

TOWN OF WELLESLEY



MASSACHUSETTS

## BOARD OF SELECTMEN

TOWN HALL • 525 WASHINGTON STREET • WELLESLEY, MA 02482-5992

ELLEN F. GIBBS, CHAIR  
JACK MORGAN, VICE CHAIR  
MARJORIE R. FREIMAN, SECRETARY  
ELIZABETH SULLIVAN WOODS  
THOMAS H. ULFELDER

FACSIMILE: (781) 239-1043  
TELEPHONE: (781) 431-1019 x2201  
[WWW.WELLESLEYMA.GOV](http://WWW.WELLESLEYMA.GOV)  
BLYTHE C. ROBNSON  
EXECUTIVE DIRECTOR OF GENERAL GOVERNMENT

### SELECTMEN'S MEETING

#### *TENTATIVE AGENDA*

Wellesley Town Hall – Juliani Room

**7:00 P.M. Monday, February 26, 2018**

1. 7:00 Citizen Speak
2. 7:05 Police Department Appointments
  - Promotion to Lieutenant
  - Promotion to Sergeant
3. 7:20 Discuss Request from Roche Brothers for a Change of Manager
4. 7:25 Presentation by Pete Jones – ATM Article 37 Citizen Petition
5. 7:40 Discuss Status of FY19 Budget & Health Insurance Budget
6. 8:00 WHDC – Increase Affordable Units at 978 Worcester Street
7. 8:15 Approve Final Town-wide Financial Plan
8. 8:35 Open a Warrant for a Special Town Meeting
9. 8:55 Executive Director's Update
  - Acceptance of Gifts
  - One Day License – Citizen's Bank
10. 9:00 New Business and Correspondence
11. 9:05 Executive Session under M.G.L. c. 30A, §21(A), exemption #3 to strategy with respect to collective bargaining for all unions

Next Meeting Dates: Monday, March 12, 2018 7:00 pm

Monday, March 19, 2018 7:00 pm



## **MOTIONS- FEBRUARY 26, 2018**

2. **MOVE** to promote Sergeant Scott Showstead to the position of Police Lieutenant effective February 26, 2018
  
2. **MOVE** to promote Officer Mark Carrasquillo to the position of Police Sergeant effective February 26, 2018
  
3. **MOVE** to approve the change in the Manager of Record for RBSBW, Inc d/b/a Roche Brothers Supermarkets from Sean Connor to Stephen Hohmann.
  
4. **MOVE** that the Board vote to support a motion under Article 37 regarding a citizen's petition to form a committee to study the implementation of electronic voting at town meetings.
  
5. **MOVE** that the Board approve the FY19 budget as proposed.
  
7. **MOVE** to approve the Town-wide Financial Plan and delegate the Chair to make any final amendments and execute the document on behalf of the Board.
  
8. **MOVE** to call a Special Town Meeting and set the following dates:
  - Open the Warrant – February 26, 2018
  - Close the Warrant – Friday, March 2, 2018, 5:00pm

- Motions due to the Selectmen's Office – Friday, March 23, 2018, 5:00pm
- Start of Annual Town Meeting – Monday, April 9, 2018, 7:00 pm, at the Wellesley Middle School

9. **MOVE** that the Board vote to approve a one-day license to Citizen's Bank on March 7<sup>th</sup> at the Bank's branch located at 390 Washington Street to hold a reception for the Julie Fund.

9. **MOVE** to accept a gift of \$1,290 from the Wellesley High School 2017 Cross Country Team for the installation of a bench on the new path between Rice Street and the practice football field.

11. **MOVE** that the Board vote to enter into Executive Session under M.G.L. c 30A, §21 exception #3 to discuss strategy with regards to collective bargaining. Furthermore, that Blythe Robinson and Meghan Jop be invited to participate in the meeting.

**MOVE** to close the executive session and enter into open session for the purpose of adjourning the meeting.

2/23/2018

Black regular agenda items

**Board of Selectmen Calendar – FY17**

| <i>Date</i>            | <i>Selectmen Meeting Items</i>  | <i>Other Meeting Items</i>        |
|------------------------|---|-----------------------------------|
| 3/5<br><i>Monday</i>   | <b>Wellesley Club- Town Affairs Night</b>   |                                   |
| 3/6<br><i>Tuesday</i>  | <b>No Meeting</b>   | <b>Tuesday 3/6- Town Election</b> |
| 3/12<br><i>Monday</i>  | <b>Meeting</b><br><br>No.7 West - CV/Alcohol License (165 Linden) 7:15 pm (Advertised)<br>Mass DOT - Route 9/Kingsbury Guardrails?<br>Discuss Draft ATM Motions<br>Diversity Program w/WOW?+<br>Vote on remaining ATM Articles<br>Review Eligibility Concerns 818-822 Worcester St<br>WCC Approval of Sudbury Aqueduct (maybe)<br>Request to Name Rooms at TPC - New Era Fund |                                   |
| 3/19<br><i>Monday</i>  | <b>Meeting</b><br>Discuss Complete Streets Policy<br>Approve 40B Eligibility Ltr - 818/822 Worcester St<br>Youth Commission Appointment(?)<br>Change in Manager for Babson College<br>Smith and Wollensky Entertainment License<br>Approve Pavement Marking Contract Extension  |                                   |
| 3/26<br><i>Monday</i>  | <b>ATM Starts</b>   |                                   |
| 3/27<br><i>Tuesday</i> | <b>ATM</b>  |                                   |
| 4/2<br><i>Monday</i>   | <b>ATM</b>  |                                   |
| 4/3<br><i>Tuesday</i>  | <b>ATM</b>  |                                   |
| 4/9<br><i>Monday</i>   | <b>STM#1/ ATM</b>   |                                   |
| 4/10<br><i>Tuesday</i> | <b>ATM</b>  |                                   |
| 4/16<br><i>Monday</i>  | <b>TOWN HALL CLOSED (Patriots Day)</b>  |                                   |
| 4/23<br><i>Monday</i>  | <b>ATM (If Needed)</b>  |                                   |
| 4/24<br><i>Tuesday</i> | <b>ATM (If Needed)</b>  |                                   |
| 4/30<br><i>Monday</i>  | <b>ATM (If Needed)</b>  |                                   |
| 5/7<br><i>Monday</i>   | <b>Meeting</b>  |                                   |

2/23/2018

Black regular agenda items

| <i>Date</i>           | <i>Selectmen Meeting Items</i>         | <i>Other Meeting Items</i> |
|-----------------------|--|----------------------------|
| 5/14<br><i>Monday</i> | <b>STM#2</b>                           |                            |
| 5/21<br><i>Monday</i> | <b>Meeting</b>                         |                            |
| 5/28<br><i>Monday</i> | <b>TOWN HALL CLOSED (Memorial Day)</b> |                            |
| 6/4<br><i>Monday</i>  | <b>Meeting</b>                         |                            |
| 6/11<br><i>Monday</i> | <b>Meeting</b>                         |                            |
| 6/18<br><i>Monday</i> | <b>Meeting</b>                         |                            |
| 6/25<br><i>Monday</i> | <b>Meeting</b>                         |                            |
|                       |  |                            |
|                       |  |                            |
|                       |  |                            |

**Notes**

*Quarterly updates*

- *Traffic Committee (Deputy Chief Pilecki)*
- *Facilities Maintenance (Joe McDonough)*
- *Wellesley Club Dates 1/22/18, 3/5/18*

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MASSACHUSETTS

## BOARD OF SELECTMEN

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Our regularly scheduled meeting will begin at 7:00 PM on Monday in the Juliani Room.

### 1. Citizen Speak



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BLYTHE C. ROBINSON  
EXECUTIVE DIRECTOR OF GENERAL GOVERNMENT

### MEMORANDUM

DATE: February 23, 2018  
TO: Board of Selectmen  
FROM: Blythe C. Robinson, Executive Director  
SUBJECT: Weekly Report

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Below are various activities of our office and various departments that I would like to bring to your attention.

- The first of two bid packages for the Town Hall exterior project is out to bid. This project deals with the exterior work, the second will address the ADA changes to be made inside. That bid package goes out in about 2 weeks. There will be two separate building tours for general contractors who plan to bid on the packages. The estimated cost of the project has been increased to \$6.6 million due to the structural issue identified where the gable end of the building has separated from the rest of the structure. As you would imagine this is critical work that must be completed at some point, and it makes sense to do so when the building will require scaffolding for other aspects of the project.
- It's that time of year – motor vehicle excise bills! If they haven't arrived in your mailbox they will be shortly, and the Treasurer's Office will again be busy with collections over the next month.
- Included in your FNM are two items – one large and one small! The large is a printed copy of the full final draft of the Unified Plan, and the second is a letter from a resident to each of you personally complaining about a boat being stored at an adjacent property. A copy of that has been forwarded to the Police Department for follow up.

- Our temp Deonna McKay left us today, as Cay Meagher starts on Monday. She is excited to join Wellesley and we're looking forward to her arrival. If you are around and about, please stop by to welcome her.
- It has been a busy week putting the finishing touches on the balanced budget, updating the capital plan so that the TWFP could also be revised, and beginning the motions for Town Meeting. In the midst of that Tom Harrington and I met with Don McCauley on Thursday morning. It was a fruitful meeting at which we discussed his preferences with regard to the style of the motions, his thoughts on the running of the meeting, and anything he may need to prepare. I expect to have an initial draft of the motions next week.
- Following that, we are going to change the date of the Moderator's Meeting to Thursday, March 15<sup>th</sup> so that Sheryl can attend. She had a conflict with required Town Accountant school all day Wednesday.
- Ellen and I had a joint meeting with FMD, Mike Pakstis, Andy Wrobel and Michael D'Ortenzio on Wednesday to work through the details of cleaning and maintaining the future bathrooms and team room at the High School complex. The general consensus was that FMD would take responsibility for this work for at least the first year or two, after which we'd revisit whether to continue this or perhaps contract it out. Having said that responsibility will also be shared with the Schools for financing the work through their revolving fund and managing the scheduling, keys and such, and Public Works continuing to handle seasonal tasks such as winter shutdown and spring opening for utilities.

## **2. Police Department Appointments**

We have included this item on the agenda for the purpose of promoting two employees in the Police Department to higher ranks. The first is to promote Sergeant Scott Showstead to the position of Lieutenant, and the second is to promote Officer Mark Carrasquillo to the position of Sergeant to fill the vacancy resulting in Sgt. Showstead's promotion. The position of Lieutenant is being created to take on the responsibility of traffic and parking which is being moved from the Executive Director's Office, as well as the continuing role of managing the department's accreditation process. Memos from the Chief outlining his recommendations for both of these appointments are included in your packet.

**MOVE** to promote Sergeant Scott Showstead to the position of Police Lieutenant effective February 26, 2018

**MOVE** to promote Officer Mark Carrasquillo to the position of Police Sergeant effective February 26, 2018





## TOWN OF WELLESLEY

WELLESLEY, MA 02482  
Telephone 781-235-1212

## POLICE DEPARTMENT

JACK PILECKI  
Chief of Police

### MEMORANDUM

**TO:** HONORABLE BOARD OF SELECTMEN

**FROM:** JACK PILECKI  
CHIEF OF POLICE

**SUBJECT:** RECOMMENDATION TO PROMOTE OFFICER MARK CARRASQUILLO  
TO SERGEANT

**DATE:** FEBRUARY 20, 2018

---

Ladies and Gentlemen:

As you are aware, the creation of a new Lieutenant position to oversee parking will create a sergeant's vacancy within the department. This vacancy will occur when a new Lieutenant is promoted from the rank of sergeant.

#### **The Process**

In the fall of 2016, the department administered its third non-civil service promotional exam. Six patrol officers passed the examination to sergeant. Those six officers then participated in an assessment center on January 10, 2018 using the services of an outside consultant. Throughout the day the candidates participated in several scenarios with role players and completed a written exercise. Members of my command staff and I observed the assessment process. In the end, the six candidates were scored on their performance using an objective rating system. On January 11, 2018 the six candidates were interviewed at length by the command staff.

The Board of Selectmen promoted one person from this process (Sergeant Robert Gallagher) to the position on January 23, 2018.

## **Recommended for Promotion to Sergeant**

As a result of the interview process, the candidate's performance in the assessment center, our day to day observations of the candidate, and a review of his department service record, I respectfully recommend that the Board of Selectmen promote Officer Mark Carrasquillo to the rank of sergeant.

Officer Carrasquillo is an eleven-year veteran of the Wellesley Police Department. During his tenure with the department, Officer Carrasquillo has served as a patrol officer and a field training officer for new recruits. Officer Carrasquillo is also a nationally certified accident reconstructionist, and presently is a member of the Wellesley Police Department's accident reconstruction unit.

In the patrol division, Officer Carrasquillo has not only handled normal calls for service to the public, but has also taken on many additional criminal investigations that have been lengthy and complicated. Officer Carrasquillo has taken these cases to fruition, often resulting in successful criminal prosecutions.

As an accident reconstructionist, Officer Carrasquillo has been called back to duty at all hours of the day and night to investigate traffic crashes that have resulted in significant injuries. Some of these crashes have occurred in neighboring communities that do not have certified investigators.

Officer Carrasquillo processes these crash scenes, often in harsh weather, in order to reconstruct the events leading up to and causing the crash. Many of these investigations have required Officer Carrasquillo to write search warrants for access to vehicular computerized data. Officer Carrasquillo then conducts interviews with involved witnesses, victims, and drivers. Once all of this data is collected, Officer Carrasquillo creates a report which encompasses the facts to explain how a traffic collision occurred, and whether criminal charges should result. Officer Carrasquillo guides these investigations in collaboration with the District Attorney's Office, and patrol officers as well.

Officer Carrasquillo has been serving as one of the department's primary Field Training Officers for the last several years. In this role, Officer Carrasquillo directly supervises a new recruit officer for the first three months of their employment by the Wellesley Police Department. Officer Carrasquillo is directly responsible for instructing the new officer during on the job training, and successfully bridging the gap between the theories learned at the police academy and the realities of the job on the street. Officer Carrasquillo has been instrumental in teaching new recruits how vital the role of providing non-traditional police services is to the Wellesley community. Additional duties as an FTO requires Officer Carrasquillo to fully document the progress of the new recruit, and to address any additional training that may be required.

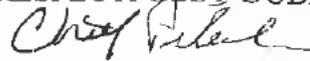
In his capacity as a Field Training Officer, Officer Carrasquillo has demonstrated his ability to lead and mentor on a daily basis. The leading and mentoring doesn't stop when the recruit graduates from the FTO program however. Officers continue to seek out Officer Carrasquillo for help, guidance and advice both in the field, and back at the station with situations they have

encountered. Officer Carrasquillo has truly gained the respect of his peers, and has been an informal leader within the department for many years.

Officer Carrasquillo holds a bachelor and master's degree in Criminal Justice from Westfield State University. In 2010, Officer Carrasquillo undertook law school, and successfully passed the Massachusetts Bar Exam in June of 2015.

It is without reservation that I recommend Officer Mark Carrasquillo for promotion to the rank of sergeant with the Wellesley Police Department.

RESPECTFULLY SUBMITTED:

A handwritten signature in black ink, appearing to read "Jack Pilecki". The signature is fluid and cursive, written over the printed name.

JACK PILECKI  
CHIEF OF POLICE



## **Mark J. Carrasquillo, Esq.**

**51 Ellis Avenue**

**Norwood, MA 02062**

**mcarrasquillo@wellesleyma.gov**

**(508) 654-7844**

### **Work Experience:**

#### **Police Officer**

***Wellesley Police Department, Wellesley, MA***

**November 2006 – Present**

- Patrolman presently assigned to first half shift (4:00PM - 12:30AM) patrolling the Town of Wellesley and enforcing laws enacted by the Commonwealth of Massachusetts and bylaws enacted by the Town of Wellesley.
- Field training officer involved in the training of all new police officers.
- Certified through IPTM in accident reconstruction.
- Conduct a wide range of criminal investigations involving operating under the influence, domestic abuse, identity theft, drug possession, and many other types of crime.
- Written over twenty search warrants issued by Dedham District Court.

#### **Senior Loss Prevention Investigator**

**January 2005 – November 2006**

***Shaw's Supermarket, Boston, MA***

- Managed the weekly placement of ten investigators in four different Shaw's stores.
- Supervised the direction of internal and external criminal investigations.
- Conducted surveillance of Shaw's customers and associates.
- Detected and apprehended individuals defrauding the company of its merchandise, assets, and money.

### **Education:**

***Massachusetts School of Law, Andover, MA***

**August 2010 – May 2014**

#### **• Juris Doctor**

- Recipient of the Cali Excellence for the Future Award in Insurance Law (Fall 2013).
- Admitted to practice law in the Commonwealth of Massachusetts on June 16, 2015.
- Board of Bar Overseers #692949.

***Massachusetts Bay Community College, Framingham, MA***

**September 2008 – December 2008**

- **Certified Emergency Medical Technician #881498**      Expiration Date 04/01/2019

***Municipal Police Training Committee, Weymouth, MA***

**November 2006 – April 2007**

- Graduate: Weymouth Police Academy 12th Municipal Police Officer's Class
- Class Treasurer

***Westfield State College, Westfield, MA***

**May 2005 – January 2008**

- **Master of Science:** Criminal Justice, GPA 3.770

***Westfield State College, Westfield, MA***

**September 2000 – May 2004**

- **Bachelor of Science:** Major: Criminal Justice, Minor: Sociology, GPA 3.064
- Certificate: The Washington Center for Internships and Academic Seminars – August 2004
- Awards: Deans list – Spring 2003, Fall 2003, Spring 2004

### Law Enforcement Certifications

1. Institute of Police Technology & Management - At Scene Traffic Crash Investigation  
January 28, 2008 - February 8, 2008
2. Institute of Police Technology & Management - Advanced Traffic Crash Investigation  
February 25, 2008 - March 7, 2008
3. Institute of Police Technology & Management - Traffic Crash Reconstruction  
March 31, 2008 -April 11, 2008
4. Operation Lifesaver - Highway-Rail Grade Crossing Collision Investigation  
May 7, 2008 - May 8, 2008
5. Municipal Police Training Committee - Police Mountain Bike Training School  
June 9, 2008 - June 11, 2008
6. Roger Williams University - Field Training & Evaluation Program Course      No-  
vember 3, 2008 - November 7, 2008
7. SRR Traffic Safety Consulting, LLC - Crash/Crime Scene Measure/LTI Laser  
December 1, 2008 - December 4, 2008
8. Collision Safety Institute - Crash Data Retrieval Technician Course                      Feb-  
ruary 9, 2009
9. Collision Safety Institute - Crash Data Retrieval Specialist Course                      Febru-  
ary 10, 2009 - February 13, 2009
10.     John E. Reid & Associates - The Reid Technique of Interviewing & Interrogation  
February 24, 2009 - February 26, 2009
11.     John E. Reid & Associates - The Advanced Course On The Reid Technique of  
Interviewing & Interrogation February 27, 2009
12.     SRR Traffic Safety Consulting, LLC - Pedestrian/Bicycle Crash Investigation  
April 5, 2010 - April 9, 2010
13.     Collision Safety Institute - Crash Data Retrieval Technician Level 1 Course  
March 28, 2011 - March 29, 2011
14.     Collision Safety Institute - Crash Data Retrieval Technician Level 2 Course  
March 28, 2011 - March 29, 2011
15.     Asperger's Association of New England Annual Conference - Speaker  
July 31, 2010

16. Harvey/Ward & Associates - Background Investigation for Police Applicants  
September 15, 2011 - September 16, 2011
17. Collision Safety Institute - Crash Data Retrieval Technician Train The Trainer  
January 19, 2012
18. Collision Safety Institute - Crash Data Retrieval Analyst Course  
February 13, 2012 - February 17, 2012
19. Actar Exam Preparatory Course  
April 2, 2012 - April 5, 2012
20. New Mexico Tech - Incident Response to Terrorist Bombings Awareness  
September 20, 2012
21. Cape Cod Regional Law Enforcement Council - Time, Distance, & Avoidance Collision Reconstruction Course - Cape Cod  
January 30, 2013 - January 31, 2013
22. Metropolitan Law Enforcement Council Basic Swat School  
February 18, 2013 - February 22, 2013
23. SRR Training: Introduction to Commercial Motor Vehicle Crash, Inspection  
November 11, 2013 - November 14, 2013
24. Law Enforcement Active Shooter Emergency Response  
November 19, 2013 - November 21, 2013
25. Emergency Vehicle Operating Course  
April 17, 2014
26. Institute of Police Technology & Management - Pedestrian & Bicycle Crash Investigation  
May 4, 2015 - May 8, 2015
27. Collision Safety Institute - Crash Data Retrieval Specialist Course  
June 15, 2015 - June 19, 2015
28. Blue Courage  
March 6 & 9, 2017
29. Crisis Intervention Training  
May 16, 17, 22, 23, & 25, 2017





## TOWN OF WELLESLEY

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## POLICE DEPARTMENT

JACK PILECKI  
Chief of Police

### MEMORANDUM

**TO:** THE HONORABLE BOARD OF SELECTMEN  
**FROM:** JACK PILECKI  
CHIEF OF POLICE  
**SUBJECT:** RECOMMENDATION FOR THE APPOINTMENT OF SERGEANT  
SCOTT SHOWSTEAD TO LIEUTENANT  
**DATE:** FEBRUARY 20, 2018

---

The intent of this correspondence is to recommend that the Board of Selectmen, in your capacity as the Appointing Authority for police officials in the Town of Wellesley, appoint Sergeant Scott Showstead to the rank of Lieutenant in the Wellesley Police Department.

