

**Approved: October 16, 2018**

**Board of Selectmen Meeting: September 17, 2018**  
**Present: Gibbs, Freiman, Sullivan Woods, Ulfelder, Morgan**  
**Also Present: Robinson**

**Warrants approved: 2019-010 \$2,297,089.28**

**Minutes approved:** None.

**Meeting Documents:**

1. Agenda
2. BOS calendar
3. Motions
4. Email from Brandon Schmitt re: Gift for Memorial Grove
5. Hand out from Tory DeFazio re: Memorial Grove
6. World of Wellesley Proclamation
7. FY20 Preliminary Budget Guideline
8. Memo re: Capital Planning Process
9. Draft Public Comment Policy
10. Memo from Meghan Jop
11. Correspondence from Registry of Deeds
12. Correspondence from Dick Carls
13. August 2018 Animal Control report

**1. Call to Order and Citizen Speak**

Mr. Morgan, Chairman, called the meeting to order at 7:00 pm

Mr. Morgan announced the meeting was being telecast live on Comcast channel 8 and Verizon channel 40 and streamed by Wellesley Media and is recorded for subsequent viewing on the cable channels or at [wellesleymedia.org](http://wellesleymedia.org).

Mr. Morgan announced that as part of the Southeast Regional Technical Rescue Team, Wellesley firefighter Dana Gerrans has been assigned to a mission assisting rescue operations in Morgantown, North Carolina and will be deployed for at least 15 days.

Mr. Morgan announced that Wellesley Engine 2 with Lieutenant Paul Delaney, firefighter Ryan Kelley, firefighter Toby Connelly, and firefighter Gerard Jones were deployed to Lawrence MA for the Merrimack Valley gas leak disaster over the previous weekend. He thanked the Wellesley public safety departments for their response to the need for assistance. He also noted that given the events in the Merrimack Valley, Wellesley will use this as an opportunity to review its own preparedness and the fire department had sent out a public notice regarding how to check gas connections.

Mr. Morgan provided a reminder that the Town Meeting Forum is a Google group designed to allow communication with Town Meeting Members and the general public regarding issues coming before town meetings. He noted that participation of Town Meeting Members is optional but encouraged. He stated that in order to join, a participant can visit the Wellesley Town website at [www.wellesleyma.gov/tmmforum](http://www.wellesleyma.gov/tmmforum)

**Citizen Speak:** None.

## **2. Executive Director's Report**

Ms. Robinson noted the office has had several requests from residents regarding ongoing road construction projects and questions regarding natural gas leaks in the area. She stated the office has been responding and if needed redirecting questions to the appropriate offices. She added that there was a social media discussion earlier in the day with the IT Director and the Communications Manager. They were surprised to find the Town had 15 Facebook pages for Wellesley departments; some active and some inactive. The group is working to find a more streamlined way to communicate with residents.

## **3. Accept Gift for Memorial Grove**

Tory DeFazio, Raina McManus and Brandon Schmitt, NRC Director, joined the Board. Mr. DeFazio stated the Memorial Grove Project is now completed and provided a brief history of the project. He noted that the project was submitted to a National Contest and was one of the 100 projects selected to be nationally recognized to commemorate the 100<sup>th</sup> anniversary of America's involvement in World War I. He presented the award to the Board in the amount of \$2,000. The funds will be used by the NRC for the maintenance and upkeep of Memorial Grove. He provided the Board with a copy of the August 14, 2018 Boston Globe Article that referenced Wellesley receiving national recognition for Memorial Grove. He thanked all that participated in working on and finalizing the project.

Mr. Morgan thanked Mr. DeFazio for the background information and working on the Memorial Grove project. Ms. McManus, on behalf of the NRC, thanked Mr. DeFazio for his work on the project and noted their appreciation of the gift.

Ms. Robinson reminded the veteran community the Town had sent out a job description for the Veterans' Graves Officer position and the search is ongoing. She encouraged any veteran interested in the position to contact the Town.

**Upon a motion by Ms. Gibbs and seconded by Ms. Freiman, the Board voted (5-0) to accept a gift of \$2,000 from the United States Foundation for the Commemoration of the World Wars for the Memorial Grove at Hunnewell Fields project.**

## **4. Execute Proclamation – World of Wellesley**

Ms. Sullivan Woods stated the Selectmen prepare an annual proclamation to recognize the work done by World of Wellesley. She added there was no substantive change to this year's proclamation.

