

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
BLYTHE C. ROBINSON
EXECUTIVE DIRECTOR OF GENERAL GOVERNMENT

SELECTMEN'S MEETING

TENTATIVE AGENDA

Wellesley Town Hall – Juliani Room

7:00 P.M. Monday, June 11, 2018

1. 7:00 Citizen Speak
2. 7:05 Approve Public Access Path & MWRA 8M Permit: Wellesley Country Club
3. 7:20 Review Alcohol in Town Buildings Regulations
4. 7:40 Discuss and Approve Appointments
5. 8:00 Executive Director's Report
6. 8:05 New Business and Correspondence

Next Meeting Dates: Monday, June 18, 2018 7:00 pm
Monday, June 25, 2018 7:00 pm

6/7/2018

Black regular agenda items

Board of Selectmen Calendar – FY18

Date	Selectmen Meeting Items	Other Meeting Items
6/12 <i>Tuesday</i>		HPP Community Forum – High School
6/18 <i>Monday</i>	Meeting Quarterly Traffic Committee Update Discuss Complete Streets Policy Police Quarterly Update BOS Appointments	
6/25 <i>Monday</i>	Meeting Year End Transfers Traffic for Wellesley College PSI Joint Meeting with Planning Board - Appointment of Planning Board Members	
7/2 <i>Monday</i>	No Meeting	
7/4 <i>Wednesday</i>	TOWN HALL CLOSED (INDEPENDENCE DAY)	
7/10 <i>Tuesday</i>	Meeting Reviews: Executive Director, Fire Chief, Police Chief Discuss Capital Policy	
7/17 <i>Tuesday</i>	No Meeting	
7/24 <i>Tuesday</i>	Meeting	
7/31 <i>Tuesday</i>	No Meeting	
8/7 <i>Tuesday</i>	Meeting	
8/14 <i>Tuesday</i>	No Meeting	
8/21 <i>Tuesday</i>	Meeting	
8/28 <i>Tuesday</i>	No Meeting	
9/3 <i>Monday</i>	TOWN HALL CLOSED (LABOR DAY)	
9/4 <i>Tuesday</i>	No Meeting	
9/11 <i>Tuesday</i>	Meeting	
9/17 <i>Monday</i>	Meeting Diversity Program w/WOW? HPP	
9/24	Meeting	

6/7/2018

Black regular agenda items

<i>Date</i>	<i>Selectmen Meeting Items</i>	<i>Other Meeting Items</i>
<i>Monday</i>		
<i>10/1 Monday</i>	No Meeting - Wellesley Club	
<i>10/2 Tuesday</i>	STM	
<i>10/3 Wednesday</i>	STM	
<i>10/8 Monday</i>	TOWN HALL CLOSED (COLUMBUS DAY)	
<i>10/9 Tuesday</i>	Meeting	
<i>10/15 Monday</i>	Meeting	
<i>10/22 Monday</i>	Meeting	
<i>10/29 Monday</i>	Meeting	
<i>11/5 Monday</i>	No Meeting – Wellesley Club	
<i>11/6 Tuesday</i>	Meeting	

Notes

Quarterly updates

- *Traffic Committee (Deputy Chief Pilecki)*
- *Facilities Maintenance (Joe McDonough)*
- *Wellesley Club Dates 10/1/18, 11/5/18, 1/7/19, 3/4/19*

MOTIONS

2. **MOVE** that the Board approve the Trail Access and Use Agreement with Wellesley Country Club.

4. **MOVE** that the Board appoint all employee positions and volunteers to Committees included on the appointments spreadsheet highlighted in blue, purple and grey.

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This meeting is on Monday at its regularly scheduled time of 7:00 PM in the Juliani Room at Town Hall.

1. Citizen Speak

2. Approve Public Access Path & MWRA 8M Permit: Wellesley Country Club

Les Shea, Attorney for the Country Club, Marty Ryan, Country Club, and Phil Cordeiro, civil engineer for the Country Club will be attending the meeting. I would anticipate that Denny Nackoney would also be present.