Sergeant Showstead has almost 20 years of experience as a police officer. He began his career with the Wellesley Police Department as a patrol officer in 1998. In 2002, he was assigned to the Wellesley Police Department's Bureau of Criminal Investigation as a detective. In 2006, he was promoted to the rank of sergeant and served as a shift supervisor.

Sergeant Showstead attended George Washington University and graduated with a Bachelor's Degree in Criminal Justice in 1994. He obtained a Master's degree from Westfield State University in 2011. In addition, he has completed more than 700 hours of training in collision reconstruction training and has received certification by the National Accreditation Commission for Traffic Accident Reconstructions (ACTAR).

In his capacity as a patrol supervisor, Sergeant Showstead supervised a shift of officers along with two dispatchers primarily during the day and evening hours. In addition, Sergeant Showstead has supervised the Wellesley Police Department's accident reconstruction unit. This unit is primarily responsible for the investigation of traffic related crashes that have resulted in significant injuries. The unit works in conjunction with the District Attorney's office. Due to their high level of technical training, the unit has also assisted neighboring communities with serious accident investigations as well on a mutual aid basis.

More notably, Sergeant Showstead has served as the Wellesley Police Department's accreditation manager for the department's lengthy accreditation process through the

Massachusetts Police Accreditation Commission. The initial process started more than four years ago when the department received initial certification and subsequently full accreditation. Recently, the department went through our first 're-accreditation.' The re-accreditation is often described as being much more rigorous than the initial process. In preparing to achieve accreditation, Sergeant Showstead reviewed, wrote, and updated most of the Wellesley Police Department's policies and procedures.

The accreditation process is a constant process, always progressively moving forward and ongoing, Sergeant Showstead ensures that we are always reviewing our own internal policies and procedures in order to meet the best possible practices and industry standards in law enforcement. At present, Sergeant Showstead serves as the chairman for the Massachusetts Police Accreditation Commission, and also serves as inspector. In this capacity, he conducts audits of other police departments in the Commonwealth with the Massachusetts Police Accreditation Commission.

As Chief of Police, I have had the opportunity to work with Sergeant Showstead for the past several years, especially in the area of accreditation. I have found him to be very professional and detail oriented. His ability to navigate through the complicated and ever changing waters of accreditation have benefitted the department and our community, providing the best possible police department.

Considering Sergeant Showstead's professional accomplishments, his recognized skills and abilities, many of which have been highlighted in this endorsement, and my opinion that they are very indicative of his true potential, it is without reservation that I recommend that the Board of Selectmen appoint Sergeant Scott Showstead to the position of Lieutenant with the Wellesley Police Department.

RESPECTFULLY SUBMITTED:



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JACK PILECKI  
CHIEF OF POLICE

# Scott Showstead

8 Hardwick Road, Natick, MA 01760

## Education

- Wellesley High School
- George Washington University - Bachelor of Arts in Criminal Justice
- Westfield State University - Master of Science in Criminal Justice

## Wellesley Police Positions

- Patrol Officer, 1998 – 2002
- Detective, 2002 – 2006
- Sergeant, 2006 - Present

## Administrative Highlights

- Managed the accreditation process to obtain the department's first Certification and Accreditation awards from the Massachusetts Police Accreditation Commission
- Conducted a complete overhaul of the department's Policy and Procedure Manual and updated physical features of the police station to meet more stringent standards
- Worked on the development and implementation of various Town By-Laws, from public conveyances to civil fingerprinting
- Designed and implemented new civilian identification cards for non-sworn personnel
- WPD Representative to the Department of Criminal Justice Information Services (DCJIS), overseeing access, training, testing, and audits
- Wrote multiple agency grants resulting in the award of more than \$50,000 in equipment
- Oversee the part time officers assigned to the Wellesley Special Police
- Updated the in-service training program for the Wellesley Special Police
- Conducted numerous employment background investigations for administrative and sworn personnel
- Conducted numerous Professional Standards/Internal Affairs investigations
- Developed the MOU with Wellesley Public Schools that is used by the Norfolk DA as a model policy
- Presented the WPD/WPS MOU with the Norfolk DA at a regional Juvenile Policing Conference
- Acted as a representative for the WPD with the PBC and vendors for a large HVAC project
- Current Chairman of the Standards and Training Committee for the Mass Police Accreditation Commission (MPAC)

## Operation and Planning Highlights

- Developed the operational plans and templates used for all NORPAC (Norfolk County Police Anti-Crime Task Force) tactical and surveillance operations
- Organized multi-jurisdictional drug unit training with NYPD for local agencies in our region
- Involved with the development, implementation, and training for NORPAC agencies related to the safe and effective execution of search warrants on occupied motor vehicles
- Acted as the liaison to the Boston Police to plan, organize, and execute a high risk search warrant to recover a stolen firearm
- Planned and supervised multiple prisoner renditions with other states
- Developed, organized, and ran a multi-agency re-enactment related to the bicycle fatality on Weston Rd

- Supervised and guided numerous patrol officers in writing and executing search warrants/arrest warrants for patrol based cases
- Supervised an improvised patrol function around the John Hancock Building following the Boston Marathon Bombings
- Supervise the Collision Reconstruction Unit investigating serious and fatal crashes in Wellesley and numerous surrounding municipalities
- Participated in numerous dignitary protective details with the United States Secret Service and the Diplomatic Security Service
- Organize and direct the WPD Stewart Savage Memorial Road Race and Fun Run

### **Traffic Function Highlights**

- Completed Northwestern University's Traffic Engineering Technical Assistant course
- Completed Mass DOT Complete Streets training program
- Completed over 700 hours of specialized training in collision reconstruction related material
- Certified by the national Accreditation Commission for Traffic Accident Reconstructionists (ACTAR)
- Developed and supervised traffic plans for numerous high school events, construction related detours, police investigations, road races, and town ceremonies or services
- Designed the traffic plan and set up for the William Street Office Park evening exit
- Completed engineering based traffic reviews for major projects to include Wellesley Avenue @ Great Plain Avenue, Route 135 by Wellesley College, Route 128 @ Route 9, Route 16 @ Route 9, the Rockland Street Bridge, the Cedar Street Bridge, and Route 9 @ Kingsbury St

**3. Discuss Request from Roche Brothers for a Change of Manager**

Enclosed with your packet is a request from Roche Brothers to approve a change of Manager accompanied by the requisite ABCC forms. Roche Brothers intends to replace Mr. Sean Connor with Mr. Stephen Hohmann. The Board last took this topic up in March of 2017 when Mr. Connor was named Manager. Mr. Jim Sperber from Roche Brothers as well as Mr. Hohmann will be at the meeting to answer any questions that you may have.

**MOVE** to approve the change in the Manager of Record for RBSBW, Inc d/b/a Roche Brothers Supermarkets from Sean Connor to Stephen Hohmann.





Roche Bros. Supermarkets  
70 Hastings Street  
Wellesley Hills, MA  
02481-5439  
781-235-9400  
Fax: 781-235-3153

February 2, 2018

Board of Selectmen  
Town of Wellesley  
Town Hall  
525 Washington Street  
Wellesley, MA 02482

Re: RBSBW, Inc. d/b/a/ Roche Bros. Supermarkets, 184 Linden Street  
Sec. 15 License 134400040 – Change of Manager of Record

Dear Board of Selectmen,

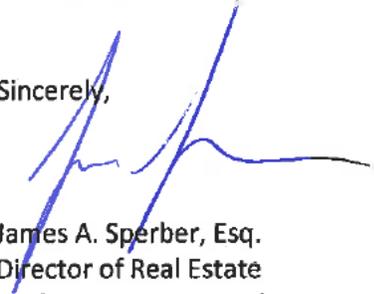
I am writing to inform you that RBSBW, Inc., d/b/a/ Roche Bros. Supermarkets, intends to change the Manager of Record for the above-referenced licensee from Sean Connor to Stephen Hohmann.

Mr. Hohmann has been the store manager at our Norton, Sudbury, Randolph and Needham Sudbury Farms stores. The Sudbury store and Norton store both had liquor licenses.

Enclosed herewith please find the ABCC Change of Manager forms for the new manager, together with supporting documentation. We will be looking to schedule a hearing with the Board of Selectmen for approval of the new Manager of Record.

Please do not hesitate to contact me with any questions.

Sincerely,



James A. Sperber, Esq.  
Director of Real Estate  
Roche Bros. Supermarkets

cc. RBSBW, Inc. Board of Directors







The Commonwealth of Massachusetts  
 Alcoholic Beverages Control Commission  
 239 Causeway Street  
 Boston, MA 02114  
[www.mass.gov/abcc](http://www.mass.gov/abcc)

Print Form

**RETAIL ALCOHOLIC BEVERAGES LICENSE APPLICATION  
 MONETARY TRANSMITTAL FORM**

**APPLICATION SHOULD BE COMPLETED ON-LINE, PRINTED, SIGNED, AND SUBMITTED TO THE LOCAL LICENSING AUTHORITY.**

ECRT CODE: RETA

CHECK PAYABLE TO ABCC OR COMMONWEALTH OF MA: \$200.00

(CHECK MUST DENOTE THE NAME OF THE LICENSEE CORPORATION, LLC, PARTNERSHIP, OR INDIVIDUAL)

CHECK NUMBER

IF USED EPAY, CONFIRMATION NUMBER

A.B.C.C. LICENSE NUMBER (IF AN EXISTING LICENSEE, CAN BE OBTAINED FROM THE CITY)

LICENSEE NAME

ADDRESS

CITY/TOWN  STATE  ZIP CODE

**TRANSACTION TYPE (Please check all relevant transactions):**

- Alteration of Licensed Premises
- Change Corporate Name
- Change of License Type
- Change of Location
- Change of Manager
- Other
- Cordials/Liqueurs Permit
- Issuance of Stock
- Management/Operating Agreement
- More than (3) §15
- New License
- New Officer/Director
- New Stockholder
- Pledge of Stock
- Pledge of License
- Seasonal to Annual
- Transfer of License
- Transfer of Stock
- Wine & Malt to All Alcohol
- 6-Day to 7-Day License

**THE LOCAL LICENSING AUTHORITY MUST MAIL THIS TRANSMITTAL FORM ALONG WITH THE CHECK, COMPLETED APPLICATION, AND SUPPORTING DOCUMENTS TO:**

**ALCOHOLIC BEVERAGES CONTROL COMMISSION  
 239 CAUSEWAY STREET  
 BOSTON, MA 02241-3396**



*The Commonwealth of Massachusetts*  
*Alcoholic Beverages Control Commission*  
239 Causeway Street  
Boston, MA 02114  
[www.mass.gov/abcc](http://www.mass.gov/abcc)

**AMENDMENT APPLICATION FOR A CHANGE OF MANAGER**

Below you will find a step-by-step explanation of the change of manager amendment application process. **Please read this entire page before you apply for an amendment to your license as it provides critical information on the approval process.**

The ABCC urges you to reach out to the Local Licensing Authority (“LLA”) in the city or town in which you are applying for a change of manager amendment to your license **before applying**. While state law requires you to submit certain documents, your LLA may have other documents and/or fees required of you before it will consider your application, and failure to contact them before you apply for a change of manager amendment to your license may delay the consideration of your application.

The granting of a retail license amendment involves a three-step process under M.G.L. c. 138, §§ 15A & 16B:

1. Step One is the granting of an amendment application by the LLA;
2. Step Two is approval by the ABCC;
3. Step Three is the issuance of the amended retail license by the LLA.

Each step has certain legal requirements:

***Step One.*** In Step One, when you submit your application with the LLA, the LLA is required by law to note the date and hour your application is filed with it. The LLA must act on an application within 30 days of it being filed.

If the LLA grants the license, the application shall be forwarded to the ABCC no later than 3 days following such approval.

***Step Two.*** In Step Two, when the ABCC receives an amendment application that has been approved by the LLA, an investigator will be assigned. The investigator will investigate the proposed manager, examining any criminal background and fitness of character. Parties to an amendment application must respond promptly to investigators’ inquiries. **Failure to do so will result in a delay of the approval and may result in a denial of the amendment application.**

***Step Three.*** Once the LLA receives the ABCC’s approval of an amendment application, it must issue the amended license within 7 days.



The Commonwealth of Massachusetts  
Alcoholic Beverages Control Commission  
239 Causeway Street  
Boston, MA 02114  
[www.mass.gov/abcc](http://www.mass.gov/abcc)

**AMENDMENT APPLICATION FOR A CHANGE OF MANAGER**

Please complete this entire application, leaving no fields blank. If field does not apply to your situation, please write N/A.

|   |               |                              |           |
|---|---------------|------------------------------|-----------|
| <b>1. NAME OF LICENSEE</b> (Business Contact) | RBSBW, Inc.   |                              |           |
| <b>ABCC License Number</b>                    | 00040-PK-1344 | <b>City/Town of Licensee</b> | Wellesley |

**2. APPLICATION CONTACT**  
The application contact is required and is the person who will be contacted with any questions regarding this application.

|                    |                        |                |                       |                   |         |
|--------------------|------------------------|----------------|-----------------------|-------------------|---------|
| <b>First Name:</b> | James                  | <b>Middle:</b> | A.                    | <b>Last Name:</b> | Sperber |
| <b>Title:</b>      | Attorney               |                | <b>Primary Phone:</b> | 781-694-5249      |         |
| <b>Email:</b>      | jsperber@rochebros.com |                |                       |                   |         |

**3. BUSINESS CONTACT**  
Please complete this section **ONLY** if there are changes to the Licensee phone number, business address (corporate headquarters), or mailing address.

|                           |  |                    |  |  |  |
|---------------------------|--|--------------------|--|--|--|
| <b>Entity Name:</b>       |  |                    |  |  |  |
| <b>Primary Phone:</b>     |  | <b>Fax Number:</b> |  |  |  |
| <b>Alternative Phone:</b> |  | <b>Email:</b>      |  |  |  |

**Business Address (Corporate Headquarters)**

|                       |  |                     |  |  |  |
|-----------------------|--|---------------------|--|--|--|
| <b>Street Number:</b> |  | <b>Street Name:</b> |  |  |  |
| <b>City/Town:</b>     |  | <b>State:</b>       |  |  |  |
| <b>Zip Code:</b>      |  | <b>Country:</b>     |  |  |  |

**Mailing Address**  Check here if your Mailing Address is the same as your Business Address

|                       |  |                     |  |  |  |
|-----------------------|--|---------------------|--|--|--|
| <b>Street Number:</b> |  | <b>Street Name:</b> |  |  |  |
| <b>City/Town:</b>     |  | <b>State:</b>       |  |  |  |
| <b>Zip Code:</b>      |  | <b>Country:</b>     |  |  |  |

**APPLICATION FOR A NEW RETAIL ALCOHOLIC BEVERAGES LICENSE**

**4. MANAGER CONTACT**

The Manager Contact is required and is the individual who will have day-to-day, operational control over the liquor license.

Salutation  First Name  Middle Name  Last Name  Suffix

Social Security Number

Date of Birth

Primary Phone:

Email:

Mobile Phone:

Place of Employment

Alternative Phone:

Fax Number

**Citizenship / Residency / Background Information of Proposed Manager**

Are you a U.S. Citizen?  Yes  No

Do you have direct, indirect, or financial interest in this license?  Yes  No

Have you ever been convicted of a state, federal, or military crime?  Yes  No

*If yes, attach an affidavit that lists your convictions with an explanation for each*

If yes, percentage of interest

Have you ever been Manager of Record of a license to sell alcoholic beverages?  Yes  No

If yes, please indicate type of interest (check all that apply):

If yes, please list the licenses for which you are the current or proposed manager:

- Officer  Sole Proprietor
- Stockholder  LLC Manager
- LLC Member  Director
- Partner  Landlord
- Contractual  Revenue Sharing
- Management Agreement  Other

Please indicate how many hours per week you intend to be on the licensed premises

**Employment Information of Proposed Manager**

Please provide your employment history for the *past 10 years*

| Date(s)   | Position      | Employer    | Address                              | Phone        |
|-----------|---------------|-------------|--------------------------------------|--------------|
| 1989-2018 | Store Manager | Roche Bros. | 175 Mansfield Ave., Norton, MA 02766 | 508-285-3600 |
|           |               |             |                                      |              |
|           |               |             |                                      |              |
|           |               |             |                                      |              |

**Prior Disciplinary Action of Proposed Manager**

Have you ever been involved directly or indirectly in an alcoholic beverages license that was subject to disciplinary action? If yes, please complete the following:

| Date of Action | Name of License | State | City | Reason for suspension, revocation or cancellation |
|----------------|-----------------|-------|------|---|
|                |                 |       |      |   |
|                |                 |       |      |   |
|                |                 |       |      |   |

**ADDITIONAL SPACE**

The following space is for any additional information you wish to supply or to clarify an answer you supplied in the application.

If referencing the application, please be sure to include the number of the question to which you are referring.

January 15, 2018

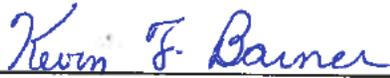
At a meeting of the Board of Directors of RBSBW, Inc., held at 70 Hastings Street, Wellesley, Massachusetts on January 5, 2018, it was duly voted that the Corporation apply to the Licensing Board for the Town of Wellesley for a Change of Manager of Record for its Section 15, Wine and Malt Beverages License, for the premises located at 184 Linden Street, Wellesley, Massachusetts.

“VOTED: To authorize Kevin Barner to sign the application for the license in the name of RBSBW, Inc. and to execute in its behalf any necessary papers, and to do all things required relative to the granting of the license.”

“VOTED: To appoint Stephen Hohmann of 12 Piasecki Drive, Mansfield, Massachusetts as its manager or principal representative, with as full authority and control of the premises described in the license of the Corporation and of the conduct of all business therein relative to alcoholic beverages as the licensee itself could in any way have and exercise if it were a natural person resident in the Commonwealth of Massachusetts and that a copy of this vote duly certified by the Clerk of the Corporation and delivered to said manager or principal representative shall constitute the written authority required by Sec. 26, Chap. 138, G. L.”

