

Approved: November 15, 2022

**Select Board Meeting: October 11, 2022**

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

**Also Present: Jop, Frigulietti**

**Meeting Documents:**

1. Agenda
2. Draft Select Board calendar
3. Memo re: Police Appointments
4. Change of Manager application for Whole Foods
5. Draft Budget Guideline Model
6. Budget Timeline
7. Memo re: Hardy Road
8. Draft Code of Conduct Policy
9. Draft Citation Policy
10. Revised State Election Warrant
11. Draft Annual Report Submission
12. Draft Minutes: 9/12/22, 9/27/22
13. Correspondence re: Holiday Decorations
14. Correspondence re: Appointment Special Police Officer
15. Police Commendations

**1. Call to Order**

Ms. Olney, Chair, called the meeting to order at 6:30 pm 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](http://wellesleymedia.org).

**2. Citizen Speak**

None.

**3. Discuss and Vote Police Officer Appointments**

Chief Pilecki, Deputy Chief Whittemore, Mr. Bean, Mr. Drapkin, Mr. Ferrara, and Mr. Garland joined the Board.

Chief Pilecki stated that there had been 38 applicants for the positions, which had been lower than in past searches. He noted that there were currently six vacancies on the Department and briefly reviewed the hiring process. Chief Pilecki introduced each candidate and discussed their personal and professional backgrounds. The Board welcomed the candidates, noting their achievements and personal interests.

**Upon a motion by Ms. Sullivan Woods and seconded by Mr. Ulfelder, the Board was polled and voted (5-0) to appoint Joseph B. Bean, Jacob L. Drapkin, Eric J. Ferrara, and Thomas J. Garland effective October 11, 2022, to the position of Police Officer with the Town of Wellesley contingent upon the successful completion of the Police Academy, receipt of the Massachusetts POST certification, a pre-screening process which includes a physical and psychological evaluation, and a one-year probationary period.**

**Sullivan Woods – Aye**

**Aufranc – Aye**  
**Olney –Aye**  
**Ulfelder – Aye**  
**Lanza – Aye**

**4. Discuss and Vote Change in Manager for Whole Foods at 442 Washington Street**

Ms. Meagher, Support Services Manager; Mr. McDonald, Local Counsel for Whole Foods, and Mr. Coletti, joined the meeting.

Ms. Meagher reviewed the change in manager application and approval information. She stated that staff supported the application and would submit the documents to the ABCC for final review.

**Upon a motion by Ms. Sullivan Woods and seconded by Mr. Ulfelder, the Board was polled and voted (5-0) to approve the Change in Manager of Record for Whole Foods located at 442 Washington Street from Kimberly Hall to Steven Coletti.**

**Sullivan Woods – Aye**  
**Aufranc – Aye**  
**Olney –Aye**  
**Ulfelder – Aye**  
**Lanza – Aye**

**5. Joint Meeting with Human Resources Board to discuss 40/50/60 Series FY24 Salary Increases**

Ms. Moore, HR Board Chair; Ms. Cozza, Ms. Kokodis, Ms. Alper, and Mr. Furlow of the HR Board; Mr. Szczebak, HR Director; and Ms. Tusino, Assistant HR Director joined the meeting.

**Upon a motion by Ms. Sullivan Woods and seconded by Mr. Ulfelder, the Boards were polled and voted (10-0) to call the Joint Meeting to order and to name Lise Olney as Chair of the Joint Meeting and Julie Moore the Secretary of the Joint Meeting.**

**Sullivan Woods – Aye**  
**Aufranc – Aye**  
**Olney –Aye**  
**Ulfelder – Aye**  
**Lanza – Aye**  
**Moore – Aye**  
**Cozza – Aye**  
**Kokodis – Aye**  
**Furlow – Aye**  
**Alper – Aye**

Mr. Szczebak reviewed his proposal for merit and cost adjustments for FY24 for the 40/50/60 series employees. He provided a review of the potential matrix that could be used for the increases based on performance review standings. Mr. Szczebak stated that under the proposed matrix 40 series employees would receive a 3% onetime cost of living increase while 50/60 series could receive a 3% increase to the midpoint and a percentage increase based on the merit scale rating. He reviewed the data collected in the HR comparison with other communities with several job groups. Mr. Szczebak and Ms. Tusino noted the type of salary data collected from other communities for union and non-union employees. Mr. Szczebak stated that his office uses messaging to remind employees and the community that salary increases are based on performance rather than automatic cost of living adjustment. The Board discussed the presentation and proposal of including an additional increase along with a merit increase for FY24. Mr.

Szczebak reviewed the intended purpose of the performance matrix to assist in bringing employees closer to the midpoint. The Boards discussed at length the proposal as presented, the data received from other communities as well as the design and intent of the merit matrix. The Boards continued to discuss various ideas for updating annual increases and the merit system for future years.