The MWRA beginning in 2015 began to open up the Sudbury Aqueduct for public trail use. In review of their properties, it became apparent that a substantial segment in Wellesley, that provides frontage to the Wellesley Country Club “WCC” and crosses the course should be opened to public passage, or the WCC could be responsible for a payment for the private use. The WCC received an 8M permit from the MWRA in December 2016. The permit is conditioned upon the Town and Trails working together. The Town (staff and Town Counsel) and Trails began working in 2016 to find the appropriate route for pedestrians across the trail given the active space is a golf course and passes through a fairway.

In determining the proposed route, the WCC was concerned about pedestrians being directed across the fairway. Town staff agreed. Staff looked to the Project of Significant Impact Special Permit for the new clubhouse which conditioned pedestrian access across the parking lot, through a portion of the course by the old town hall, to Forest Street. The Traffic Committee agreed with the route at the time, and in review of the current proposal, the Traffic Committee continued to believe this is the best route.

Working with Denny Nackoney of the Trails Committee the trail markers, path design, and location of the path has found to be acceptable. This has been an ongoing effort for over a year and a half.

Agreement has been reached on the agreement to meet conditions 8 and 9 of the MWRA 8 M permit, and the design of the public access path. Once the Town signs off, the MWRA will have to modify the 8M permit to identify the path as the recognized access route. Through this process the Town, Trails and WCC have been in contact with the MWRA on the proposed route.

In the Board’s packet are the following documents:

- Draft Trail Access and Use Agreement (Approved by Town Counsel)
- Plan depicting markers and Public Access Path Route
- MWRA 8M Permit issued to WCC

MOVE that the Board approve the Trail Access and Use Agreement with Wellesley Country Club.

TRAIL ACCESS AND USE AGREEMENT

This Trail Access and Use Agreement (“Agreement”) is entered into by and between the Wellesley Country Club, Inc., a Massachusetts nonprofit corporation having an address of 300 Wellesley Avenue, Wellesley, Massachusetts, 02481 (the “WCC”) and the Wellesley Board of Selectmen, on behalf of the Town of Wellesley, Massachusetts, a municipal corporation with an address of Wellesley Town Hall, 525 Washington Street, Wellesley, Massachusetts, 02482 (the “Town”) (collectively, the “Parties”), permitting the public to pass and repass over that portion of WCC's land known and numbered as 300 Wellesley Avenue, Wellesley, Massachusetts 02481, and which is shown as “Public Access Path” on a plan, entitled “Wellesley Country Club Sudbury Trail Improvement Plan” dated June 5, 2018, prepared by Allen & Major Associates, Inc., a reduced-size copy of which is attached hereto as Exhibit A. This Agreement also outlines the Parties agreement as to the maintenance and use of the Public Access Area.

WITNESSES

Whereas, the WCC operates a golf course and other facilities at 300 Wellesley Avenue, which includes golf tees, fairways, greens, cart paths, pool, tennis facilities, irrigation systems, and other infrastructure (collectively, the “Golf Course”);

Whereas, the Massachusetts Water Resource Authority (the “MWRA”) owns the Sudbury Aqueduct, which bisects a portion of the Golf Course;

Whereas, on December 4, 2015, the MWRA granted the WCC permission to use portion of the Sudbury Aqueduct pursuant to an 8m Permit Number 1780 (the “WCC's Permit”), a copy of which is attached hereto as Exhibit B, for operation of the Golf Course over the portion of the Sudbury Aqueduct that bisects the Golf Course;

Whereas, WCC's Permit requires it to “work cooperatively with the Town of Wellesley and the Wellesley Trail Committee to develop and provide a Public Access Path on the Sudbury Aqueduct and on WCC's property consistent” with the Permit (the “Public Access Path”);

Whereas, Condition 8 and Condition 9 of WCC's Permit requires it to provide signage and trail markers in areas where the Public Access Path passes through WCC and MWRA's property; and

Whereas, the Parties seek to enter into this Agreement to establish the rights and obligations of each Party in relation to the Public Access Path across a portion of the WCC property.

Therefore, the Wellesley Country Club and the Town agree as follows:

I. Definitions

- A. “Public Access Path” shall mean the passive recreational use path that commences at Forest Street, continues through the grounds of the Wellesley Country Club and through the MWRA Sudbury Aqueduct and terminates on the north side of Wellesley Avenue, and as depicted on Exhibit A.