This is to certify that a majority of the directors of RBSBW, Inc. a Corporation duly organized under the laws of Massachusetts are residents of the Commonwealth of Massachusetts and citizens of the United States.

A True Copy  
Attest

  
\_\_\_\_\_  
Kevin Barner, Clerk/Treasurer

#### **4. Presentation by Pete Jones – ATM Article 37 Citizen Petition**

Mr. Pete Jones will be at the meeting to review with the Board the enclosed PowerPoint presentation regarding his citizen petition for Article 37 to utilize electronic voting for Wellesley Town Meetings. Both Town Counsel and I have been working with Mr. Jones to guide him towards a motion that we believe Town Meeting can take action on. Specifically, Mr. Jones' warrant article would approve the expenditure of \$15,000 per year to enable the Town Clerk to install and operate a system for all Town Meeting sessions. We have advised him of several things:

- Town Meeting cannot authorize funding for more than the next fiscal year and a funding source would need to be identified for the funds
- The Town Clerk cannot be required to use such a system
- The Moderator presides over the meeting thus that person needs to be consulted
- Most importantly, it is Town Counsel's opinion that Articles 8.2 – 8.6 of our general bylaws do not provide for the use of electronic permitting.

Town Counsel recommended that instead Mr. Jones craft his motion to enable the Moderator to set up a committee to study the matter with the outcome perhaps to bring an article to the 2019 ATM to revise the bylaws. He believes it would also be possible with the approval of the TMM and Moderator to have a demonstration of a system during the study period, and funding could be provided if need be. In email traffic back and forth Mr. Jones seems willing to go in this direction. Thus the motion crafted below assumes that. Whether or not the Board wishes to support this motion or a version of it, can be determined that night. A copy of Town Counsel's last email to Mr. Jones on this topic is included for your reference.

**MOVE** that the Board vote to support a motion under Article 37 regarding a citizen's petition to form a committee to study the implementation of electronic voting at town meetings.



# Article 37



**ELECTRONIC VOTING FOR TOWN MEETING  
S. PETER W. JONES  
TMM PRECINCT B**

# Article 37



To appropriate the sum of \$15,000(Fifteen Thousand Dollars) per fiscal year to the Town Clerk for the installation, maintenance, and operation of an electronic voting system to be used in all Town Meeting sessions.

That the Town Clerk is authorized to take all action necessary to carry out this project, and that said sum shall be available upon this motion becoming final following dissolution of this Town Meeting.

# Article 37 Motion 1



That the Moderator form a committee to evaluate and select an electronic voting solution and vendor, for use at Wellesley's town meetings, and that Town Meeting appropriate the sum of \$15,000 (Fifteen Thousand Dollars) from free cash for FY19 to the Town Clerk for the purpose of this evaluation, installation, maintenance, and operation by the selected vendor, on a lease basis for FY19 Town Meetings.

Further more, this solution may be used by the Town Moderator to assist in collecting and counting town meeting votes per Town Bylaw Article 9 (9.5).

# Assistance for Counting Votes



- Electronic tool to assist Town Moderator in collecting & counting votes { Town Bylaw Article 9 (9.5)}
- Can be used in combination with current voice voting system
- Every TMM's vote is recorded, tool is not dependent on audio volume of a voice vote

# Research Performed



- Evaluated electronic voting survey from 20 communities
- Town Moderators and Town Clerks interviews very positive.
- Viewed many town meeting videos; time savings and vote accuracy excellent

# Research Performed



- **Different implementation models**
  - Evaluating Owning equipment
  - Evaluating Leasing equipment

# Conclusion



- Will give the Town Moderator assistance needed to collect and count TMM votes in a more effective, accurate and time saving manner.



## Robinson, Blythe

---

**From:** Pete Jones <spwjones@comcast.net>  
**Sent:** Thursday, February 22, 2018 1:06 PM  
**To:** Tom Harrington  
**Cc:** Robinson, Blythe; spw Jones  
**Subject:** Re: Article 37 Article 37 Motion 1

Tom,

Thanks for the additional input. You are the legal council, so if you think we have to have a bylaw change then that will be what has to happen.

Is this something you can draft so we can add this into the process for Town meeting approval. I would look to you to guide me in adding that into the Article 37 Motion 1 to make sure it is in the correct format.

Thanks Much

Very Best  
Pete Jones  
TMM Precinct B  
339-222-0623

On February 21, 2018 at 10:56 AM Tom Harrington <tom@miyares-harrington.com> wrote:

The attachments:

On Feb 21, 2018, at 10:55 AM, Tom Harrington <tom@miyares-harrington.com> wrote:

Pete,

Thank you for sharing this additional information. However, it does not change my opinion, and, unfortunately, I believe that you and I are at an impasse. Here's where I think we are:

You believe that Town Meeting can install and incorporate electronic voting equipment, and use it to determine the official vote count, without first amending its bylaws. (If this is not your position, please let me know.)

I believe that electronic voting cannot be used to tally the official votes, regardless of the necessary quantum, unless we first amend our bylaws. In a previous email and at our meeting with Blythe, I shared with you a copy of Natick's "Procedures at Town Meetings" bylaw and I explained that Wellesley would need to make similar amendments to Article 8 of our bylaws. Copies of both bylaws are attached hereto. In do believe that, before we amend the bylaw and with the Moderator's approval, Town Meeting could use an electronic voting system as a demonstration, to run simultaneously with the Moderator's usual counting procedures, but that's as far as Town Meeting can go without a bylaw amendment.

Let me know if I've missed something.

Regards,

Thomas J. Harrington  
MIYARES AND HARRINGTON LLP  
40 Grove Street • Suite 190 • Wellesley, MA 02482  
Tel 617-804-2421 • Fax 617-489-1630  
[www.miyares-harrington.com](http://www.miyares-harrington.com)

On Feb 20, 2018, at 10:05 PM, Pete Jones <[spwjones@comcast.net](mailto:spwjones@comcast.net)> wrote:

Tom,  
Thanks much I will look forward to your thoughts.  
Very Best  
Pete Jones  
TMM Precinct B  
339-222-0623

On February 16, 2018 at 2:45 PM Tom Harrington <[tom@miyares-harrington.com](mailto:tom@miyares-harrington.com)> wrote:

Pete,

I'm not going to get a chance to review this today, but I will respond next week.

Regards,  
Thomas J. Harrington  
MIYARES AND HARRINGTON LLP  
40 Grove Street • Suite 190 • Wellesley, MA 02482  
Tel 617-804-2421 • Fax 617-489-1630  
[www.miyares-harrington.com](http://www.miyares-harrington.com)

On Feb 16, 2018, at 12:28 AM, spw Jones <[spwjones@gmail.com](mailto:spwjones@gmail.com)> wrote:

Tom,  
Comcast email has been down all over the country today, so I have to use gmail to contact you until they get it stable once again.

I wanted to circle around with you, to see if you got a chance to review the material I had sent you in reply to your possible concerns regarding Wellesley bylaw sections 8.20-8.22, and how that would be handled by the electronic voting equipment in order to retain those sections and still use the electronic voting equipment which can perform those activities.

Last night at the Advisory meeting, the committee review went very well and the Vice Chair and others discussed doing a possible test run at a town meeting session, sooner rather than later, but they wanted to know if Town Council had reviewed Article 37, and had any concerns. I informed them that I had been working with you because you had possible concerns regarding our Bylaws sections 8.20-8.22.

## **5. Discuss Status of FY19 Budget & Health Insurance Budget**

Included in your budget is a detailed version of the sources and uses for the FY19 budget and a copy of the health insurance budget. The health insurance budget is balanced, as is the overall FY19 budget. There are a couple of points we'd like to make you aware of:

- Health insurance – the unions are set to meet on Monday afternoon the 26<sup>th</sup> and we expect that they will concur with the last offer we put on the table. Thus the budget included in your packet provides for that. Furthermore, the West Suburban Health District voted on the rates for next year this week, and the overall increase for Fallon (our most highly subscribed plan) is 9%. Another area of cost increase is that we are providing for 25 new enrollees on the plan. We've taken a more conservative approach this year given the number of employees who currently do not have health insurance who will turn age 26 in the next year. Offsetting both of these items are some of the cost saving measures that this new agreement will bring.
- New FMD Project Manager Position – We anticipate the workload for FMD to increase greatly in the next year to assist in managing one or two school feasibility projects. Thus we have taken a proactive step to add a project manager position at the upper end of the salary range (\$110K) who could be hired should those projects be approved at a special town meeting this spring.
- Board of Health Budget – we have reduced this budget to what we had negotiated with a member of the Board earlier this month. The difference between the BOH's last proposal and this is a savings of about \$10K. While we had been waiting to understand the Advisory Commission's vote on whether to support this budget, Advisory is also looking for final numbers from us. Should their outcome on this topic change or other factors come into play, we can further amend this later.
- Revenues – we have utilized 1.13% of additional state revenue proposed in the Governor's budget as a measure to balance the budget. We believe this is reasonable in light of the 3.50% increase that he proposed. Even though the Legislature can make changes, the past several years this has not happened so we believe this is a reasonable step to take.
- A copy of the proposed Exhibit C for the Advisory report shows the capital plan for FY19 – 23. We have done a fair amount of work on this over this week to indicate the timing of the debt exclusion funded projects so that the tax impact table in the Town-wide Financial Plan can be as reliable as we can determine at this point in time.

**MOVE** that the Board approve the FY19 budget as proposed.





# Town of Wellesley

## FY2019 Budget Request

### Group Insurance Operating Request

Department: 914/912  
 Department Head: Marc Waldman, Treasurer/Collector

The Group Insurance budget comprises the line items identified in the matrix below.

| Org          | Object | Account # 01-914<br>Account Title                              | Explanation  | FY15<br>Actual       | FY16<br>Actual       | FY17<br>Actual       | FY18<br>Budget       | FY19<br>Request      | \$ Variance<br>FY18-19 | % Variance<br>FY18-19 |
|--------------|--------|--|--|----------------------|----------------------|----------------------|----------------------|----------------------|------------------------|-----------------------|
| 21914100     | 511370 | Benefits Administrator Clerical Support (Grade 44 @ 15 hrs/wk) | Provides support to the HR staff for the substantial record keeping requirements of the Town's benefits programs | \$ 14,820            | \$ 16,325            | \$ 16,700            | \$ 16,700            | \$ 16,400            | (300)                  | -1.80%                |
| 21914200     | 530258 | HRA Claims Costs   | Employee reimbursements for contractually agreed HRA costs   | -                    | -                    | -                    | -                    | -                    | -                      | 0 00%                 |
| 21914200     | 530259 | OPEB Consulting & Actuarial Study                              | Provides investment and actuarial consulting services to the OPEB pogram   | 13,500               | -                    | 35,000               | 20,000               | 20,000               | -                      | 0 00%                 |
| 21914200     | 575210 | Group Health Insurance   | Provides coverage for 1,700 employees and retirees   | 14,401,249           | 14,481,761           | 14,335,304           | 15,672,698           | 17,045,017           | 1,372,319              | 8.76%                 |
|              |        | Savings transferred from Health insurance fund                 |  |                      |                      |                      | (90,010)             | -                    | 90,010                 | -100.00%              |
| 21914200     | 575212 | Health Insurance Consulting                                    | Provides special purpose consulting and legal services to the Group Insurance pogram                             |                      | 2,500                | 2,500                | 2,500                | 2,500                | -                      | 0 00%                 |
| 21914200     | 578500 | FSA & HRA Administration Fees                                  | Provides admin for 1,000 employees and retirees, plus HRA claims costs.  | 161,400              | 150,000              | 151,800              | 136,800              | 246,770              | 109,970                | 80 39%                |
| 21914200     | 575220 | Group Life Insurance *   | Provides coverage for 720 employees and retirees   | 40,000               | 42,000               | 48,000               | 48,000               | 48,000               |                        | 0 00%                 |
| 21914200     | 575230 | Medicare Tax   | Employer share of the 2.9% of salary for employees hired after 4/1/86  | 1,120,000            | 1,185,000            | 1,235,000            | 1,450,000            | 1,435,000            | (15,000)               | -1.03%                |
| 21914200     | 575240 | Long Term Disability   | Provides coverage to all benefit eligible employees with a basic level of protection                             | 40,000               | 46,000               | 46,000               | 46,000               | 46,000               | -                      | 0 00%                 |
| 21914200     | 575250 | Group Dental Insurance *                                       | Provides basic individual coverage for all benefit eligible employees.   | 240,000              | 245,000              | 230,000              | 230,000              | -                    |                        | 0 00%                 |
| 21914200     | 575260 | Employee Assistance Plan                                       | Provides local emergency intervention services to all employees.   | 38,115               | 38,115               | 38,000               | 43,600               | 64,800               | 21,200                 | 48 62%                |
| <b>TOTAL</b> |        |  |  | <b>\$ 16,069,084</b> | <b>\$ 16,206,701</b> | <b>\$ 16,138,304</b> | <b>\$ 17,576,288</b> | <b>\$ 18,924,487</b> | <b>\$ 1,348,199</b>    | <b>7.67%</b>          |

\*

SUBJECT TO COLLECTIVE BARGAINING - COST OF POSS BLE REPLACEMENT INCLUDED IN HEALTH INSURANCE PROPOSAL

TOWN OF WELLESLEY - TOWN MEETING APPROVED ALLOCATION OF FUNDS

| SOURCES OF FUNDS  | FY18 SOURCES OF FUNDS | FY19 SOURCES OF FUNDS | CHANGE - FY18 to FY19 |                |
|---|-----------------------|-----------------------|-----------------------|----------------|
|   |                       |                       | \$ Change             | % Change       |
| <b>Real Estate &amp; Personal Property Tax</b>            |                       |                       |                       |                |
| Within the Levy Limit                                     | 123,758,516           | 128,652,479           | 4,893,963             | 3.95%          |
| Outside the Levy Limit                                    | 12,203,082            | 12,001,855            | (201,227)             | -1.65%         |
| <b>Subtotal - Real Estate &amp; Personal Property Tax</b> | <b>135,961,598</b>    | <b>140,654,334</b>    | <b>4,692,736</b>      | <b>3.45%</b>   |
| <b>From the Commonwealth</b>                              |                       |                       |                       |                |
| Chapter 70 Aid  | 8,399,961             | 8,509,961             | 110,000               | 1.31%          |
| Lottery Aid   | 1,294,148             | 1,294,148             | 0                     | 0.00%          |
| Other Aid   | 65,540                | 65,540                | 0                     | 0.00%          |
| <b>Subtotal - From the Commonwealth</b>                   | <b>9,759,649</b>      | <b>9,869,649</b>      | <b>110,000</b>        | <b>1.13%</b>   |
| <b>Local Revenue</b>                                      |                       |                       |                       |                |
| Motor Vehicle Excise                                      | 5,000,000             | 5,270,000             | 270,000               | 5.40%          |
| Licenses and Permits                                      | 2,300,000             | 2,500,000             | 200,000               | 8.70%          |
| Interest Earnings   | 350,000               | 450,000               | 100,000               | 28.57%         |
| RDF Revenue   | 625,000               | 625,000               | 0                     | 0.00%          |
| Fines & forfeits  | 570,000               | 570,000               | 0                     | 0.00%          |
| Recreation  | 100,000               | 50,000                | (50,000)              | -50.00%        |
| Meals/Hotel/Motel Tax                                     | 700,000               | 700,000               | 0                     | 0.00%          |
| Pilot Payments  | 76,000                | 76,000                | 0                     | 0.00%          |
| Increased fees - BOH                                      | 12,000                | 12,000                | 0                     | 0.00%          |
| MLP Payment In Lieu of Taxes                              | 1,000,000             | 1,000,000             | 0                     | 0.00%          |
| MLP/Water/Sewer reimbursements to IT                      | 293,709               | 299,583               | 5,874                 | 2.00%          |
| Other Local Revenues                                      | 605,019               | 525,000               | (80,019)              | -13.23%        |
| <b>Subtotal - Local Revenue</b>                           | <b>11,631,728</b>     | <b>12,077,583</b>     | <b>445,855</b>        | <b>3.83%</b>   |
| <b>Other Sources</b>                                      |                       |                       |                       |                |
| Parking Meter Receipts                                    | 1,593,009             | 1,097,219             | (495,790)             | -31.12%        |
| Free Cash to balance budget                               | 2,583,737             | 2,500,000             | (83,737)              | -3.24%         |
| Other free cash FY18 items                                | 241,010               | 0                     | (241,010)             |                |
| Free Cash to offset capital                               | 1,500,000             | 0                     | (1,500,000)           |                |
| Appropriated CPA Surcharge                                | 460,900               | 918,000               | 457,100               |                |
| CPA Funds applied to North 40                             | 553,244               | 550,244               | (3,000)               | -0.54%         |
| Police detail   | 127,564               | 112,950               | (14,614)              |                |
| <b>Subtotal - Other Sources</b>                           | <b>7,059,464</b>      | <b>5,178,413</b>      | <b>-1,881,051</b>     | <b>-26.65%</b> |
| <b>TOTAL SOURCES OF FUNDS</b>                             | <b>164,412,439</b>    | <b>167,779,979</b>    | <b>3,367,540</b>      | <b>2.05%</b>   |

Exhibit B

| USES OF FUNDS   | FY18 USE OF FUNDS (Tax Rate) |                  |                   | FY19 USE OF FUNDS (Request) |                  |                   | CHANGE - FY18 to FY19 |                      |                        |                       |
|---|------------------------------|------------------|-------------------|-----------------------------|------------------|-------------------|-----------------------|----------------------|------------------------|-----------------------|
|   | Pers Srvs                    | Expenses         | Total Ops         | Pers Srvs                   | Expenses         | Total Ops         | Variance<br>Pers Srvs | Variance<br>Expenses | Variance<br>Total - \$ | Variance<br>Total - % |
| <b>GENERAL GOVERNMENT</b>                                 |                              |                  |                   |                             |                  |                   |                       |                      |                        |                       |
| <i>Board of Selectmen - Administration</i>                |                              |                  |                   |                             |                  |                   |                       |                      |                        |                       |
| Executive Director's Office                               | 460,572                      | 28,925           | 489,497           | 463,319                     | 33,225           | 496,544           | 2,747                 | 4,300                | 7,047                  | 1.44%                 |
| Sustainable Energy  | 18,132                       | 1,500            | 19,632            | 33,452                      | 5,425            | 38,877            | 15,320                | 3,925                | 19,245                 | 98.03%                |
| Central Administrative Services                           | 0                            | 29,000           | 29,000            | 0                           | 26,500           | 26,500            | 0                     | (2,500)              | (2,500)                | -8.62%                |
| Finance Department  | 431,837                      | 10,200           | 442,037           | 444,699                     | 10,950           | 455,649           | 12,862                | 750                  | 13,612                 | 3.08%                 |
| Information Technology                                    | 670,326                      | 395,750          | 1,066,076         | 657,307                     | 420,750          | 1,078,057         | (13,019)              | 25,000               | 11,981                 | 1.12%                 |
| Treasurer & Collector                                     | 315,990                      | 126,450          | 442,440           | 310,443                     | 129,750          | 440,193           | (5,547)               | 3,300                | (2,247)                | -0.51%                |
| Town Report   | 0                            | 4,000            | 4,000             | 0                           | 4,000            | 4,000             | 0                     | 0                    | 0                      | 0.00%                 |
| <i>Board of Selectmen - Human Services</i>                |                              |                  |                   |                             |                  |                   |                       |                      |                        |                       |
| Council on Aging  | 354,620                      | 114,866          | 469,486           | 369,147                     | 63,446           | 432,593           | 14,527                | (51,420)             | (36,893)               | -7.86%                |
| West Suburban Veterans District                           | 0                            | 68,000           | 68,000            | 0                           | 69,150           | 69,150            | 0                     | 1,150                | 1,150                  | 1.69%                 |
| Youth Commission  | 82,579                       | 17,090           | 99,669            | 82,998                      | 17,090           | 100,088           | 419                   | 0                    | 419                    | 0.42%                 |
| <i>Board of Selectmen - Facilities</i>                    |                              |                  |                   |                             |                  |                   |                       |                      |                        |                       |
| Facilities Management                                     | 4,359,946                    | 3,380,028        | 7,739,974         | 4,571,510                   | 3,457,749        | 8,029,259         | 211,564               | 77,721               | 289,285                | 3.74%                 |
| <i>Board of Selectmen - Other Services</i>                |                              |                  |                   |                             |                  |                   |                       |                      |                        |                       |
| Housing Development Corporation                           | 0                            | 6,000            | 6,000             | 0                           | 6,500            | 6,500             | 0                     | 500                  | 500                    | 8.33%                 |
| Historical Commission                                     | 0                            | 750              | 750               | 0                           | 750              | 750               | 0                     | 0                    | 0                      | 0.00%                 |
| Memorial Day  | 0                            | 2,500            | 2,500             | 0                           | 2,500            | 2,500             | 0                     | 0                    | 0                      | 0.00%                 |
| Celebrations Committee                                    | 0                            | 4,700            | 4,700             | 0                           | 4,700            | 4,700             | 0                     | 0                    | 0                      | 0.00%                 |
| Zoning Board of Appeals                                   | 54,335                       | 6,940            | 61,275            | 75,638                      | 11,940           | 87,578            | 21,303                | 5,000                | 26,303                 | 42.93%                |
| <i>Board of Selectmen - Shared Services</i>               |                              |                  |                   |                             |                  |                   |                       |                      |                        |                       |
| Law   | 0                            | 325,000          | 325,000           | 0                           | 375,000          | 375,000           | 0                     | 50,000               | 50,000                 | 15.38%                |
| Audit Committee   | 0                            | 58,200           | 58,200            | 0                           | 58,200           | 58,200            | 0                     | 0                    | 0                      | 0.00%                 |
| Risk Management   | 0                            | 540,454          | 540,454           | 0                           | 535,679          | 535,679           | 0                     | (4,775)              | (4,775)                | -0.88%                |
| Street Lighting   | 0                            | 246,876          | 246,876           | 0                           | 145,000          | 145,000           | 0                     | (101,876)            | (101,876)              | -41.27%               |
| <b>Subtotal - Board of Selectmen - General Government</b> | <b>6,748,337</b>             | <b>5,367,229</b> | <b>12,115,566</b> | <b>7,008,513</b>            | <b>5,378,304</b> | <b>12,386,817</b> | <b>260,176</b>        | <b>11,075</b>        | <b>271,251</b>         | <b>2.24%</b>          |