**Upon a motion by Ms. Sullivan Woods and seconded by Mr. Ulfelder, the Boards were polled and voted (10-0) to dissolve the Joint Meeting.**

**Sullivan Woods – Aye**

**Aufranc – Aye**

**Olney –Aye**

**Ulfelder – Aye**

**Lanza – Aye**

**Moore – Aye**

**Cozza – Aye**

**Kokodis – Aye**

**Furlow – Aye**

**Alper - Aye**

## **6. Discuss and Vote FY24 Budget Guidelines**

Ms. Strother, Finance Director, joined the Board.

Ms. Jop provided an overview of the projected sources and uses scenarios for the FY24 budget guidelines. She noted the unknowns within the projected budget included the merit plan for 50/60 series employees as well as the health insurance rates. Ms. Jop stated that the Town had received certification of free cash from the DOR earlier in the day. The Board discussed the budget projections and proposed budget guidelines.

**Upon a motion by Ms. Sullivan Woods and seconded by Mr. Ulfelder, the Board was polled and voted (5-0) to recommend a budget guideline of 3% for both Town and School Departments.**

**Sullivan Woods – Aye**

**Aufranc – Aye**

**Olney –Aye**

**Ulfelder – Aye**

**Lanza – Aye**

## **7. Discuss and Vote the Laying Out and Expansion of Hardy Road**

Ms. and Mr. Fleischauer of 281 Weston Road joined the meeting.

Ms. Jop stated that the permitting process for the new Hardy School mandated an additional left turn lane and queue lane necessitating the widening of the road by 16 feet. She added that the Planning Board held a public hearing where it issued the recommendation to the Board for the need to expand the Road. She stated that the Board would need to vote for the expansion prior to Town Meeting. Ms. Jop added that the office had notified abutters of the meeting and received no comments other than those submitted by the abutters present that evening.

Ms. Fleischauer stated that expanding Hardy Road would create additional emissions from idling cars and would remove shade trees. She added that she believed the widening of the road would not keep in the character of the neighborhood. She stated that she believed the traffic should be diverted off of Hardy and into the neighborhood with additional parking and openings on Hickory and Lawrence Roads.

The Board discussed the widening of Hardy Road.

**Upon a motion by Ms. Sullivan Woods and seconded by Mr. Ulfelder, the Board was polled and voted (5-0) to approve the laying out and expansion of Hardy Road as shown on a plan by Nitch Engineering titled “Road Layout Plan, John D. Hardy Elementary School,” dated July 14, 2022, and revised September 20, 2022, Sheet LO-1 a copy of which is on file with the Town Clerk, as a public way.**

**Sullivan Woods – Aye**

**Aufranc – Aye**

**Olney –Aye**

**Ulfelder – Aye**

**Lanza – Aye**

#### **8. New Policies**

Ms. Jop noted that the first read for the code of conduct policy had taken place at the previous meeting. She stated that edits from the Board had been incorporated in the updated draft submitted to the Board in the packet. The Board discussed the updated draft for the code of conduct policy.

Ms. Jop provided a review for the citation policy as a guide for staff and the public when submitting requests for citations for milestone birthdays, nonprofit organization milestones, and for profit businesses. She noted that the policy was in line with other communities and the practices they use. The Board discussed the draft policy.

**Upon a motion by Ms. Sullivan Woods and seconded by Mr. Ulfelder, the Board was polled and voted (5-0) to approve the proposed Code of Conduct Policy and authorize Chair, Lise Olney to finalize the policy with Meghan Jop.**

**Sullivan Woods – Aye**

**Aufranc – Aye**

**Olney –Aye**

**Ulfelder – Aye**

**Lanza – Aye**

#### **9. Discuss and Vote Boston Marathon Fund Raising Minimum**

Ms. Hawkinson, Communication Manager, joined the Board. She reviewed the memo submitted to the Board. She briefly reviewed the fundraising minimums for the past several years and noted the upcoming dates for consideration of the applications for the marathon bibs. The Board discussed the fundraising minimum for the upcoming marathon.

**Upon a motion by Ms. Sullivan Woods and seconded by Mr. Ulfelder, the Board was polled and voted (5-0) to establish the minimum fundraising requirement for the Boston Marathon invitational entries at \$5,000.**

**Sullivan Woods – Aye**

**Aufranc – Aye**

**Olney –Aye**

**Ulfelder – Aye**

**Lanza – Aye**

#### **10. Discuss and Re-Vote State Election Warrant**

Ms. Jop stated that the previously approved warrant had two small errors and the Secretary of State's Office had advised that the Board re-vote the warrant.