II. Use of the Public Access Path

The public shall have the right to use the Public Access Path, without charge, for passive recreation, including, walking and jogging, provided, however, that the riding of unicycles, bicycles, tricycles, or any other wheeled vehicles of any kind shall be prohibited. Notwithstanding the foregoing, the use of baby

carriages, strollers, and individual transportation vehicles necessary for mobility of persons with disabilities shall be permitted.

III. Enforcement

The WCC shall monitor and enforce the use restrictions on the Public Access Path.

IV. Closing the Public Access Path

The WCC may close the Public Access Path from public use when weather or maintenance would pose a public safety risk. The WCC may also close the Public Access Path during specific events where the use of the Public Access Path would substantially interfere with such event. Except in cases of emergency, the WCC shall provide notice to the Town prior to closing the Public Access Path and post notice of the closure at either end of the Public Access Path.

V. Construction and Maintenance of the Public Access Path

- A. Construction. The WCC shall install all features of the Public Access Path as depicted on the plan attached as Exhibit A, and as such plan may be amended from time to time, including, but not limited to the bluestone stepping stones, trail markers, and other public safety signage.
- B. Maintenance. The WCC shall maintain all features of the Public Access Path as depicted on the plan attached as Exhibit A, and as such plan may be amended from time to time, including, but not limited to the bluestone stepping stones, trail markers, and other public safety signage.

VI. Term

- A. This Agreement shall commence upon the signing of it by all Parties.
- B. Either party may terminate this Agreement upon 30 days written notice to the other Party.

VII. Insurance

From the Term commencement date through the termination of this Agreement, the WCC shall at its own cost and expense, obtain and maintain, with companies qualified to do business in Massachusetts, broad form comprehensive general liability insurance naming the Town as additionally insured, written on a “per occurrence” basis and with an aggregate cap no less than three times the required limit: \$1,000,000, Combined Single Limit (C.S.L.). Such insurance shall insure against claims for bodily injury, death or property damage occurring to, upon or about the Public Access Path in the amounts listed above for bodily injury or death and property damage occurring to, upon or about the Public Access Path. A copy of the insurance policy shall be provided to the Town within 10 business days of the commencement date. Notice of any policy change shall also be provided to the Town within 10 business days of said change.

VIII. M.G.L. c.21, §17C

The WCC recognizes and acknowledges the applicability of M.G.L. c.21, §17C to the Public Access Path and the public's use thereof. The WCC shall not charge any fee or accept any compensation for the use of the Public Access Path by any member of the public, shall not engage in any conduct, nor maintain any condition upon the Public Access Path which could be deemed to constitute willful, wanton or reckless conduct, and shall otherwise conduct itself and its agents, employees, contractors, and invitees in a manner that will preserve the applicability of M.G.L. c.21, §17C to the Public Access Path.

IX. Town's Obligations

Upon request, the Town will provide the MWRA with written confirmation that the WCC and the Town have worked cooperatively to develop and provide a Public Access Path on the WCC's property; provided, however, that the WCC is in compliance with the terms outlined herein.

X. Notice

To the WCC: Marty Ryan, General Manager, Wellesley Country Club, 300 Wellesley Avenue, Wellesley, MA 02481

To the Town of Wellesley: Executive Directors Office, Wellesley Town Hall, 525 Washington Street, Wellesley, MA 02482

[Intentionally left blank]

WITNESS the execution hereof under seal as of the ____ day of _____ 2018.

Wellesley County Club, Inc.

By: _____

Kathleen M. Boyce
Title: President

COMMONWEALTH OF MASSACHUSETTS

Norfolk, ss.

On this day of _____ 2018, before me, the undersigned notary public, personally appeared Kathleen M. Boyce, President of Wellesley Country Club, who is personally known to me to be the person whose name is signed on the preceding document, and acknowledged to me that she signed it voluntarily for its stated purpose, as President of Wellesley Country Club.

Notary Public: Leslie B. Shea
My Commission expires: April 1, 2022

WITNESS the execution hereof under seal as of the ____ day of _____, 2018.