Exhibit B

**USES OF FUNDS**

|   | FY18 USE OF FUNDS (Tax Rate) |                  |                   | FY19 USE OF FUNDS (Request)  |                  |                   | CHANGE - FY18 to FY19 |                      |                        |                       |
|---|------------------------------|------------------|-------------------|------------------------------|------------------|-------------------|-----------------------|----------------------|------------------------|-----------------------|
|   | Pers Svcs                    | Expenses         | Total Ops         | Pers Svcs                    | Expenses         | Total Ops         | Variance<br>Pers Svcs | Variance<br>Expenses | Variance<br>Total - \$ | Variance<br>Total - % |
| <b>Other General Government</b>                 |                              |                  |                   |                              |                  |                   |                       |                      |                        |                       |
| Town Clerk/Election & Registration              | 233,085                      | 40,915           | 274,000           | 271,549                      | 40,465           | 312,014           | 38,464                | (450)                | 38,014                 | 13.87%                |
| Board of Assessors                              | 272,589                      | 82,450           | 355,039           | 277,592                      | 83,050           | 360,642           | 5,003                 | 600                  | 5,603                  | 1.58%                 |
| Planning Board                                  | 261,561                      | 42,750           | 304,311           | 276,470                      | 42,750           | 319,220           | 14,909                | 0                    | 14,909                 | 4.90%                 |
| Advisory Committee                              | 7,000                        | 25,000           | 32,000            | 7,000                        | 25,000           | 32,000            | 0                     | 0                    | 0                      | 0.00%                 |
| Reserve Fund                                    | 0                            | 175,000          | 175,000           | 0                            | 175,000          | 175,000           | 0                     | 0                    | 0                      | 0.00%                 |
| Permanent Building Committee                    | 0                            | 0                | 0                 | 0                            | 0                | 0                 | 0                     | 0                    | 0                      | 0.00%                 |
| Human Resources Board                           | 302,779                      | 37,250           | 340,029           | 303,834                      | 37,900           | 341,734           | 1,055                 | 650                  | 1,705                  | 0.50%                 |
| HR Salary adjustments                           | 44,582                       | 0                | 44,582            | 170,000                      | 0                | 170,000           | 125,418               | 0                    | 125,418                |                       |
| <b>Subtotal - Other General Government</b>      | <b>1,121,596</b>             | <b>403,365</b>   | <b>1,524,961</b>  | <b>1,306,445</b>             | <b>404,165</b>   | <b>1,710,610</b>  | <b>184,849</b>        | <b>800</b>           | <b>185,649</b>         | <b>12.17%</b>         |
| <b>GENERAL GOVERNMENT TOTAL</b>                 | <b>7,869,933</b>             | <b>5,770,594</b> | <b>13,640,527</b> | <b>8,314,958</b>             | <b>5,782,469</b> | <b>14,097,427</b> | <b>445,025</b>        | <b>11,875</b>        | <b>456,900</b>         | <b>3.35%</b>          |
| <b>PUBLIC SAFETY - BOARD OF SELECTMEN</b>       |                              |                  |                   |                              |                  |                   |                       |                      |                        |                       |
| Police Department                               | 5,447,100                    | 630,035          | 6,077,135         | 5,571,608                    | 643,085          | 6,214,693         | 124,508               | 13,050               | 137,558                | 2.26%                 |
| Injured on Duty                                 | see Risk Management Dept 945 |                  |                   | see Risk Management Dept 945 |                  |                   |                       |                      |                        |                       |
| Special School Police                           | 126,294                      | 3,105            | 129,399           | 127,606                      | 3,183            | 130,789           | 1,312                 | 78                   | 1,390                  | 1.07%                 |
| Fire Department                                 | 5,030,186                    | 263,549          | 5,293,735         | 5,215,425                    | 265,770          | 5,481,195         | 185,239               | 2,221                | 187,460                | 3.54%                 |
| Building Department                             | 507,724                      | 26,150           | 533,874           | 491,587                      | 40,600           | 532,187           | (16,137)              | 14,450               | (1,687)                | -0.32%                |
| Sealer of Weights & Measures                    | 15,600                       | 2,800            | 18,400            | 16,000                       | 2,550            | 18,550            | 400                   | (250)                | 150                    | 0.82%                 |
| <b>PUBLIC SAFETY TOTAL - BOARD OF SELECTMEN</b> | <b>11,126,904</b>            | <b>925,639</b>   | <b>12,052,543</b> | <b>11,422,226</b>            | <b>955,188</b>   | <b>12,377,414</b> | <b>295,322</b>        | <b>29,549</b>        | <b>324,871</b>         | <b>2.70%</b>          |
| <b>DEPARTMENT OF PUBLIC WORKS</b>               |                              |                  |                   |                              |                  |                   |                       |                      |                        |                       |
| Engineering                                     | 523,803                      | 64,139           | 587,942           | 522,832                      | 65,500           | 588,332           | (971)                 | 1,361                | 390                    | 0.07%                 |
| Highway   | 1,043,316                    | 440,100          | 1,483,416         | 1,067,862                    | 456,550          | 1,524,412         | 24,546                | 16,450               | 40,996                 | 2.76%                 |
| Fleet Maintenance                               | 157,767                      | 43,862           | 201,629           | 160,922                      | 43,462           | 204,384           | 3,155                 | (400)                | 2,755                  | 1.37%                 |
| Park  | 1,222,553                    | 365,420          | 1,587,973         | 1,242,196                    | 372,570          | 1,614,766         | 19,643                | 7,150                | 26,793                 | 1.69%                 |
| Recycling & Disposal                            | 1,064,655                    | 1,222,235        | 2,286,890         | 1,080,614                    | 1,273,874        | 2,354,488         | 15,959                | 51,639               | 67,598                 | 2.96%                 |
| Management                                      | 363,005                      | 23,968           | 386,973           | 360,016                      | 24,070           | 384,086           | (2,989)               | 102                  | (2,887)                | -0.75%                |
| Winter Maintenance                              | 0                            | 348,703          | 348,703           | 0                            | 357,420          | 357,420           | 0                     | 8,717                | 8,717                  | 2.50%                 |
| <b>PUBLIC WORKS TOTAL</b>                       | <b>4,375,099</b>             | <b>2,508,427</b> | <b>6,883,526</b>  | <b>4,434,442</b>             | <b>2,593,446</b> | <b>7,027,888</b>  | <b>59,343</b>         | <b>85,019</b>        | <b>144,362</b>         | <b>2.10%</b>          |
| <b>WELLESLEY FREE LIBRARY</b>                   |                              |                  |                   |                              |                  |                   |                       |                      |                        |                       |
| Library Trustees                                | 1,932,130                    | 541,383          | 2,473,513         | 1,975,985                    | 554,621          | 2,530,606         | 43,855                | 13,238               | 57,093                 | 2.31%                 |
| <b>LIBRARY TOTAL</b>                            | <b>1,932,130</b>             | <b>541,383</b>   | <b>2,473,513</b>  | <b>1,975,985</b>             | <b>554,621</b>   | <b>2,530,606</b>  | <b>43,855</b>         | <b>13,238</b>        | <b>57,093</b>          | <b>2.31%</b>          |
| <b>RECREATION</b>                               |                              |                  |                   |                              |                  |                   |                       |                      |                        |                       |
| Recreation Commission                           | 331,508                      | 26,500           | 358,008           | 331,839                      | 28,040           | 359,879           | 331                   | 1,540                | 1,871                  | 0.52%                 |
| <b>RECREATION TOTAL</b>                         | <b>331,508</b>               | <b>26,500</b>    | <b>358,008</b>    | <b>331,839</b>               | <b>28,040</b>    | <b>359,879</b>    | <b>331</b>            | <b>1,540</b>         | <b>1,871</b>           | <b>0.52%</b>          |

Exhibit B

| USES OF FUNDS                               | FY18 USE OF FUNDS (Tax Rate) |                   |                    | FY19 USE OF FUNDS (Request) |                   |                    | CHANGE - FY18 to FY19 |                      |                        |                       |
|---|------------------------------|-------------------|--------------------|-----------------------------|-------------------|--------------------|-----------------------|----------------------|------------------------|-----------------------|
|   | Pers Srvs                    | Expenses          | Total Ops          | Pers Srvs                   | Expenses          | Total Ops          | Variance<br>Pers Srvs | Variance<br>Expenses | Variance<br>Total - \$ | Variance<br>Total - % |
| <b>HEALTH</b>                               |                              |                   |                    |                             |                   |                    |                       |                      |                        |                       |
| Board of Health                             | 434,354                      | 80,453            | 514,807            | 478,941                     | 80,453            | 559,394            | 44,587                | 0                    | 44,587                 | 8.66%                 |
| Mental Health Services                      | 0                            | 245,691           | 245,691            | 0                           | 238,691           | 238,691            | 0                     | (7,000)              | (7,000)                | -2.85%                |
| <b>HEALTH TOTAL</b>                         | <b>434,354</b>               | <b>326,144</b>    | <b>760,498</b>     | <b>478,941</b>              | <b>319,144</b>    | <b>798,085</b>     | <b>44,587</b>         | <b>(7,000)</b>       | <b>37,587</b>          | <b>4.94%</b>          |
| <b>NATURAL RESOURCES</b>                    |                              |                   |                    |                             |                   |                    |                       |                      |                        |                       |
| Natural Resources Commission                | 208,627                      | 19,650            | 228,277            | 208,111                     | 22,000            | 230,111            | (516)                 | 2,350                | 1,834                  | 0.80%                 |
| Morses Pond Project - (NRC, DPW, Rec)       | 0                            | 141,754           | 141,754            | 0                           | 143,250           | 143,250            | 0                     | 1,496                | 1,496                  | 1.06%                 |
| <b>NATURAL RESOURCES TOTAL</b>              | <b>208,627</b>               | <b>161,404</b>    | <b>370,031</b>     | <b>208,111</b>              | <b>165,250</b>    | <b>373,361</b>     | <b>(516)</b>          | <b>3,846</b>         | <b>3,330</b>           | <b>0.90%</b>          |
| <b>NON-SCHOOL TOTAL</b>                     | <b>26,278,555</b>            | <b>10,260,091</b> | <b>36,538,646</b>  | <b>27,166,502</b>           | <b>10,398,158</b> | <b>37,564,660</b>  | <b>887,947</b>        | <b>138,067</b>       | <b>1,026,014</b>       | <b>2.81%</b>          |
| <b>WELLESLEY PUBLIC SCHOOLS</b>             |                              |                   |                    |                             |                   |                    |                       |                      |                        |                       |
| Instruction                                 | 45,837,146                   | 2,165,335         | 48,002,481         | 46,384,093                  | 2,106,840         | 48,490,933         | 546,947               | (58,495)             | 488,452                | 1.02%                 |
| Administration                              | 790,910                      | 164,116           | 955,026            | 781,003                     | 151,466           | 932,469            | (9,907)               | (12,650)             | (22,557)               | -2.36%                |
| Operations                                  | 1,508,001                    | 937,854           | 2,445,855          | 1,526,033                   | 870,469           | 2,396,502          | 18,032                | (67,385)             | (49,353)               | -2.02%                |
| Special Education                           | 16,090,856                   | 4,456,430         | 20,547,286         | 16,794,543                  | 5,854,471         | 22,649,014         | 703,687               | 1,398,041            | 2,101,728              | 10.23%                |
| <b>SCHOOL TOTAL</b>                         | <b>64,226,913</b>            | <b>7,723,735</b>  | <b>71,950,648</b>  | <b>65,485,672</b>           | <b>8,983,246</b>  | <b>74,468,918</b>  | <b>1,258,759</b>      | <b>1,259,511</b>     | <b>2,518,270</b>       | <b>3.50%</b>          |
| <b>EMPLOYEE BENEFITS</b>                    |                              |                   |                    |                             |                   |                    |                       |                      |                        |                       |
| Group Insurance                             | 0                            | 17,576,288        | 17,576,288         |                             | 18,924,487        | 18,924,487         | 0                     | 1,348,199            | 1,348,199              | 7.67%                 |
| Workers Compensation                        | 0                            | 517,860           | 517,860            |                             | 287,700           | 287,700            | 0                     | (230,160)            | (230,160)              | -44.44%               |
| OPEB Liability Fund                         | 0                            | 3,432,000         | 3,432,000          | 0                           | 3,432,000         | 3,432,000          | 0                     | 0                    | 0                      | 0.00%                 |
| Retirement Contribution                     | 0                            | 6,621,863         | 6,621,863          |                             | 7,056,425         | 7,056,425          | 0                     | 434,562              | 434,562                | 6.56%                 |
| Unemployment Compensation                   | 0                            | 150,000           | 150,000            |                             | 150,000           | 150,000            | 0                     | 0                    | 0                      | 0.00%                 |
| Compensated Absences                        | 0                            | 90,000            | 90,000             |                             | 120,000           | 120,000            | 0                     | 30,000               | 30,000                 | 33.33%                |
| Non-Contributory Pensions                   | 0                            | 18,714            | 18,714             |                             | 19,100            | 19,100             | 0                     | 386                  | 386                    | 2.06%                 |
| <b>EMPLOYEE BENEFITS TOTAL</b>              | <b>0</b>                     | <b>28,406,725</b> | <b>28,406,725</b>  | <b>0</b>                    | <b>29,989,712</b> | <b>29,989,712</b>  | <b>0</b>              | <b>1,582,987</b>     | <b>1,582,987</b>       | <b>5.57%</b>          |
| <b>ALL PERSONAL SERVICES &amp; EXPENSES</b> | <b>90,505,468</b>            | <b>46,390,551</b> | <b>136,896,019</b> | <b>92,652,174</b>           | <b>49,371,116</b> | <b>142,023,290</b> | <b>2,146,706</b>      | <b>2,980,565</b>     | <b>5,127,271</b>       | <b>3.75%</b>          |