**Upon a motion by Ms. Sullivan Woods and seconded by Mr. Ulfelder, the Board was polled and voted (5-0) to approve the State Election Warrant for November 8, 2022.**

**Sullivan Woods – Aye**

**Aufranc – Aye**

**Olney –Aye**

**Ulfelder – Aye**

**Lanza – Aye**

#### **11. Discuss and Vote Annual Report**

Ms. Jop briefly reviewed the draft annual report and noted that minor edits and comments had been received.

**Upon a motion by Ms. Sullivan Woods and seconded by Mr. Ulfelder, the Board was polled and voted (5-0) to approve the Annual Report for Fiscal Year 2022 and authorize Chair, Lise Olney to finalize the submission with Meghan Jop.**

**Sullivan Woods – Aye**

**Aufranc – Aye**

**Olney –Aye**

**Ulfelder – Aye**

**Lanza – Aye**

#### **12. Executive Directors Update**

Ms. Jop noted the draft minutes. She stated that the Wellesley Square Merchants Association had requested that the Town support the holiday decoration costs for the Square. She added that the previous holiday season, the Board had authorized \$3,600 from the BAA fund for the purchase of wreaths for the holidays. The Board discussed authorizing the use of the funds to be used toward decorations that are not associated with a specific holiday. Ms. Sullivan Woods stated that she would discuss the decorations with the Merchants to see if they could find an alternative for the holiday season. Ms. Jop reviewed the request to appoint Brian Spencer as a Special Police Officer.

**Upon a motion by Ms. Sullivan Woods and seconded by Mr. Ulfelder, the Board was polled and voted (5-0) to approve the minutes of September 12, 2022 and September 27, 2022.**

**Sullivan Woods – Aye**

**Aufranc – Aye**

**Olney –Aye**

**Ulfelder – Aye**

**Lanza – Aye**

**Upon a motion by Ms. Sullivan Woods and seconded by Mr. Ulfelder, the Board was polled and voted (5-0) to approve the expenditure of \$4,220 from the BAA fund for holiday decorations.**

**Sullivan Woods – Aye**

**Aufranc – Aye**

**Olney –Aye**

**Ulfelder – Aye**

**Lanza – Aye**

**Upon a motion by Ms. Sullivan Woods and seconded by Mr. Ulfelder, the Board was polled and voted (5-0) to appoint Brian Spencer as Special Police Officer for a term to expire on June 30, 2023.**

**Sullivan Woods – Aye**

**Aufranc – Aye**

**Olney –Aye**

**Ulfelder – Aye**

**Lanza – Aye**

### **13. Liaison Update**

Ms. Sullivan Woods provided an update from the Health Department, noting the recent vaccine clinic for the community was well attended. She stated that the Veteran’s Ceremonial Graves Officer position was open and noted the candidate must be a resident and a Veteran. She noted the upcoming Veteran’s Day event schedule. Ms. Sullivan Woods stated that the Merchants had several upcoming fall events over the next several weekends.

Ms. Lanza stated that the notices had been sent out to Housing Authority Residents regarding the opening of a tenant representative on the Housing Authority Board. She noted the application deadline was November 4<sup>th</sup>. Ms. Lanza stated that there were two openings on the Authority Board for interested residents, adding any interested resident must also be a registered voter in Wellesley.

### **14. New Business and Correspondence**

#### **15. Executive Session: Discuss and Vote candidate request for Review of Promotion under Local 1795 IAFF CBA Article 26 Pursuant to M.G.L chapter 30A, sections 21 (a)(3),(7) and MGL chapter 214, section 1B.**

Ms. Olney requested a motion that the Board vote to convene in Executive Session for the purposes of reviewing a candidate request for review of promotion under Local 1795 IAFF Article 26 as having the discussion in open session would have a detrimental effect on the Town’s position.

**At 9:28 pm upon a motion by Ms. Sullivan Woods and seconded by Mr. Ulfelder, the Board was polled and voted (5-0) to enter Executive Session under M.G.L c. 30A §21A, exemption #3 and #7 and MGL Chapter 214, section 1B to conduct a review of promotion as the Chair has declared that having such discussions in Open Session would be detrimental and to invite Meghan Jop and Amy Frigulietti to join the meeting. Following the adjournment of executive session, the Board will return to open session for the sole purpose of adjourning the meeting. Following the adjournment of executive session, the Board will return to open session for the sole purpose of adjourning the meeting.**

**Sullivan Woods – Aye**

**Aufranc – Aye**

**Olney –Aye**

**Ulfelder – Aye**

**Lanza – Aye**

**Upon a motion by Ms. Sullivan Woods and seconded by Mr. Ulfelder, the Board was polled and voted (5-0) to exit Executive Session and return to Open Session.**

**Sullivan Woods – Aye**

**Aufranc – Aye**

**Olney –Aye**

**Ulfelder – Aye**  
**Lanza – Aye**

The meeting was adjourned at 9:43 pm

The next regular meeting is scheduled for October 18, 2022 at 6:30 pm.