Wellesley Board of Selectmen

Ellen F. Gibbs, Chair

Jack Morgan, Vice Chair

Marjorie Freiman, Secretary

Beth Sullivan Woods

Thomas H. Ulfelder

COMMONWEALTH OF MASSACHUSETTS

Norfolk ss.

On this day of, _____ 2018 before me, the undersigned notary public, personally appeared the members of the Board of Selectmen who are personally known to me to be the people whose names are signed on the preceding document, and acknowledged to me that they signed it voluntarily for its stated purpose.

Notary Public: Meghan C. Jop
My Commission expires: March 23, 2023

Exhibit A
Plan Showing Town of Wellesley License Area

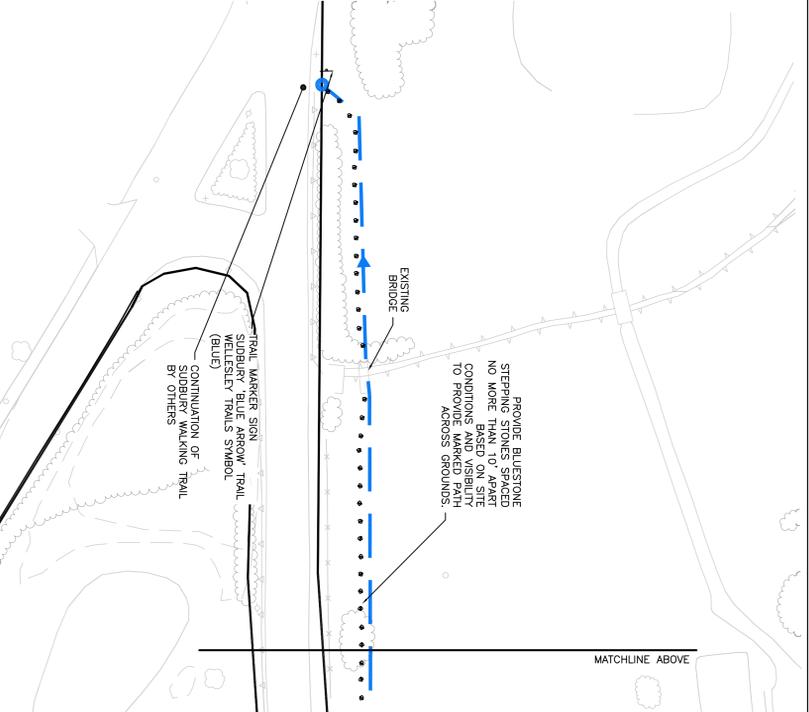
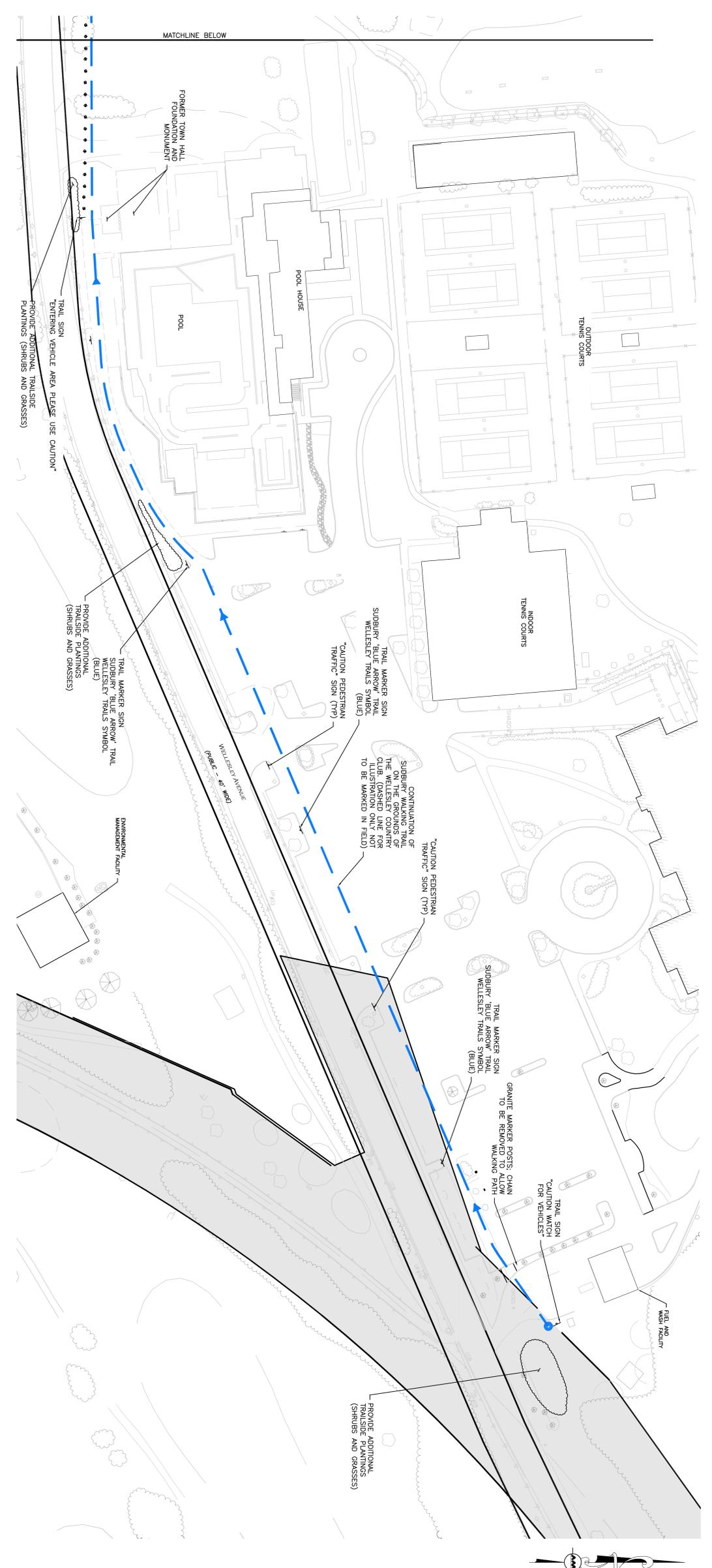
Exhibit A