Exhibit B

**USES OF FUNDS**

|  | FY18 USE OF FUNDS (Tax Rate) |                   |                    | FY19 USE OF FUNDS (Request) |                   |                    | CHANGE - FY18 to FY19 |                      |                        |                       |
|--|------------------------------|-------------------|--------------------|-----------------------------|-------------------|--------------------|-----------------------|----------------------|------------------------|-----------------------|
|  | Pers Srvs                    | Expenses          | Total Ops          | Pers Srvs                   | Expenses          | Total Ops          | Variance<br>Pers Srvs | Variance<br>Expenses | Variance<br>Total - \$ | Variance<br>Total - % |
| <b><u>CAPITAL &amp; DEBT</u></b>                             |                              |                   |                    |                             |                   |                    |                       |                      |                        |                       |
| <i>Departmental Cash Capital</i>                             |                              |                   |                    |                             |                   |                    |                       |                      |                        |                       |
| Public Works Capital   | 0                            | 2,173,000         | 2,173,000          | 0                           | 2,026,000         | 2,026,000          | 0                     | (147,000)            | (147,000)              | -6.76%                |
| School Capital   | 0                            | 2,009,253         | 2,009,253          | 0                           | 947,629           | 947,629            | 0                     | (1,061,624)          | (1,061,624)            | -52.84%               |
| Facilities Capital - School                                  | 0                            | 1,553,000         | 1,553,000          | 0                           | 1,159,000         | 1,159,000          | 0                     | (394,000)            | (394,000)              | -25.37%               |
| Facilities Capital - Town                                    | 0                            | 322,000           | 322,000            | 0                           | 691,000           | 691,000            | 0                     | 369,000              | 369,000                | 114.60%               |
| Planning Board   | 0                            | 0                 | 0                  | 0                           | 25,000            | 25,000             | 0                     | 25,000               | 25,000                 | 0.00%                 |
| Board of Health  | 0                            | 0                 | 0                  | 0                           | 0                 | 0                  | 0                     | 0                    | 0                      | 0.00%                 |
| Selectmen Capital  | 0                            | 364,009           | 364,009            | 0                           | 240,679           | 240,679            | 0                     | (123,330)            | (123,330)              | -33.88%               |
| Library Capital  | 0                            | 100,612           | 100,612            | 0                           | 76,800            | 76,800             | 0                     | (23,812)             | (23,812)               | -23.67%               |
| Town Clerk   | 0                            | 0                 | 0                  | 0                           | 0                 | 0                  | 0                     | 0                    | 0                      | 0.00%                 |
| Recreation   | 0                            | 0                 | 0                  | 0                           | 0                 | 0                  | 0                     | 0                    | 0                      | 0.00%                 |
| NRC Capital  | 0                            | 141,500           | 141,500            | 0                           | 99,000            | 99,000             | 0                     | (42,500)             | (42,500)               | -30.04%               |
| Morses Pond Capital  | 0                            | 40,000            | 40,000             | 0                           | 40,000            | 40,000             | 0                     | 0                    | 0                      | 0.00%                 |
| <b>Subtotal - Cash Capital</b>                               | <b>0</b>                     | <b>6,703,374</b>  | <b>6,703,374</b>   | <b>0</b>                    | <b>5,305,108</b>  | <b>5,305,108</b>   | <b>0</b>              | <b>(1,398,266)</b>   | <b>(1,398,266)</b>     | <b>-20.86%</b>        |
| <i>Debt Service</i>  |                              |                   |                    |                             |                   |                    |                       |                      |                        |                       |
| Current Inside Levy Debt Service - Issued                    | 0                            | 3,984,283         | 3,984,283          | 0                           | 4,002,083         | 4,002,083          | 0                     | 17,800               | 17,800                 | 0.45%                 |
| Outside Levy Debt Service - Issued/Unissued                  | 0                            | 12,756,325        | 12,756,325         | 0                           | 12,552,089        | 12,552,089         | 0                     | (204,236)            | (204,236)              | -1.60%                |
| <b>Subtotal - Debt Service</b>                               | <b>0</b>                     | <b>16,740,608</b> | <b>16,740,608</b>  | <b>0</b>                    | <b>16,554,172</b> | <b>16,554,172</b>  | <b>0</b>              | <b>(186,436)</b>     | <b>(186,436)</b>       | <b>-1.11%</b>         |
| <b>CAPITAL &amp; DEBT TOTAL</b>                              |                              | <b>23,443,982</b> | <b>23,443,982</b>  | <b>0</b>                    | <b>21,859,280</b> | <b>21,859,280</b>  | <b>0</b>              | <b>(1,584,702)</b>   | <b>(1,584,702)</b>     | <b>-6.76%</b>         |
| <b><u>SPECIAL ITEMS</u></b>                                  |                              |                   |                    |                             |                   |                    |                       |                      |                        |                       |
| <i>Receipts Reserved for Appropriation</i>                   |                              |                   |                    |                             |                   |                    |                       |                      |                        |                       |
| Traffic & Parking Operations                                 | 247,280                      | 1,301,670         | 1,548,950          | 248,250                     | 798,086           | 1,046,336          | 970                   | (503,584)            | (502,614)              | -32.45%               |
| Community Preservation Appropriated                          | 0                            | 460,900           | 460,900            | 0                           | 918,000           | 918,000            | 0                     | 457,100              | 457,100                | 0.00%                 |
| Free Cash items - IOD insurance 2016,2017; unpaid bill, land | 0                            | 160,500           | 160,500            | 0                           | 0                 | 0                  | 0                     | (160,500)            | (160,500)              | 0.00%                 |
| Contract settlements   | 0                            | 0                 | 0                  | 0                           | 0                 | 0                  | 0                     | 0                    | 0                      | 0.00%                 |
| Property Tax Abatements                                      | 0                            | 662,717           | 662,717            | 0                           | 662,717           | 662,717            | 0                     | 0                    | 0                      | 0.00%                 |
| State & County Assessments                                   | 0                            | 1,239,372         | 1,239,372          | 0                           | 1,270,356         | 1,270,356          | 0                     | 30,984               | 30,984                 | 2.50%                 |
| <b>SPECIAL ITEMS TOTAL</b>                                   | <b>247,280</b>               | <b>3,825,159</b>  | <b>4,072,439</b>   | <b>248,250</b>              | <b>3,649,159</b>  | <b>3,897,409</b>   | <b>970</b>            | <b>(176,000)</b>     | <b>(175,030)</b>       | <b>-4.30%</b>         |
| <b>TOTAL USES OF FUNDS</b>                                   |                              |                   | <b>164,412,439</b> |                             |                   | <b>167,779,979</b> |                       |                      | <b>3,367,540</b>       | <b>2.05%</b>          |
| <b>TOTAL SOURCES OF FUNDS</b>                                |                              |                   | <b>164,412,439</b> |                             |                   | <b>167,779,979</b> |                       |                      | <b>3,367,540</b>       | <b>2.05%</b>          |
| <b>SURPLUS (DEFICIT)</b>                                     |                              |                   | <b>0</b>           |                             |                   | <b>0</b>           |                       |                      |                        |                       |

**6. WHDC – Increase Affordable Units at 978 Worcester Street**

Meghan and Town Counsel Tom Harrington have been meeting with the owner of this property for the purpose of determining whether the Town could come to terms with them to convert two units at the property to affordable units. This in turn would enable the Town to seek approval from the State to count all 36 units as part of our subsidized housing inventory. We believe we have reached a mutual agreement on this topic, which is outlined in the attached memo from Meghan to acquire this right for \$640,000. The Board is being asked to approve an expenditure up to \$650,000 to account for up to \$10,000 in legal fees. Expenditure of these funds requires a vote of both the Board of Selectmen and the Wellesley Housing Development Corporation. The WHDC voted unanimously on February 21<sup>st</sup> to support this effort. Mr. Bob Kenney will be present at the meeting to participate in the discussion.

**MOVE** to authorize the Wellesley Housing Development Corporation to expend up to \$650,000 (\$640,000 sale price and \$10,000 in legal fees) of CPC funds, appropriated to the Wellesley Housing Development Corporation for affordable housing purposes, to “buy down” two market rate, 2-bedroom rental units at 978 Worcester Street from Wellesley Place, LLC, and to designate those units as affordable units in perpetuity. Said authorization is subject to Town Counsel's review and approval of all documents necessary to place all 36 units located at 978 Worcester Street on the Town’s Subsidized Housing Inventory.



TOWN OF WELLESLEY



MASSACHUSETTS

## BOARD OF SELECTMEN

TOWN HALL • 525 WASHINGTON STREET • WELLESLEY, MA 02482-5992

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BLYTHE C. ROBINSON  
EXECUTIVE DIRECTOR OF GENERAL GOVERNMENT

DATE: February 23, 2018  
TO: Board of Selectmen  
FROM: Meghan Jop  
SUBJECT: Affordable Housing Units at 978 Worcester Street

Through the Inclusionary Zoning permitting process, the Town acquired 7 affordable units of the 36 rental units (19.44 %) at 978 Worcester Street. Town Counsel, Bob Kenney, Chair of the WHDC, and I approached the property owners, Wellesley Place, LLC to see if the Town could “buy down” two market rate units to bring the units to HUD approved affordable rates. In doing so, the project would then have 9 affordable units, would be at 25% affordable and all 36 units would count on the Subsidized Housing Inventory.

Through negotiations and market analysis, an agreement has been reached to modify the existing Regulatory Agreement with the Town and DHCD to increase the number of affordable units with the buy down of two, 2-bedroom units for the cost of \$640,000. Town Meeting has appropriated affordable housing funds to the WHDC for the acquisition of affordable housing. The use of the funds, is also contingent upon Board of Selectmen approval. These units would remain affordable in perpetuity with the original 7 units. With the purchase of these two rental units, the Town gains 29 units on the Subsidized Housing Inventory bringing the property total to 36 units. The request before the Board is for the use of up to \$650,000 to account for buy down of the units and the legal fees to complete the closing on the purchase.

### PRICE EVALUTATION (see attachment)

- Current rent of a market rate 1 bedroom unit ranges from \$2100-\$2500
- Current rent of an affordable 1 bedroom unit is \$1481
- Current rent of a market rate 2 bedroom unit ranges from \$2800 - \$3500
- Current rent of an affordable 2 bedroom unit is \$1657
- Current “buy down rate of a market rate 2 bedroom over 30 years is \$411,480
- Current “buy down rate of a market rate 1 bedroom over 30 years is \$222, 840
- Price agreed is \$640,000 for two 2-bedroom units.

## Buy Down Cost Over 30 Years

|        | Market Rate Units (2 Bedroom) | Affordable Unit (2-Bedroom) | Difference | Yearly  | 30 Years |
|--------|-------------------------------|-----------------------------|------------|---------|----------|
| Low    | 2800                          | 1657                        | 1143       | \$13716 | 411480   |
| Median | 3150                          | 1657                        | 1493       | 17916   | 537480   |
| High   | 3500                          | 1657                        | 1843       | 22116   | 663480   |
|        |                               |                             |            |         |          |
|        | Market Rate Units (1 Bedroom) | Affordable Unit (1-Bedroom) |            |         |          |
| Low    | 2100                          | 1481                        | 619        | 7428    | 222840   |
| Median | 2300                          | 1481                        | 819        | 9828    | 294840   |
| High   | 2500                          | 1481                        | 1019       | 12228   | 366840   |
|        |                               |                             |            |         |          |
|        |                               |                             |            |         |          |

## **7. Approve Final Town-wide Financial Plan**

The latest draft of the TWFP is included in your packet for review. This version includes edits to the tables and supporting explanations in the “Looking Ahead FY20 -22” section. We have tried to draw a clearer picture for the reader of the impact of the Debt Policy if we were to take a middle of the road approach each year (6.5%). We’ve also indicated to the reader that this is purely an example and no decisions have been made. Our work on the possible financial timing of the projects that will likely be requested at debt exclusions and the resulting cash flow have resulted in modifications to the tax impact table at the end of the document. from Marjorie, and my changes as a result of the board’s input last week. We’ve also updated some of the tables and graphs. As usual, until we’ve put the finishing touches on the budget, there are still some numbers and statistics in flux. Having said that we welcome any comments that you have as it goes under the Board’s signature in the Advisory Committee report

**MOVE** to approve the Town-wide Financial Plan and delegate the Chair to make any final amendments and execute the document on behalf of the Board.





**Town-Wide Financial Plan for 2018 Annual Town Meeting  
Submitted by the Board of Selectmen**

March \_\_, 2018

Dear Town Meeting Members:

We are pleased to submit this report on the Town-Wide Financial Plan (TWFP). This report provides summary financial information for the current fiscal year (FY18), the proposed budget for FY19, and projected financial information for the years FY20-22.

**Overview**

The Board of Selectmen, working with other Town officials, is proposing a balanced-budget for the fiscal year (FY19, or the year beginning July 1, 2018). This proposal assumes modest levels of revenue and spending growth. Spending growth is at least in line with prior TWFP projections and the budget guidelines issued last fall.

The amount of reserves used to balance the budget (\$2.5 million) is less than the \$4 million used in FY18, and in line with the Town's history of allocating this amount annually. Deployment of free cash at this level will keep the reserve levels within the reserve policy guidelines, primarily due to local receipts continuing to exceed projections.

There are two significant milestones that are in process this year which will have a major impact on the town's finances in the next three fiscal years (FY20-22) and beyond. The first is the Selectmen's implementation of debt and cash capital policies for the Town. Through the years the Town established policies on reserves, set annual guidelines for operating budgets and proactively funded its pension and OPEB obligations, all which have contributed to its strong financial position. Debt and capital spending were areas that had grown significantly over the years and prompted the conclusion in past TWFP's that within the next several years, the voters would need to approve overrides to finance the Town's operations. The debt policy establishes a limit on spending for cash capital and "inside the levy" debt funded projects to a range of 6.2% - 6.8% each year as a percentage of recurring annual revenues. This will result in an affordable and predictable amount of spending on such items, as well as ensure that dollars available for operating budgets are not adversely affected by increased capital spending. This policy will work in conjunction with a policy on capital spending (which is still being drafted for the FY20 budget cycle) that will objectively prioritize the Town's capital projects.

The second major development is, the implementation of new health plans and a three-year agreement with our unions effective July 1, 2018. This new agreement will replace the "Rate Saver Plans" purchased through the West Suburban Health Group with two "deductible" plans that are more cost effective for the Town. The change will moderate cost, and continue to provide excellent choice of health care and plans for employees. It will encourage employees to become better consumers of their coverage, which in turn will help moderate cost growth over the life of

the agreement. Finally, the majority of newly-hired employees will pay a greater percentage of their insurance premiums.

Regarding the operating budgets, the guideline assumptions are similar to those utilized in the last several years. With most union contracts settled through June 30, 2020 and a decline in school enrollment, there appears to be no necessity for higher guidelines for operating budgets. This, coupled with affordable growth in capital expenditures, will go a long way towards avoiding deficits in the upcoming years. It must be noted that the teacher's contract will need to be re-negotiated for the FY20 budget, and the School Committee is in the process of developing a successor strategic plan that may include additional costs. Whether these can be moderated by declining enrollments or school employee turnover is unclear. Nevertheless, we continue to work with all Town departments and the Schools to improve long-range financial forecasts and look for saving opportunities that do not adversely impact services to our residents.

There are several debt-funded projects included in the warrant for Town Meeting that require appropriation. The most significant of these projects are exterior renovations to Town Hall, reconstruction of Grove Street, and design for the future replacement of the Middle School steam pipes. All of the debt-funded projects proposed in fiscal 2019 are to be paid for with inside-the-levy borrowing. Because of the Town's conservative approach to amortizing debt, inside the levy debt service costs will remain level with those of FY18. The Town continues to proactively manage its debt by containing costs on construction projects and applying savings to other projects to reduce future borrowing costs. A list of such debt rescissions or transfers of debt borrowed but not spent are included in Article 38 of the warrant.

More critically, we continue to plan for significant capital projects that we anticipate bringing to the voters for approval in the next 3 -8 years as debt exclusions. The projects include:

- The renovation and/or replacement of the Hardy, Hunnewell and Upham elementary schools (also referred to as "HHU"). This past December, the Town received notification that it would be invited into the State's Massachusetts School Building Authority (MSBA) program for the consolidation and replacement of the Upham and Hardy schools. This is welcomed news in that it provides for a reimbursement of about 30% of the Town's costs, through a very detailed and time consuming process. The Town will embark on this soon, and separately will need to decide how and when to pursue the replacement of the Hunnewell School. Both projects will be subject to a debt exclusion, and our preliminary projections suggest the peak median tax bill impact of this work could approach \$767 per year.
- Interior renovation of the historic Town Hall. The capital plan recognizes \$6.6 million in FY19 for exterior renovations in article 22 on the warrant. We have recently embarked upon a space utilization and visioning study of the building and plan to bring an article to the 2019 Town Meeting for design funds to proceed with the plan that is developed. It is important to note that Town Hall does not meet the requirements of the disabled persons' accessibility laws. Working with the project architect, we have recently requested and received approval from the Massachusetts Architectural Access Board (MAAB) for several permanent variances from the law, as well as other time variances for items that are required to be addressed. Those time variances are for three years with the possibility of a 2-year extension if the Town is making progress towards resolving these matters. For this reason, this project will need to begin within the near future.
- Middle School Projects – the Town undertook a number of important projects to the Middle School in 2006 – 2008, but due to budget constraints deferred a number of items as well. The purpose of Article 16 on the warrant is to conduct a feasibility study of the projects

that were deferred and determine how best to complete this now critical structural, mechanical, and interior work. A very rough estimate for these projects is \$15.5 million.

The combination of carrying forward the assumptions that were used to achieve a balanced budget in FY19 and implementing the debt policy means that the possibility that the Town will need to ask the voters to consider a Proposition 2½ override in the next three years has been tempered. We believe that these steps, as well as a capital policy that prioritizes projects and requests in an objective manner are important steps to manage the annual operating costs of the Town. In doing so, the impact to taxpayers will have been moderated as much as possible, while still maintaining the high level of services that our customers have come to expect. Debt exclusions will be necessary for the projects outlined above when they are brought forward. Areas that we must continue to monitor closely include the School budget and health insurance costs. The School budget is nearly twice the size of the other departmental budgets combined, and school officials project it may continue to grow at a higher annual rate than we have included in this projection. Further analysis of these details are included in the Looking Ahead to FY20 – 22 section of this report.

### **Key Financial Planning Issues**

Each year, the Selectmen and their staff update the TWFP with input from the Town's departments, Boards and Committees. As part of this process, the Selectmen are particularly mindful of the need to:

- Pay the full cost of the Town's current operations;
- Proactively address emerging issues;
- Protect the Town against material risks;
- Preserve the Town's assets; and
- Plan for the long-term.

As in prior years, the key issues impacting the Town's financial planning include:

- Growth in personnel costs;
- Employee benefit costs; and
- Facilities and other capital needs.

A short discussion of each of these items follows.

#### **Growth in personnel costs**

The largest recurring item in the year-over-year growth of the Town budget is the cost of wage increases for existing employees. The majority of Town employees are unionized, and their annual wage increases are the subject of collective bargaining. This year, all of the union contracts are settled. There are eleven unions representing 1,129 employees the largest of which is the teacher's association. That contract expires on June 30, 2019, and the other contracts all expire a year later on June 30, 2020.

In addition to the general wage increases noted above, the union contracts also provide for "step" increases for teachers and other employees who have not yet reached the top step, and "lane" increases for teachers as they attain additional academic degrees. The Teachers' contract provides for 16 steps and the value of each step increase is approximately 4.2%. The DPW

Production, Police Patrolmen and Firefighters contracts provide for 4-6 steps, and an average step increase of 5.3-5.6%. Thus, it is not unusual for employees who have not reached the top step to receive total annual wage increases in the range of 7-8% as step increases are added to the COLA to generate this level of increase.

Each year the cost of step increases is partially offset by savings resulting from the retirement or termination of employees who are replaced by new employees at a lower step level. Thus, in departments with steps, the changing composition of the work force affects the budget over time. In the case of the School Department, the average experience level of teachers has increased incrementally over the past ten years. Currently approximately 50% of the teachers are at the top step, and the others are still moving on steps. These factors, along with increases in special education costs, have contributed to the greater growth of the School budget in comparison to other departments' budgets. Conversely, in the Fire Department five employees have retired this year, and we expect more to follow in FY19. Due to fewer steps, these retirements have created an opportunity to realign costs, as new employees begin at a lower step and there is a shorter path to the top step.

### **Employee benefit costs**

Employee benefit costs total \$30.0 million in FY19 (17.8% of the Town's total budget) and during the past 10 years this has been the fastest growing component of the overall Town budget. The principal components of this cost are:

- Health insurance premium costs for active and retired employees - \$18.9 million
- Pension plan contribution - \$7.1 million
- Other Post-Employment Benefits (OPEB) funding - \$3.4 million

The Town procures health insurance for active employees and retirees through the West Suburban Health Group (WSHG), a consortium of 8 towns and 2 educational entities. Health insurance is a mandatory subject of collective bargaining, so the Town cannot unilaterally make plan design changes.

The Municipal Health Insurance Reform legislation passed by the State in 2011 established a process by which municipalities could transition active employees and retirees to the Group Insurance Commission (GIC), without the need for traditional collective bargaining. By transitioning to the GIC, municipalities can take advantage of that entity's market leverage, greater flexibility (the GIC can make plan design changes without the burden of collective bargaining) and lower premium rates.

In 2015, the Selectmen negotiated an agreement with all the Town's unions, under the terms of which the Town's percentage contribution toward the cost of the plans offered by Fallon Health was increased to 80% and the Town's contribution toward the more expensive plans offered by Blue Cross Blue Shield, Harvard Pilgrim and Tufts was reduced to 71%. In addition, the Town introduced an "opt-out" option for employees, whereby an employee receives a cash payment in exchange for withdrawing from the Town's health insurance plans (some employees have the flexibility to enroll in their spouse's health insurance plan). In exchange for these plan changes, the Town agreed not to transition to the GIC for the 3-year term of the agreement, i.e., through June 30, 2018. As a result of the 2015 agreement, the Town initially recognized \$2 million of health insurance budget savings in the FY16 budget.

As this document goes to press, the Selectmen are wrapping up a negotiation for a successor agreement for another three-year period beginning in July. For the first time, the Town will introduce two different deductible plans for employees both of which are less expensive than the previous offering. Employees hired after July 1, 2018 will pay a higher portion of their health insurance premium for the lower deductible plan, while employees who choose the high deductible plan will pay the same percentage as they have been paying. The unions have further agreed to shift all employees to paying a greater percentage of the premium costs in three years. In return the Town has offered various incentives to employees to lower their costs, and will make a significant effort to educate employees about the high deductible plan. We believe that the combination of employee turnover in this three-year period and education about the benefits of the high deductible plan will result in cost containment over the next few years. The Board will continue to monitor health insurance cost trends and work with the other members of the WSHG to control health insurance costs, while meeting our obligations to our employees and retirees.

