

The meeting was adjourned at 11:04 pm

The next regular meeting is scheduled for February 21, 2023 at 6:30 pm.