Plan Showing Town of Wellesley Public Path Area

EXHIBIT B
Wellesley Country Club 8M Permit

EXHIBIT B

Wellesley Country Club 8M Permit



SIGN TABLE

REGULATORY DESCRIPTION	SIGN	SIZE	MOUNTING HEIGHT	DESCRIPTION	REFLECTORIZED
N/A		*SIGNS AS PROVIDED BY WELLESLEY TRAILS COMMITTEE	2' - 6" MOUNT ON PRESSURE TREATED 4"x4" POST SET IN ISLANDS	SUBURBY TRAIL BLUE	YES
N/A		12" X 18"	7' - 0"	BLACK ON YELLOW	YES
N/A		12" X 18"	7' - 0"	BLACK ON YELLOW	YES



BLUE STONE STEPPING STONE

BLUE STONE STEPPING STONES SHALL BE PLACED APPROXIMATELY EVERY 5'-10' TO INDICATE PATH. ACTUAL SPACING, SIZE, AND COLOR SHALL BE SET TO MEET LOCAL REGULATIONS AND SHALL BE SET TO FOLLOW A MARKED TRAIL ALONG THE SHOULDER OF THE COURSE.

- NOTES:
1. THE EXISTING CONDITIONS SHOWN HEREON IS BASED ON AN AS-BUILT SURVEY PERFORMED BY ALLEN & MAJOR AND ENGINEERING, INC.-P.O. BOX 312, 104 WATSON STREET-LIVERMORE, MA, DATED FEBRUARY 23, 2012.
 2. ADDITIONAL INFORMATION FOR THE POOL, TIER CHASE AND FIELD AND WASH BUILDINGS ARE THE RESULT OF AN ON THE GROUND SURVEY PERFORMED BY ALLEN AND MAJOR ASSOCIATES.
 3. MWMA LINES ARE SHOWN BASED ON INFORMATION PROVIDED BY THE MWMA ON A PLAN ENTITLED SUBURBY AQUEDUCT REVISION SHEET NO. 7, DATED SEPTEMBER 19/11 REVISED 12/24.