The Town maintains a defined benefit pension plan for retired employees other than teachers (teachers participate in a similar plan operated by the State). The benefits provided by the plan are identical to those offered by other cities and towns in Massachusetts. Municipal employees in Massachusetts are not eligible for Social Security as a benefit of their employment with a municipality. Thus, the pension benefit is provided in lieu of a retirement allowance under Social Security. Unlike a defined benefit pension plan in the private sector, municipal employees contribute toward the cost of their pension. Any municipal employee hired after 1996 is required to contribute 9% of pay plus 2% of pay over \$30,000. Employee contributions to the Town of Wellesley's pension plan during calendar 2017 totaled \$3.7 million. These contributions are in addition to the Town's contribution, which is expected to be \$7.1 million in FY19. Approximately 66% of the contribution by the Town this year will be allocated to accrued liabilities from prior years.

The Town is also obligated to subsidize a portion of the health insurance premiums for all retirees. Eligible retirees are required to enroll in Medicare and the Town pays 50% of the cost of a Medicare supplement plan and 50% of the Medicare Part B premium. This obligation is the basis for the Town's Other Post-Employment Benefits (OPEB) liability.

The following table summarizes the Town's unfunded liabilities related to pension and OPEB, based on employee service to-date:

| <i>Valuation Date</i>     | <b><u>Pension</u></b> | <b><u>OPEB</u></b>   |
|---------------------------|-----------------------|----------------------|
|                           | <i>1/1/2017</i>       | <i>6/30/2016</i>     |
| Accrued Liability         | \$ 224,137,166        | \$ 120,156,976       |
| Actuarial Value of Assets | 169,089,812           | 44,229,773           |
| Unfunded Liability        | <u>\$ 55,047,354</u>  | <u>\$ 75,927,203</u> |
| MV of Assets at 12/31/17  | \$ 192,136,792        | \$ 61,715,694        |

The actuarial funding schedule for the pension plan, which is intended to fully fund the plan by 2030, calls for a \$.4 million increase in pension funding in FY19 (exclusive of enterprise funds). The latest actuarial valuation of the pension plan performed as of January 1, 2017 reflected an investment return assumption of 6.625%, which is more conservative than the 6.75% assumption

used in the previous valuation. The Town's unfunded pension liability continues to decline, consistent with the funding schedule.

The latest actuarial valuation of the OPEB liability was performed as of July 1, 2016. The interest rate was adjusted to 6.75% and certain mortality assumptions were updated. The new actuarial funding schedule for the OPEB liability, which is intended to fully fund this liability by 2037, requires the Town to contribute a flat \$3.42 million each year, in addition to the increasing pay-as-you-go costs (i.e., the premium subsidies for current retirees). The \$3.42 million contribution is funded by inside-the-levy funds. A historical table outlining the funding over the past three years and FY19 may be seen in the following table:

|                 | <b>OPEB Funding</b> |                     |                     |                     |
|-----------------|---------------------|---------------------|---------------------|---------------------|
|                 | <b>FY16</b>         | <b>FY17</b>         | <b>FY18</b>         | <b>FY19</b>         |
| Inside the levy | \$ 1,800,000        | \$ 2,400,000        | \$ 3,432,000        | \$ 3,432,000        |
| Exclusion       | 1,200,000           | 600,000             | -                   | -                   |
|                 | <u>\$ 3,000,000</u> | <u>\$ 3,000,000</u> | <u>\$ 3,432,000</u> | <u>\$ 3,432,000</u> |

While this funding transition when implemented added pressure on the Town budget, now that it is in place and level, it does not create an impediment to balancing the annual budget.

Unlike many other communities, Wellesley is fully funding the ARC (Annual Required Contribution), as defined in the Government Accounting Standards Board pronouncements related to OPEB. As a result, the Town is allowed to discount the unfunded OPEB liability using an assumed market rate of return, whereas communities that are not funding the ARC are required to use a risk-free rate of return. As new accounting rules applicable to municipalities take effect, which will require municipalities to report pension and OPEB liabilities on their balance sheet, Wellesley's proactive funding approach will favorably distinguish our community.

**Facilities and other capital needs**

At the upcoming 2018 Annual Town Meeting, appropriations will be requested for the following capital projects:

- Middle School Feasibility Study - \$125,000 (Article 16)
- High School Track & Field Improvements - \$525,000 (Article 17)
- Reconstruction of Grove Street - \$2 million (Article 18)
- **Library Interior Renovation – (Article 19)**
- Library Materials Handler - \$350,000 (Article 20)
- Middle School Steam Pipes Replacement (design) - \$391,575 (Article 21)
- Town Hall Exterior Renovation – \$6.6 million (Article 22)
- Softball Fields - \$100,000 (Article 15)

The cost amounts shown for the above projects are detailed estimates. Bids for the construction projects are currently being solicited and the final appropriation amounts will be presented at Town Meeting. The Middle School Steam Pipes forecast is an estimate for the design phase developed by the Permanent Building Committee and Facilities Management Department.

The High School Track and Field Improvements and Reconstruction of Grove Street will be managed by DPW; the Town Hall Exterior Renovation, and Middle School Steam Pipes design projects will be addressed together by PBC and FMD; and FMD will manage the Middle School Feasibility project. At the time this report was completed, there is not support by the Board of Selectmen or Advisory Committee to fund the Library Interior Renovation design phase. The Library Materials Handler would be managed by Library Trustees and FMD. All of the other projects will be funded with inside-the-levy borrowing or transfers from existing sources of funds.

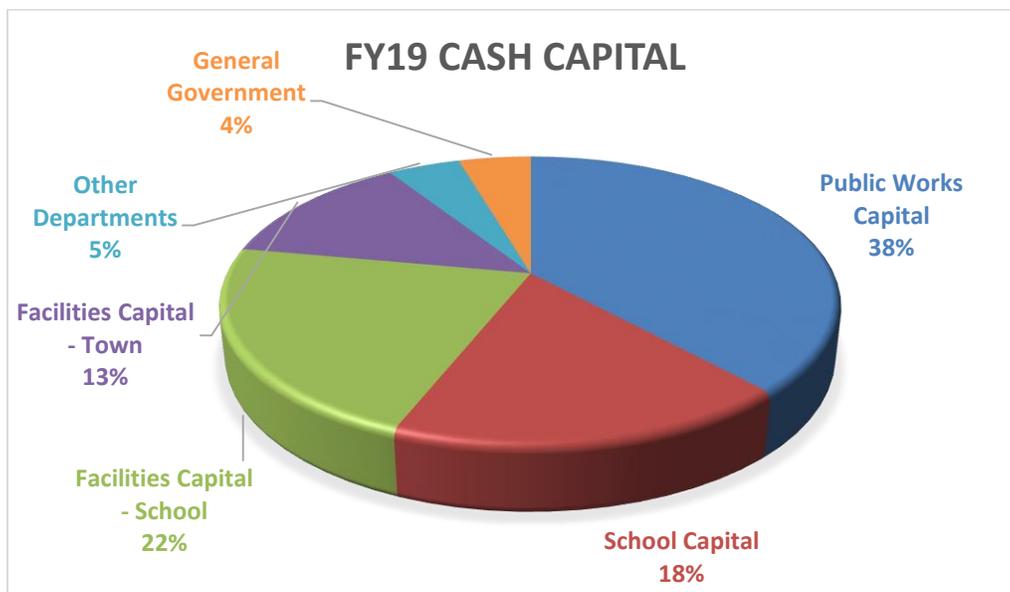
The situation with respect to other facilities needs is summarized as follows:

- Renovation/replacement of Hardy, Hunnewell and Upham elementary schools – The Town was successful this year with its Statement of Interest (SOIs) application to the Massachusetts School Building Authority (MSBA). The MSBA selected the Upham School that was prioritized by the Town with the understanding that the feasibility phase of the project would also consider the Hardy School site, thus no determination about the site can be made at this time. The Town will need to continue on its own with regard to the Hunnewell School site which was not chosen by the MSBA. The Selectmen and School Committee agree that a special town meeting should be called this spring to seek approval for funding to begin both of these projects, albeit under different circumstances. For purposes of the TWFP, we are projecting the total cost of this work to be \$3.5 million in FY19 for both a feasibility/schematic design study for the MSBA project and feasibility study only for Hunnewell School. Since you've included a ballpark cost for MSBA feasibility, should we also include one for Hunnewell? Following that construction for two schools is estimated to cost \$110 million, to be incurred during the period FY20-24 for construction.
- Middle School Infrastructure (\$15.5 million) - A 2014 study of the Middle School identified the need to address several projects at the school that had been eliminated from the 2006-2008 project. This project would address most of those and two other more recent areas of concern. In total the project includes replacement of significant portions of the HVAC secondary distribution system, replacement of classroom and corridor doors, certain classroom cabinetry, façade repairs including repointing and re-caulking portions of the brick masonry, replacement of aged kitchen equipment and repaving of the driveway and parking lots. The rough estimate noted above would include the steam pipe replacement project if a decision was made to include this as part of a debt exclusion, as currently it is planned as “inside the levy” debt.
- Town Hall Renovations (\$15.0 million) – The capital plan includes a project in FY19 to construct the renovations to the exterior of Town Hall including some associated Massachusetts Architectural Access Board (MAAB) disabled patrons' accessibility improvements of \$6.6 million. Following that, a design of interior renovations would be proposed at an anticipated cost of \$2.0 million for FY20. The feasibility study that begins this month will form the basis for the interior renovations design and is included within FMD's FY18 cash capital budget. Within a 3 – 5-year period the Town will be required to bring the building fully into compliance with the federally mandated ADA law. This time period is as a result of our successful request to the MAAB for a time variance to enable the Town to plan the renovations and financing of the project. The renovation is also intended to address workspace shortages and the efficiency of the space for each office in the building.

Further details regarding these and other capital projects are detailed in the Five-Year Capital Budget Program attached as Exhibit C.

### Implementation of the Unified Plan

Department Heads, Unified Plan (UP) Steering Committee members, and others met in February to provide input on criteria and the matrix to be used to prioritize capital projects requests. Up until this time, the formation of the Five-year Capital Budget Program has been more informal. The Finance Director, Executive and Assistant Executive Director and Selectmen will review and analyze the input from the Department Heads and UP Steering Committee and finalize the process and criteria that will be used for building the Town budget beginning in FY20.

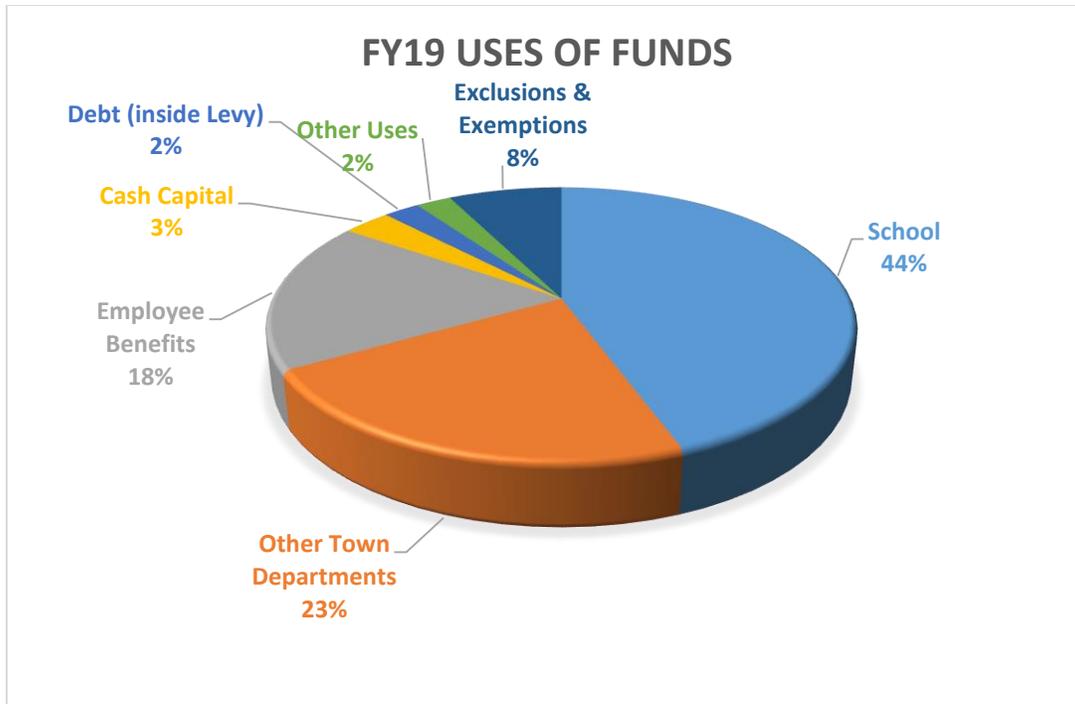


## FY19 Budget

The proposed FY19 budget request is summarized in the following table (more complete versions of the FY19 Sources & Uses are presented in Exhibit I and Appendix B, which appear later in this book):

|                            | <b>FY18<br/>Budget</b> | <b>FY19<br/>Request</b> | <b>\$<br/>Inc/(Dec)</b> | <b>%<br/>Inc/(Dec)</b> |
|----------------------------|------------------------|-------------------------|-------------------------|------------------------|
| <b>Sources of Funds</b>    |                        |                         |                         |                        |
| Taxes                      | \$ 123,758,516         | \$ 128,652,479          | \$ 4,893,963            | 4.0%                   |
| State Aid                  | 9,759,649              | 9,869,649               | 110,000                 | 1.1%                   |
| Local Revenue              | 11,631,728             | 12,077,583              | 445,855                 | 3.8%                   |
| Free Cash                  | 4,324,747              | 2,500,000               | (1,824,747)             | -42.2%                 |
| Other Sources              | 1,720,573              | 1,210,169               | (510,404)               | -29.7%                 |
| CPA Funds                  | 460,900                | 918,000                 | 457,100                 | 99.2%                  |
| CPA to offset debt         | 553,244                | 550,244                 | (3,000)                 | -0.5%                  |
| Exempt Debt                | 12,203,082             | 12,001,855              | (201,227)               | -1.6%                  |
| <b>Total Sources</b>       | <b>\$ 164,412,439</b>  | <b>\$ 167,779,979</b>   | <b>\$ 3,367,540</b>     | <b>2.0%</b>            |
| <b>Uses of Funds</b>       |                        |                         |                         |                        |
| School                     | \$ 71,950,648          | \$ 74,468,918           | \$ 2,518,270            | 3.5%                   |
| Other Town Departments     | 36,538,646             | 37,564,660              | 1,026,014               | 2.8%                   |
| Employee Benefits          | 28,406,725             | 29,989,712              | 1,582,987               | 5.6%                   |
| Cash Capital               | 6,703,374              | 5,305,108               | (1,398,266)             | -20.9%                 |
| Debt Service (inside Levy) | 3,984,283              | 4,002,083               | 17,800                  | 0.4%                   |
| Other Uses                 | 4,072,439              | 3,897,409               | (175,030)               | -4.3%                  |
| Exempt Debt                | 12,756,325             | 12,552,089              | (204,236)               | -1.6%                  |
| <b>Total Uses</b>          | <b>\$ 164,412,439</b>  | <b>\$ 167,779,979</b>   | <b>\$ 3,367,540</b>     | <b>2.0%</b>            |
| <b>Surplus/(Deficit)</b>   | <u>\$ (0)</u>          | <u>\$ 0</u>             |                         |                        |

**Sources of Funds:** The 4.0% increase in Taxes reflects the allowed growth in the levy limit (2.5%) and \$1.8 million of new growth. At this point State Aid is projected at a modest 1% increase, although the budget proposed by Governor Baker includes an increase of unrestricted governmental aid of 3.5%. Generally, as Wellesley's annual town meeting is completed prior to the State budget process, we have not fully budgeted the revenue assumed early in the State process. In future years, the increases remain modest to assume slow but steady growth in the State's fiscal situation. The 3.9% increase in Local Revenue is a reflection of conservative numbers in FY18.



**Uses of Funds:** The 3.5% increase in the School budget reflects the cost of contractual step, lane and cost-of-living increases and higher special education costs. The 2.8% increase in Other Town Departments is consistent with the wage increase levels recommended by the Human Resources Board and various adjustments in other expenses for all departments. The 20.9% reduction in cash capital is largely attributable to a guideline set this year to smooth out expenditures in this area and ensure that capital expenditures remain affordable over time.

The Town is also anticipating appropriation requests to fund the following items using Free Cash that are non-recurring in nature:

Supplemental FY18 appropriations:

- \$776,000 for school special education costs
- \$500,000 for current year snow and ice removal costs
- \$ 55,000 for settlement of the police union contracts
- \$ 30,000 for compensated absences

### Reserves

Mindful of the need to maintain sufficient financial reserves to support the Town's favorable AAA (NB: Debt policy says "Aaa") bond rating, we continue to carefully monitor the level of revenues and expenses versus budget, and the resulting impact on reserve levels.

Of particular concern is the balance in the Town's Stabilization Fund (a separate reserve fund) and the balance of Free Cash. Under Massachusetts Department of Revenue (DOR) rules, these

are the reserve balances specifically available for appropriation by Town Meeting for any lawful purpose. Appropriations from the Stabilization Fund require a two-thirds vote by Town Meeting, whereas appropriations from Free Cash require a majority vote. The balance of the General Purpose Stabilization Fund as of June 30, 2017 was \$3.3 million and we do not anticipate any requests for appropriations from this fund. The level of Free Cash, as certified by the DOR, was \$12.1 million as of July 1, 2017.

The following chart summarizes the changes in Free Cash for the years FY13-17:

| <b>Free Cash</b>               | <b>FY13</b>  | <b>FY14</b>  | <b>FY15</b>  | <b>FY16</b>  | <b>FY17</b>  |
|--------------------------------|--------------|--------------|--------------|--------------|--------------|
| <b>Beginning of year</b>       | \$10,499,623 | \$10,950,782 | \$10,336,925 | \$ 8,831,500 | \$11,858,182 |
| <b>Uses</b>                    | (3,630,881)  | (3,987,715)  | (4,867,591)  | (3,601,830)  | (4,875,826)  |
| <b>Net Free Cash generated</b> | 4,082,040    | 3,373,858    | 3,362,166    | 6,628,512    | 5,147,060    |
| <b>End of year</b>             | \$10,950,782 | \$10,336,925 | \$ 8,831,500 | \$11,858,182 | \$12,129,416 |

Free Cash is “generated” by revenues in excess of budget, budget “turn-back” (amounts budgeted but not spent), and other timing differences. The Town’s ability to generate Free Cash has enabled the rebuilding of the Town’s financial reserves, and funded a number of operating and capital investments, as reflected in the “Uses” quantified above. The potential for generating additional Free Cash in FY18 is an important factor in our evaluation of the proposed use of these reserves to help balance the FY19 budget.

The following chart summarizes an initial projection of the Town’s reserve balances at June 30, 2018:

### **Reserves Projection**

|  | <b>Amount</b>         |
|--|-----------------------|
| <b>Reserves as of 6/30/2017</b>  |                       |
| Free Cash Estimate   | \$ 12,129,416         |
| Stabilization fund   | 3,274,957             |
| Injured-on-duty Stabilization Fund   | 500,332               |
|  | <b>\$ 15,904,705</b>  |
| <b>Sources and (Uses) of Reserves in FY18</b>                              |                       |
| Supplemental FY18 appropriations (Article 7-<br>Police contracts) estimate | (55,000)              |
| - Snow & ice removal - provide estimate                                    | (500,000)             |
| School FY 2018 SPED shortfall estimate                                     | (776,038)             |
| Balance FY19 budget (Article 8)  | (2,500,000)           |
| Net operating change estimate  | 1,000,000             |
| <b>Estimated Reserves as of 6/30/18</b>                                    | <b>\$ 13,128,667</b>  |
| <b>FY18 Revenue</b>  | <b>\$ 144,856,184</b> |
| <b>% of Revenue</b>  | <b>9.06%</b>          |

(Note: Amounts appropriated from Free Cash serve to reduce the Free Cash balance during the year of appropriation vs. the year of the related expenditure.)