**Upon a motion by Ms. Gibbs and seconded by Ms. Freiman, the Board voted (5-0) to execute a proclamation regarding the World of Wellesley Diversity Celebration.**

## **5. Discuss FY20 Operating Budget Guidelines**

Mr. Morgan stated the discussion would be framed to focus on the operating expense guidelines for schools and town departments and not regarding other aspects of the town budget.

Ms. Strother, Town Chief Financial Officer, joined the Board. She reviewed the proposed operating budget guidelines. She noted the Town-wide Financial Plan had been updated for known changes and presented scenarios using revenue assumptions. Local receipts and state revenue were projected higher based on new information, and the customary new growth of 1.8 million and a 2.5% tax increase were used for the model. All of the scenarios used lead to a deficit based on the significant capital requests not part of the evenings discussion. She reviewed the various scenarios outlined in the report. She explained

the scenarios were based on conservative model estimates that would allow the Town to achieve capital goals. The Board discussed the projections provided in the draft guidelines. Ms. Robinson stated an update on health insurance costs should be available in October. The Board discussed the process of establishing guidelines in order to inform the budget process and recognize priorities.

Mr. Morgan stated gaps would need to be closed and noted that guidelines are provided as guidance and departments can make additional requests if needed. Ms. Sullivan Woods stated she would prefer to see a tighter guideline with funds set aside for boards and departments to be able to request at a later time if need be. She added she would prefer to see separation of the special education line item. Mr. Morgan reviewed the current uses of the special education stabilization fund and noted discussions with the School Committee regarding how to best expand the SPED stabilization fund have begun. The Board discussed the guidelines regarding the school's line items. Ms. Freiman stated that the school percentage over the past few years had been under review as it is different than the town departments. She noted the Town has begun two significant planning processes in the Unified Plan and the Housing Production Plan and implementation of those projects will impact the budget. She added that Advisory has a clear process for departmental requests that exceed the guidelines. The Board continued to discuss the proposed guidelines and agreed to deliberate before voting at the following meeting on September 24<sup>th</sup>.

## **6. Discuss Capital Planning Next Steps**

Ms. Robinson reviewed the draft overview of talking points in order to create an agenda for the meeting with the Board and department heads, board chairs, and Advisory on October 10<sup>th</sup>. She noted this was produced in order to begin the conversation at the meeting.

Mr. Ulfelder stated he had recently attended a DPW meeting where Ms. Strother received feedback regarding the capital planning process. He noted his appreciation of the approach taken by Ms. Robinson and Ms. Strother when discussing the planning process with boards and departments.

Ms. Robinson reviewed points in the memo including the request for work plans developed by individual boards as a way to understand the different priorities. She stated that by reviewing the many projects and priorities across all boards/departments, the Town will better prepared to achieve its capital goals and move projects to completion.

The Board continued to discuss the capital plan process and the meeting on October 10<sup>th</sup>. Staff will incorporate comments received and provide an updated draft of talking points for discussion at the next meeting.

## **7. Approve Public Comment Policy**

Ms. Robinson noted the proposed public comment policy had been updated based on comments from the Board. The Board reviewed the draft policy and agreed to minor edits. Ms. Robinson stated in the near future approved policies will be updated and posted to the website and a link would be added to all future agendas.

Mr. Morgan read aloud the final Public Comment Policy.

**Upon a motion by Ms. Gibbs and seconded by Ms. Freiman, the Board voted (5-0) to adopt the Public Comment Policy.**

## **8. New Business and Correspondence**

Ms. Sullivan Woods announced that Mom's Day Out was a successful event and several of the merchants expressed their appreciation of the free parking provided by the Town.

Mr. Ulfelder announced Thursday, September 20<sup>th</sup> at 7pm at the High School Auditorium will be the Hunnewell Feasibility Study community kickoff hosted by the School Building Committee. The community will have the opportunity to learn about the feasibility study process and have the opportunity to ask questions. He noted that there will be additional meetings in the future.

Mr. Morgan announced the next Selectmen's Meeting will be held Monday, September, 24th at 7:00pm.

The meeting was adjourned at 8:42 pm.