The Town's Financial Reserves Policy calls for the sum of the balances in the Stabilization Fund and Free Cash to be maintained in the range of 8-12% of budgeted operating revenues. Reserves in excess of 8% but less than 12% may be used to stabilize tax rates, meet anticipated capital needs, and to avoid or defer an override.

Based on the above projection, Wellesley's reserves at June 30, 2018 would remain slightly above 9%. The estimated FY18 reserve growth is largely attributable to the Town's conservative budgeting. It is also important to note that the Town's financial position is reinforced by the Town's proactive approach to funding the pension and OPEB liabilities.

### **Looking Ahead to FY20-22**

For purposes of projecting the Town's Sources and Uses of funds for the years FY20-22, we have used a range of assumptions in order to aid in the decision making process about whether or not the Town needs to plan for an override. The base assumption mirrors the budget guidelines established for the FY19 budget and are as follows:

- Levy growth 2.5% plus \$1.8 million of new growth
- State aid & local revenue 2%
- Use of Free Cash \$2.5 million/year
- School budget 3.5%
- Other Town departments. 2.5%
- Pension Per approved funding schedule
- Health insurance 7%
- Other employee benefits 2.5%

There are two differences in the assumptions for these years from the Proposed FY 19 budget:

- Local receipts were projected level from FY18 to FY19, but increasing 2% thereafter
- New growth is \$1,800,000 in FY19 and flat thereafter

It is important to note that these assumptions do not take into account priorities and initiatives that may result from the Unified Plan. Furthermore, given the relative size of the School budget, the assumption regarding the growth in School spending has the greatest impact. The schools have indicated to us that their ability to provide the level of services expected within this guideline may be challenged due to special education costs, negotiating a successor teacher's union contract that begins in FY20, and the desire to implement aspects of their strategic plan. It is unclear whether employee turnover and anticipated enrollment decline in the elementary grades will moderate this. Evaluating the changes in cost related and unrelated to special education may provide a method of analyzing true increases in service delivery.

|                            | FY18<br>Budget        | FY19<br>Request       | \$<br>Inc/(Dec)     | %<br>Inc/(Dec) | FY20<br>Projection    | FY21<br>Projection    | FY22<br>Projection    |
|----------------------------|-----------------------|-----------------------|---------------------|----------------|-----------------------|-----------------------|-----------------------|
| <b>Sources of Funds</b>    |                       |                       |                     |                |                       |                       |                       |
| Taxes                      | \$ 123,758,516        | \$ 128,652,479        | \$ 4,893,963        | 4.0%           | \$ 133,668,791        | \$ 138,810,511        | \$ 144,080,774        |
| State Aid                  | 9,759,649             | 9,869,649             | 110,000             | 1.1%           | 10,067,042            | 10,268,383            | 10,473,750            |
| Local Revenue              | 11,631,728            | 12,077,583            | 445,855             | 3.8%           | 12,319,135            | 12,565,517            | 12,816,828            |
| Free Cash                  | 4,324,747             | 2,500,000             | (1,824,747)         | -42.2%         | 2,500,000             | 2,500,000             | 2,500,000             |
| Other Sources              | 2,181,473             | 2,128,169             | (53,304)            | -2.4%          | 2,911,009             | 2,911,009             | 2,911,009             |
| CPA for North 40           | 553,244               | 550,244               | (3,000)             | -0.5%          | 553,244               | 550,244               | 552,044               |
| Exclusions & Exemptions    | 12,203,082            | 12,001,855            | (201,227)           | -1.6%          | 12,117,045            | 12,597,008            | 13,813,935            |
| <b>Total Sources</b>       | <b>\$ 164,412,439</b> | <b>\$ 167,779,979</b> | <b>\$ 3,367,540</b> | <b>2.0%</b>    | <b>\$ 174,136,266</b> | <b>\$ 180,202,672</b> | <b>\$ 187,148,340</b> |
| <b>Uses of Funds</b>       |                       |                       |                     |                |                       |                       |                       |
| School                     | \$ 71,950,648         | \$ 74,468,918         | \$ 2,518,270        | 3.5%           | \$ 77,075,330         | \$ 79,772,967         | \$ 82,565,021         |
| Other Town Departments     | 36,538,646            | 37,564,660            | 1,026,014           | 2.8%           | 38,503,777            | 39,466,371            | 40,453,030            |
| Employee Benefits          | 28,406,725            | 29,989,712            | 1,582,987           | 5.6%           | 31,658,654            | 33,342,762            | 35,026,127            |
| Cash Capital               | 6,703,374             | 5,305,108             | (1,398,266)         | -20.9%         | 6,667,752             | 6,187,730             | 7,528,456             |
| Debt (inside Levy)         | 3,984,283             | 4,002,083             | 17,800              | 0.4%           | 3,978,675             | 4,518,345             | 4,759,176             |
| Other Uses                 | 4,072,439             | 3,897,409             | (175,030)           | -4.3%          | 4,316,451             | 4,365,254             | 4,415,277             |
| Exclusions & Exemptions    | 12,756,325            | 12,552,089            | (204,236)           | -1.6%          | 12,667,289            | 13,149,052            | 14,367,379            |
| <b>Total Uses</b>          | <b>\$ 164,412,439</b> | <b>\$ 167,779,979</b> | <b>\$ 3,367,540</b> | <b>2.0%</b>    | <b>\$ 174,867,928</b> | <b>\$ 180,802,480</b> | <b>\$ 189,114,465</b> |
| Surplus/(Deficit-Override) | \$ (0)                | \$ 0                  |                     |                | \$ (731,662)          | \$ (599,808)          | \$ (1,966,126)        |

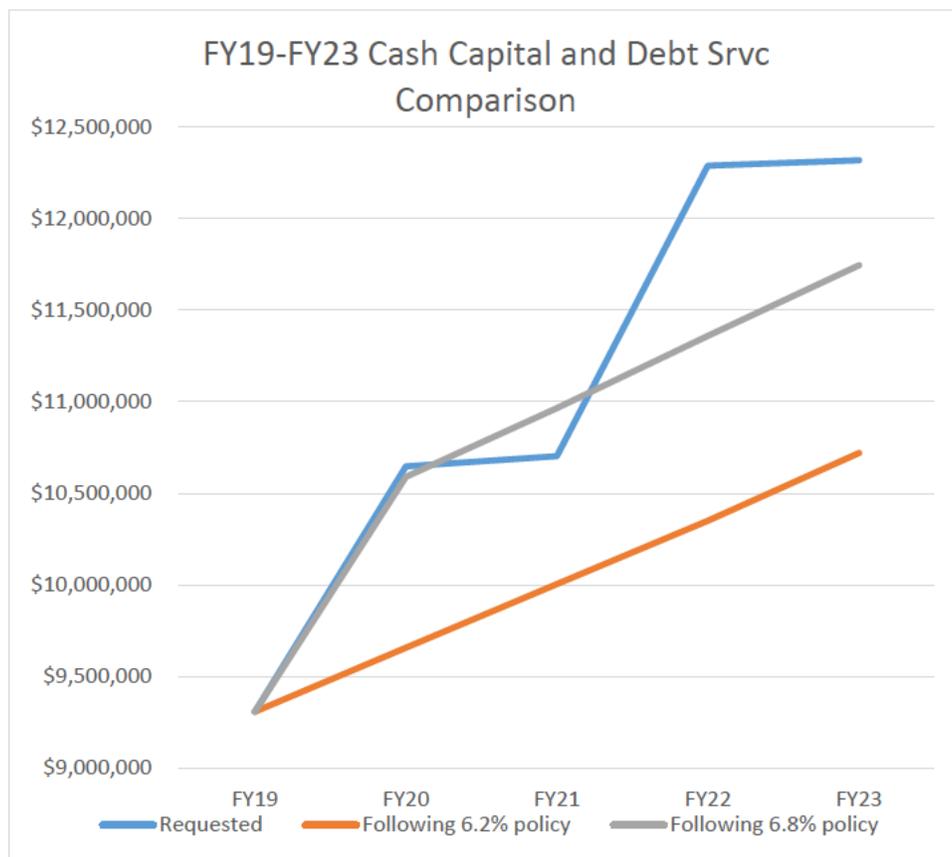
Based on these assumptions and no overrides, projected deficits are in the range of \$700,000 to \$2 million over the years' FY20-22. The new debt and capital policies will contribute significantly to reducing these deficits, conversely, allowing any growth in operating guidelines would have a detrimental impact. We anticipate debt exclusions to be placed on the ballot over the next few years will have the effect of increasing taxes to fund the construction of the HHU schools, Middle School repairs and the interior renovation of Town Hall.

As mentioned in the preceding paragraph, implementation of the debt policy will contribute significantly to a reduction of deficits. For informational purposes only, we have modelled the impact on debt and deficits utilizing the middle of the debt policy range at 6.5% of operating revenues. This chart shows that the deficits are significantly reduced over the three-year period.

#### Impact on Deficit of Debt/Capital Policy

|                    | <u>2020</u>   | <u>2021</u>   | <u>2022</u>    |
|--------------------|---------------|---------------|----------------|
| Projected deficit  | \$ (774,906)  | \$ (645,082)  | \$ (2,013,574) |
| Debt/Capital       | \$ 10,646,427 | \$ 10,706,075 | \$ 12,287,632  |
| Percent requested  | 6.83%         | 6.63%         | 7.35%          |
| If reduced to 6.5% | \$ 10,136,280 | \$ 10,499,448 | \$ 10,871,550  |
| Revised deficit    | \$ (264,759)  | \$ (438,455)  | \$ (597,492)   |

The line graph shows the impact of imposing a spending range on the capital and debt-service components of the annual budget. The jagged increasing line shows total capital as has been requested during this five-year period. The parallel lines show the lower and upper end of the debt policy range set by the Board this year (6.2% - 6.8%). As a point of context, the FY19 budget will be at 6.2% of gross annual revenues or the lowest point on the scale, and in FY21 the graph shows the requested projects exceeding the top of this range. It is envisioned that the Capital Policy will result in an objective and rational process to prioritize projects within this financial range, so that a plan can be developed that meets the needs of all constituencies in a fair and predictable manner.



Further details regarding these projections without adjustments for the debt policy are provided in Exhibit II. We will continue to refine these projections over the next few weeks and provide an update at Town Meeting. Addressing the forecasted deficits in a responsible manner while balancing the service delivery expectations of our customers and taxpayer's willingness to pay, underscored the need for the debt policy and more rigorous and objective criteria with which to judge future capital projects. Knowing that the requests for debt exclusions in the upcoming years are likely to have significant impact on our taxpayers, the Board took the proactive steps this year to moderate that growth with the debt policy. Certainly, work will continue as it does annually to

reduce or eliminate these deficits without an override, and continue to investigate means to lower rates of spending growth, and/or further growth in revenues.

The following table is a roll-forward projection of the median tax bill (i.e., the tax bill for a home valued at \$1,051,000) for the period FY18 – FY25:

**Median Tax Bill**

|                          | FY18 | FY19   | FY20 | FY21   | FY 22 | FY23   | FY24 | FY25   |    |        |    |        |    |        |    |        |
|--------------------------|------|--------|------|--------|-------|--------|------|--------|----|--------|----|--------|----|--------|----|--------|
| Levy Prior               | \$   | 11,283 | \$   | 11,580 | \$    | 11,884 | \$   | 12,194 | \$ | 12,513 | \$ | 12,839 | \$ | 13,176 |    |        |
| Levy growth              | \$   | 446    | \$   | 452    | \$    | 457    | \$   | 463    | \$ | 469    | \$ | 476    | \$ | 482    |    |        |
| Existing Debt Exclusions | \$   | 1,049  | \$   | 980    | \$    | 946    | \$   | 827    | \$ | 798    | \$ | 692    | \$ | 669    |    |        |
| HHU & Feasibility        | \$   | -      | \$   | -      | \$    | -      | \$   | 144    | \$ | 139    | \$ | 408    | \$ | 395    |    |        |
| Middle School            | \$   | -      | \$   | -      | \$    | 28     | \$   | 87     | \$ | 84     | \$ | 81     | \$ | 78     |    |        |
| Town Hall Interior       | \$   | -      | \$   | -      | \$    | -      | \$   | -      | \$ | 28     | \$ | 155    | \$ | 150    |    |        |
| Median tax bill          | \$   | 12,599 | \$   | 12,778 | \$    | 13,012 | \$   | 13,315 | \$ | 13,716 | \$ | 14,031 | \$ | 14,651 | \$ | 14,950 |

This Town-Wide Financial Plan is a continual work-in-progress and we will provide further updates on these matters at Town Meeting.

We would like to express our sincere appreciation to all of the Town boards and their respective staffs for their cooperation in working with us to create a plan that will ensure the continued financial health of our community.

Sincerely yours,

Ellen F. Gibbs, Chair  
 Jack Morgan, Vice Chair  
 Marjorie R. Freiman, Secretary  
 Elizabeth Sullivan Woods  
 Thomas H. Ulfelder

**Exhibits:**

- I - FY19 Summary Sources & Uses of Funds
- II - Projected Sources & Uses of Funds

**Appendices appearing later in this book:**

- B – FY19 Detail Sources & Uses of Funds
- C – Five Year Capital Budget Program



## **8. Open a Warrant for a Special Town Meeting**

In order to move forward with our potential acquisition of 818-822 Worcester Street, we need to schedule a Special Town Meeting. Based upon discussions with Advisory and various board members the proposed date for that meeting would be Monday, April 9<sup>th</sup>. While there has been some discussion of April 2<sup>nd</sup>, we want to ensure we have enough time to conduct negotiations, and we may not have the property appraisal back until mid-March. The next step in preparing for the meeting, is to have the board vote to formally open the warrant for the meeting, as well as set a closing date during which any board or citizen may submit an article for consideration by the legislative body (Friday, March 2<sup>nd</sup>). Included in your packet is the schedule of dates for this process.

**MOVE** to set a date of April 9, 2018 to hold a Special Town Meeting, and to close the warrant on Friday, March 2, 2018.



## Special Town Meeting Checklist

### Date of Special Town Meeting - 04/09/2018 7:00 PM - Wellesley Middle School

| Day of Week | Date     | Action   |
|-------------|----------|--|
| Friday      | 02/23/18 | Legal Ad submitted to Wellesley Townsman for 03/01/18 printing   |
| Monday      | 02/26/18 | Warrant Opened   |
| Tuesday     | 02/28/17 | Notice to be received by all governmental departments of the date the STM Warrant will be closed and all articles to be included in the Warrant to be filed with the Selectmen's Office (TBL 19.52)                            |
| Thursday    | 03/01/18 | Notice indicating Special Town Meeting Warrant Closing Date printed in the Townsman (TBL 19.52) include time/place and availability of warrant   |
| Friday      | 03/02/18 | STM Warrant Closed - Articles to be included in the Warrant for the Special Town Meeting to be in the Selectmen's Office (TBL 8.12; 19.52) - Submitted to Town Clerk for signature verification 100 registered voters required |
| Monday      | 03/12/18 | Warrant for STM signed by Board of Selectmen   |
| Tuesday     | 03/13/18 | Transmit Warrant to Town Meeting Members and Advisory Committee (TBL 19.53).   |
| Tuesday     | 03/13/18 | Warrant Signed and Posted by Constable - Phil Juliani 617-799-5482   |
| Wednesday   |          | Advisory Committee Public Hearing  |
| Friday      | 03/09/18 | Submit Notice to <i>Townsman</i> for 03/15/18 publication  |
| Thursday    | 03/15/18 | Publish Time/Place of Meeting and availability of warrant on website in <i>Townsman</i> (TBL 8.10)   |
| Friday      | 03/23/18 | Copies of each motion to be made under the Articles of the Warrant are due to the Selectmen's Office (TBL 8.13)  |
| Monday      | 04/02/18 | Mailing Motions to Town Meeting Members  |
| Monday      | 04/09/18 | Special Town Meeting Session 1 - Wellesley Middle School 7:00PM  |

### Town Bylaw References

|             |   |
|-------------|---|
| <b>8.10</b> | <p><b>8.10 Notice of Town Meeting.</b> Notice of each Town Meeting, whether Annual or Special, shall be given by the Selectmen by publishing a copy of the notice in a newspaper generally circulated in the Town at least seven days before the date on which the Annual Town Meeting, and at least 14 days before the date on which the Special Town Meeting, is to commence. Said notice shall state the time and place of the meeting and that the full text of the warrant shall be published on the Town's website and be available from the Selectmen's office. Additionally, the Selectmen shall post attested copies of the warrant for that Meeting in no less than two conspicuous places in the Town including but not limited to the Town Hall and Wellesley Square and shall make the warrant available on the Town's website. <i>(Amended ATM 2008, Approved by Attorney General 7/8/2008, Effective 10/20/2008)</i></p> |
| <b>8.11</b> | <p><b>8.11. Calling Special Meeting.</b> The Selectmen shall call a Special Town Meeting upon request in writing of 200 registered voters. The meeting shall commence not later than 45 days after receipt of such request, in accordance with Chapter 39, Section 10 of the General Laws. The Selectmen may also call a Special Town Meeting on their own initiative.</p>  |

# Special Town Meeting Checklist

|       |   |
|-------|---|
| 8.12  | <b>8.12. Warrant Articles.</b> The Selectmen shall insert in the warrant all subjects requested of them in writing by:<br>a. any board,<br>b. any official,<br>c. ten or more registered voters, for an Annual Town Meeting, and<br>d. 100 or more registered voters, for a Special Town Meeting. The Selectmen may also insert subjects on their own initiative, and<br>e. those persons or boards authorized by Chapter 40A, Section 5 of the General Laws to initiate adoption of or changes in Zoning Bylaws.   |
| 8.13  | <b>8.13. Motions.</b> The Selectmen shall include, in the notice given under Section 8.10. a date by which motions to be offered to the Town Meeting must be submitted to the Selectmen. The Selectmen shall forward copies of motions to the Advisory Committee, Town Counsel, and any other board, officer or official they deem appropriate.   |
| 11.13 | <b>11.13. Notice of Request for Other Appropriations.</b> For any appropriation other than those involving collective bargaining or covered by Sections 11.11. and 11.12. the requesting board, official or officer shall file written notice thereof, including the amount to be requested and its purpose, with the Advisory Committee and the Board of Selectmen at least 14 days before the session of the Town Meeting at which such appropriation will be acted upon. In the event of emergency requiring immediate consideration, this provision may be waived by the Town Meeting but only upon the advice of the Advisory Committee that it has duly considered the request. |
| 19.51 | <b>19.51. Town Meeting.</b> The Selectmen are responsible for calling all Town Meetings and shall take such actions as are required by law or by Article 8 of these bylaws relative to Town Meeting.  |
| 19.52 | <b>19.52. Closing of Warrant.</b> The Selectmen shall, by notice to each board and by notice in a newspaper generally circulated in the Town, specify the date when the warrant for any Town Meeting shall close.   |
| 19.53 | <b>19.53. Copies of Warrant.</b> The Selectmen, after drawing a warrant for a Town Meeting, shall transmit as soon as possible a copy of the same to each member of the Advisory Committee and to each Town Meeting Member.   |
| 19.54 | <b>19.54. Copies of Motions.</b> The Selectmen shall distribute copies of all draft motions received by them to the Moderator, Advisory Committee, Town Counsel, and to any board which in its opinion is likely to have an interest in the motion, so that they may communicate with the author of the motion as far in advance of the meeting as possible. Copies of such drafts shall also be available for public inspection at the Selectmen's office and at the Wellesley Free Library.   |

## 9. Executive Director's Update

- Approval of One-Day Licenses – Citizen's Bank – included in your packet is an application for a one-day license from Citizen's Bank. They would like to hold an event in support of the Julie Fund at the Bank's branch at 390 Washington Street on March 7<sup>th</sup>. All of their paperwork is in order and we recommend approval of this request.

**MOVE** that the Board vote to approve a one-day license to Citizen's Bank on March 7<sup>th</sup> at the Bank's branch located at 390 Washington Street to hold a reception for the Julie Fund.





# TOWN OF WELLESLEY

## Application for Special License(s)

Date of Application: 2/15/2018

Date of Event: 3/7/2018

A special License is a temporary license issued pursuant to Chapter 635 of the Acts of 1982 to the responsible manager of any nonprofit organization conducting any indoor or outdoor activity or enterprise for the sale of alcoholic beverages.

Application fee for one or more applications filed on the same date: **\$25.00**  
Fee for each license issued: **\$50.00**  
Make checks payable to: Town of Wellesley

The undersigned hereby applies for a Special License for:  
 All Alcoholic Beverages       Wine and Malt Beverages Only

### APPLICANT INFORMATION

Name of Non-Profit Organization: The Julie Fund

Address: P.O. Box 670-657, Newton, MA 02462

Name of Event Manager: Jenny Johnson Address: 480 Arsenal Way, Watertown, MA 02471

Assistant Event Manager: Melghan O'Brien Address: 480 Arsenal Way, Watertown, MA 02471

### EVENT INFORMATION

Event Description: Local business collaboration. A group of local women gathering to celebrate Wellesley and learn more about the Julie Fund.

Location: Citizens Bank 390 Washington St., Wellesley Hills 02481

Occupancy: 35 Estimated Attendance: 20  Indoor  Outdoor (circle one)

An 8X11" floor plan of the premises to be licensed must be submitted along with the application showing the exact location within the event area where alcoholic beverages will be sold, served, and consumed, and indicating all entrances and exits.

Name of catering service responsible for service of alcoholic beverages:

Wasik's  
Name of Catering Service

101 Central St., Wellesley, MA 02482  
Address

If catering service is not being used, list the names and addresses of persons who will be serving alcoholic beverages. Use additional sheets if necessary.

| Name | Address |
|------|---------|
|      |         |
|      |         |
|      |         |
|      |         |

Describe steps you have taken to ensure that the employees of the catering service or the individuals listed above have completed an alcoholic beverage server-training program or similar in-house training. (e.g. Tips training program)

All employees have completed the TIPS training program.

Describe security precautions or police details if any:

\_\_\_\_\_

Jenny Johnson  
Printed Name of Applicant

[Signature]  
Applicant's Signature

2/16/2018  
Date

RETURN COMPLETED APPLICATION, FLOOR PLAN, CERTIFICATE OF INSURANCE AND CHECK FOR THE APPLICATION FEE TO:

BOARD OF SELECTMEN  
525 Washington Street  
Wellesley, MA 02482  
781-431-1019 ext 2204



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
11/27/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

|   |  |   |   |
|---|--|---|---|
| <b>PRODUCER</b><br>Hoffman Insurance Services Inc<br>368 Washington St<br>Wellesley, MA 02481<br>Robert S. Hoffman III          |  | <b>781-235-0087</b>   | <b>CONTACT NAME:</b> Robert S. Hoffman III<br><b>PHONE (A/C, No, Ext):</b> 781-235-0087<br><b>FAX (A/C, No):</b> 781-235-6665<br><b>E-MAIL ADDRESS:</b><br> |
| <b>INSURED</b><br>Stephen F Wasik, Inc.,<br>Dba The Cheese Shop<br>Attn Carol Wasik<br>61 Central Street<br>Wellesley, MA 02482 |  | <b>INSURER(S) AFFORDING COVERAGE</b><br><b>INSURER A:</b> Hartford Casualty Insurance Co<br><b>INSURER B:</b><br><b>INSURER C:</b><br><b>INSURER D:</b><br><b>INSURER E:</b><br><b>INSURER F:</b> |   |
|   |  | <b>NAIC #</b><br>29424  |   |

**COVERAGES**                      **CERTIFICATE NUMBER:**                      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE   | ADDL SUBR (NSP, WVD) | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS  |
|----------|---|----------------------|---------------|-------------------------|-------------------------|---|
| A        | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY<br><input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR<br><br>GEN'L AGGREGATE LIMIT APPLIES PER:<br><input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC<br>OTHER: |                      | 08SBAIM6780   | 10/16/2017              | 10/16/2018              | EACH OCCURRENCE \$ 1,000,000<br>DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000<br>MED EXP (Any one person) \$ 10,000<br>PERSONAL & ADV INJURY \$ 1,000,000<br>GENERAL AGGREGATE \$ 2,000,000<br>PRODUCTS - COMP/OP AGG \$ 2,000,000 |
| A        | <b>AUTOMOBILE LIABILITY</b><br><input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY<br><input checked="" type="checkbox"/> HIRED AUTOS ONLY<br><input type="checkbox"/> SCHEDULED AUTOS<br><input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY   |                      | 08SBAIM6780   | 10/16/2017              | 10/16/2018              | COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000<br>BODILY INJURY (Per person) \$<br>BODILY INJURY (Per accident) \$<br>PROPERTY DAMAGE (Per accident) \$   |
| A        | <input checked="" type="checkbox"/> UMBRELLA LIAB<br><input type="checkbox"/> EXCESS LIAB<br><input checked="" type="checkbox"/> OCCUR<br><input type="checkbox"/> CLAIMS-MADE<br>DED <input checked="" type="checkbox"/> RETENTION \$ 10000  |                      | 08SBAIM6780   | 10/16/2017              | 10/16/2018              | EACH OCCURRENCE \$ 3,000,000<br>AGGREGATE \$ 3,000,000  |
| A        | <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b><br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N<br>If yes, describe under DESCRIPTION OF OPERATIONS below  | N/A                  | 08WECKJ3483   | 12/12/2017              | 12/12/2018              | <input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER<br>E.L. EACH ACCIDENT \$ 1,000,000<br>E.L. DISEASE - EA EMPLOYEE \$ 1,000,000<br>E.L. DISEASE - POLICY LIMIT \$ 1,000,000                                 |
| A        | <b>Liquor Liability</b><br>Each Common Cause  |                      | 08SBAIM6780   | 10/16/2017              | 10/16/2018              | Each Cause \$ 1,000,000<br>Aggregate \$ 2,000,000   |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
Retail Store  
Liquor Liability  
Each Common Cause \$1MM/\$2MM Aggregate

|  |  |
|--|--|
| <b>CERTIFICATE HOLDER</b><br><br>TOWN-15<br><br>Town Of Wellesley<br>525 Washington St.<br>Wellesley, MA 02181 | <b>CANCELLATION</b><br><br>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.<br><br>AUTHORIZED REPRESENTATIVE<br> |
|--|--|



- Acceptance of Gifts

Included in your packet is an email from Cricket Vlass informing us of a gift of a donation for a bench from the 2017 Wellesley Cross Country Team. As the donation exceeds the \$500 threshold in our gift policy, it requires a vote of the board to accept it.

**MOVE** to accept a gift of \$1,290 from the Wellesley High School 2017 Cross Country Team for the installation of a bench on the new path between Rice Street and the practice football field.



## Robinson, Blythe

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**From:** Vlass, Cricket  
**Sent:** Thursday, February 22, 2018 9:23 AM  
**To:** Connolly, Terry  
**Cc:** Quinn, Mike; Robinson, Blythe  
**Subject:** Bench Donation

Hello Terry,

We have accepted a donation for a bench and plaque from the Wellesley High School 2017 Cross Country Team. The bench has been installed along the new path between Rice St and the practice football field and the new path has become part of the practice route for the team. The donation of \$1,290.00 covered the cost of purchase, shipment and installation of the Kingsley Bate teak bench and Michael Healy bronze plaque.

Take care,  
Cricket

Cricket Vlass, Landscape Planner  
Town of Wellesley  
Department of Public Works  
Park & Highway Division  
30 Municipal Way  
Wellesley Hills, MA 02481  
Tel: (781) 235-7600 X3332  
Fax: (781) 431-7569  
E-mail: [cvlass@wellesleyma.gov](mailto:cvlass@wellesleyma.gov)  
Town Website: <http://www.wellesleyma.gov/>

I am in the office on Mondays, Tuesdays and Thursdays.

When responding please be advised that the Town of Wellesley and the office of the Secretary of State has determined that email could be considered a public record.



**10. New Business and Correspondence** - Other Documents: The Board will find documents the staff are not seeking action on, but is for informational purposes only. Please find the following:

- ❖ Memo from FMD – TPC Sewer Line Issues
- ❖ Animal Control Report – January 2018
- ❖ Letter from Louise Areano – Complaint re 7 Sunnyside Avenue





# MEMORANDUM

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**DATE:** February 15, 2018 **FMD-M-18423**  
**TO:** Joe McDonough  
**FROM:** Allen Hebert  
**CC:** Steve Gagosian  
**SUBJECT:** Tolles-Parsons Main Sewer Line  
**FILING #:** 0.05, 0.25, 0.38, 0.80

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The main sewer line at Tolles-Parsons has plugged up on 9/29/17, 10/10/17, 1/11/18, and 2/8/18. The average time between blockages is 48 days. Whenever the line plugs-up, the sewer backs-up into the floor drains in the first floor men's and women's bathrooms and then overflows into the corridor outside the bathrooms. The exact cause of these blockages has not yet been determined.

As requested, we have investigated this issue. On 2/9/18, we hired Wayne's Drains to unplug the most recent blockage and video inspect the sewer line. Wayne's Drains videoed 68' of the line starting in the cleanout located in the first floor men's room. They also took five (5) ultrasonic depth measurements of the line (i.e., measures transponder distance to finished floor). We understand that the Contractor also previously videoed the line; however, we have not received those videos yet.

For your reference, I have prepared the attached "Sewer Layout and Video Run" plan showing the section of line that was videoed. My sketch also includes the depth measurements and approximate locations of two (2) buried/covered cleanouts that are not accessible. We have not yet received the requested as-built drawings, and they are still not on Submittal Exchange. Therefore, my sketch is based on the original design drawings (Drawings #P2 and #P4 dated 4/25/16).

To better understand the depth profile of the sewer line, I examined the video and identified those areas that could have possibly contributed to the blockages. That is, I identified the locations where the pitch of the line appeared to be non-uniform (i.e., have dips). I did this simply by identifying the locations of standing water (i.e., puddles) in the line. These are shown as black hatched patterns in the plan. The video displayed exact linear measurements. So, the locations are reasonably accurate.



# MEMORANDUM

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Based on the ultrasonic depth measurements and estimated depths of the standing water per the video camera, I created the attached foot-by-foot "Sewer Elevation Profile Sketch" of the sewer line. The sketch is not to exact scale. However, I used an Excel matrix as a basis for my sketch to provide a relative elevation scale reference. So, the elevations are also reasonably accurate.

**In sum, we identified four (4) areas of significant standing water over the 68' length of line. These areas of standing water are shown in blue in the sketch. The depths of the water at their deepest points are 3" or greater. We know this because the video camera is completely submerged in these areas. This means that solids could build up in these areas. In theory, solids from the first "dip" could build-up and then move onto the second dip and so on until a blockage occurs. We believe that the dips in the line may be the cause of the blockages. Because it may be difficult to fully envision the 68' length of pipe in the attached separate 11" x 17" sheets; I have also included a photo showing the sheets assembled from end to end.**

We recommend that the Plumbing Engineer of Record review the video prepared by Wayne's Drains and this Memo with attachments. We can provide a copy of our video on a flash drive. We also recommend that they review the as-built drawings and videos to be provided. We further recommend that the remainder of the sewer line (i.e., another 30'-50') be videoed. We then request that the Plumbing Engineer provide the project with a solution for correcting the cause of the blockages as soon as possible.

## Wellesley Animal Control Monthly Report Jan. 2018

I had a chance to rescue a bat from a home. They found it in a closet in the attic and wanted it removed. There was no human contact so it did not need to be tested for rabies. Since it could not be released due to cold weather I contacted a wildlife rehabilitator. I dropped the healthy bat off in Maynard where it will be fed and kept in a cool room so it can continue hibernation. As the weather warms up the bats are fed in a flight cage and when strength has been built up they will be released. Since so many bats are dying of white nose syndrome it is important to rescue the few that meet the criteria for rehabilitation.

Jan 9 I spoke to a Brownie troop at Sprague school. I explained how Animal Control and the humane society work together to return lost pets to owners and find homes for the strays that have no owner. The students collect supplies for the shelter as a community service project.

Borna virus was discovered in a Canada goose I had taken to tufts in Dec. It is a fairly new virus they are seeing in geese submitted this winter. Not a lot know yet about the virus. No evidence that people should be concerned. The wildlife clinic is interested in obtaining any other geese showing similar neurologic signs so they can do more study and research to understand this disease.

Police and dispatch have scanned pets for microchips when I have been off duty. Residents have expressed appreciation for scanning pets for microchips so they are reunited quickly.

### Breakdown of enforcement

- 111 Warnings (58 unvaccinated, 40 unlicensed)
- 26 Citations (14 unvaccinated, 8 unlicensed)
- 3 Follow up letters unpaid fines
- 0 Request for Court hearings

After no response to follow up letters on unpaid fines I send the information to court to request hearings.

A volunteer continues to take photos for the pet of week in the *The Wellesley Townsman*. This helps to keep in mind that owners of lost pets should report them lost thus helping us get more returned to the owners. She also posts adoptable pets on petfinder.com and a student uploads video of each cat.

### ON my own time

I continue working with Linkup Education Network and their safepeoplesafepets program.

Jan.6 I worked with Unleashed by Petco on Linden street for their adoption event. I used my camper as a mobile adoption center and set up an information table to answer questions from the public.

Jan. 24 I participated in a conference call for Animal Control Officers Asso. of Mass.

Jan. 15 I helped out the World of Wellesley for the MLK breakfast in the morning and in the afternoon at the family event held at Hardy school.

Jan 30 I dropped off a cat for foster care with a Wellesley College students. The college now allows emotional support animal. One student has been fostering cats and socializing them so they can be adopted. The student has a pet during the semester and it then goes for adoption at the end of semester. It is a win for the student and a win for the stray pet.

Wellesley Animal Control Monthly Report

JAN. 2018

Number of calls received daily:

|                |                 |                 |                  |                  |
|----------------|-----------------|-----------------|------------------|------------------|
| 1. <u>    </u> | 7. <u>    </u>  | 13. <u>    </u> | 19. <u>  3  </u> | 25. <u>  8  </u> |
| 2. <u> 16 </u> | 8. <u> 22 </u>  | 14. <u>    </u> | 20. <u>    </u>  | 26. <u>  6 </u>  |
| 3. <u>  5 </u> | 9. <u>  6 </u>  | 15. <u>    </u> | 21. <u>    </u>  | 27. <u>    </u>  |
| 4. <u>    </u> | 10. <u>  9 </u> | 16. <u>  8 </u> | 22. <u>  6 </u>  | 28. <u>    </u>  |
| 5. <u> 10 </u> | 11. <u>  8 </u> | 17. <u>    </u> | 23. <u>  1 </u>  | 29. <u>  1 </u>  |
| 6. <u>    </u> | 12. <u>  6 </u> | 18. <u> 11 </u> | 24. <u>    </u>  | 30. <u>  1 </u>  |
|                |                 |                 |                  | 31. <u>  6 </u>  |

Average calls per day: 7-8

Total Calls this year: 133

Type of Calls

  3  Lost/Found Dogs  
  2  Lost/Found Cats  
 13  Cat nuisance  
 13  Cat rabies vaccination  
 10  Dog rabies vaccination  
  9  Licensing  
 26  Wildlife  
  7  Dead animal  
     Adoptions  
 30  Other

Anonymous  30 

Violation calls

 17  Loose/uncontrolled  
     Bite  
  3  Bark  
     Other

Total Violation calls this year: 100

JAN 2018

Month of:

40 Total incidents investigated

Off Duty calls  
Police Responded 10

20 Loose/Uncontrolled  
    Bite  
  4 Bark  
  9 Wild  
  1 Cat  
  6 Other

  4 Loose/Uncontrolled  
    Bite  
  2 Bark  
  3 Wild  
    Cat  
  1 Other

Report filed/Assistance given   6  
Gone on arrival/Quiet   4

137 Total actions taken

111 Warning

  13 Loose  
  40 Unlicensed  
  58 Unvaccinated

  4 \$50.00 Loose  
  8 \$25.00 Unlicensed  
 14 \$50.00 unvaccinated

 11 Total Animals Picked Up

Dog      Cat      Domestic      Wild

                                
  1                          3  
  1                          2  
  3                          1

On Hand Begining

Hospital

Truck

Station

Dead on arrival

\*\*\*\*\*

  5                          2

Returned to owner/wildlife released

Adopted

                             2

Transferred to humane Shelter

                             1

Euthanized

                             1

Deceased-unclaimed

On hand end



**Eighteenth Annual**

**World of Wellesley**

**MARTIN LUTHER KING JR. BREAKFAST**

Monday, January 15, 2018

Alumnae Hall

Wellesley College

8:00 a.m. – 10:00 a.m.

**Program**

- ❖ **Welcome**  
Robbin Chapman, Associate Provost, Academic Director of Diversity and Inclusion,  
Wellesley College.
  
- ❖ **Invocation**  
**Amira Quraishi**  
Muslim Chaplain at Wellesley College
  
- ❖ **Choral Presentation**  
Kuumba Singers of Harvard
  
- ❖ **Wellesley High School Presentation**  
The Thunder Step Squad
  
- ❖ **Keynote Address - From Martin Luther King, Jr., to #MeToo: Civil Rights,  
Women's Issues, and What 'Overcoming' Means Today**  
  
Introduction: Michelle Chalmers, President of the World of Wellesley  
  
Speaker: Dr. Layli Maparyan, Katherine Stone Kaufman '67 Executive  
Director of the Wellesley Centers for Women and professor of  
Africana Studies at Wellesley College
  
- ❖ **Choral Presentation**  
Kuumba Singers of Harvard College
  
- ❖ **Martin Luther King Jr. Engage and Act**  
Tiffany Steinwert, Dean of Religious and Spiritual Life at Wellesley College
  
- ❖ **Benediction**  
Tiffany Steinwert, Dean of Religious and Spiritual Life at Wellesley College
  
- ❖ **Closing Announcements – Michelle Chalmers**

(over)

Eve

Abby

Hannah

CLARE

Jessie

Tara

Angie

Brooks

SKOOP

Heather

Mia

Jessie

Maria

ate

Michelle

Donna

Dear Sue,

Thank you so much for coming to speak to us today and for educating us on how Animals control us within our town. It was also helpful to hear about SPIN and the girls were very happy they could help support you by bringing in supplies.

Thank you again for your time.

Sincerely,

Spiragubious  
Tiaj #64105

16 Sunnyside Ave.  
Wellesley, MA 02482  
February 20, 2018

Jack Morgan  
Wellesley Board of Selectmen  
Town hall  
525 Washington St  
Wellesley, MA 02482

Dear Mr. Morgan;

I need your help and don't know where to turn. I have approached the Police, Building Inspector and my neighbor (7 Sunnyside Ave.).

The problem is the boat they have stored in the front yard. I have attached a picture to give you an idea of what I'm speaking about. As you can see the boat is on a trailer, the tire of which sits directly on the property line just before the sidewalk. Aside from the obvious "eyesore" one must dodge the boat if walking on the sidewalk.

I realize that the trailer and boat are properly registered but it detracts from the aura of the otherwise beautiful neighborhood. I wish they would put the boat in the backyard out of sight or at a minimum cover it.

I have exhausted all other avenues to try to resolve this situation. I am asking you to intervene in this matter on my behalf.

Sincerely;

Louise Areano

**From:** Louise Areano <lareano@aol.com>  
**Date:** 2/20/18, 10:19 AM  
**To:** jerry5567@verizon.net

—IMG\_0102.jpg