<p>APPLICANT/OWNER: WELLESLEY COUNTRY CLUB 300 WELLESLEY AVENUE WELLESLEY, MA 02481</p>		<p>PROJECT: WELLESLEY COUNTRY CLUB WELLESLEY, MA</p>	
<p>PROJECT NO.: 182802 DATE: 02-05-18</p>	<p>SCALE: 1"=30' DWG. NAME: 182802 MWMA</p>	<p>DESIGNED BY: RJC CHECKED BY: RJC</p>	<p>DATE: 02-05-18</p>
 <p>ALLEN & MAJOR ASSOCIATES, INC.</p> <p>CIVIL & STRUCTURAL ENGINEERING • LAND SURVEYING ENVIRONMENTAL ENGINEERING • PLANNING • DESIGN • CONSTRUCTION</p> <p>10 MAIN STREET LANSVILLE, MA 02847-1074 TEL: (508) 925-8100 WWW.ALLENMAJOR.COM</p>			
<p>DRAWING TITLE: WELLESLEY COUNTRY CLUB SUBURBY TRAIL IMPROVEMENT PLAN</p>			
<p>SHEET NO. C-1</p>			<p>DATE: 02-05-18</p>

MASSACHUSETTS WATER RESOURCES AUTHORITY

PERMIT

8m Permit No. 1780

4-Dec-15

Wellesley Country Club
300 Wellesley Avenue – P.O. Box 81300
Wellesley Hills, MA 02481

Pursuant to Section 8 (m) of Chapter 372 of the Acts of 1984 you are hereby granted permission to use a certain portion of land presently under the jurisdiction and control of the Massachusetts Water Resources Authority for the purpose set forth below.

The land is described as follows:

Those portions of the Sudbury Aqueduct located within the Town of Wellesley, Massachusetts shown in red on a plan entitled “Wellesley Country Club - Sudbury Aqueduct Usage Plan - Sheet No: EX 1 - dated; 12/2/2015 - Prepared By: Allen & Major Associates, Inc.” attached hereto as Figure 1 – 8(m) Permit No. 1780 and incorporated herein (hereinafter referred to as the “Permitted Property” or “Premises”).

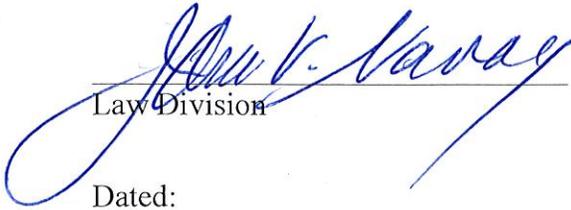
You may have the non-exclusive use of the land for the purpose of:

Operating and maintaining the existing golf course and all activities reasonably related thereto in AREA 2: 111,639 S.F.± and the parking of automobiles in AREA 1: 11,529 S.F.± provided that Permittee works cooperatively with the Town of Wellesley and Wellesley Trails Committee to develop and provide a Public Access Path on the Permitted Property and on Permittee’s property consistent with the attached plan entitled “Figure 2 – Wellesley Country Club - Sudbury Aqueduct Public Access Path - Wellesley Country Club Public Access Path - Wellesley, Massachusetts.”

8(m) Permit No. 1780
Wellesley Country Club
December 2015

Approved as to Form:
Massachusetts Water Resources Authority

Approved:
Massachusetts Water Resources Authority



Law Division



Deputy Chief Operating Officer

Dated:

Dated:

This permit is subject to the 8(m) Permit Terms and Conditions, and the 8(m) Permit Special Terms and Conditions, if any, attached as Exhibit A and made a part hereof. Permittee agrees that it shall be bound by, and shall comply with, said Terms and Conditions.

Wellesley Country Club,



Martin Ryan, General Manager

Dated:



This permit shall have no effect until such time as the Authority receives two (2) fully executed originals of this permit. Please return the fully executed originals to:

Massachusetts Water Resources Authority
2 Griffin Way
Chelsea, MA 02150
Attn: Water Operations - Permitting Department



EXHIBIT A

8(m) PERMIT TERMS AND CONDITIONS

1. This permit supersedes any other previous documents between the Authority or its predecessors and the Permittee that pertain to the use of the Permitted Property. This permit may not be assigned or transferred.
2. Permittee's use of the Permitted Property shall at no time interfere with the rights of the Authority to exercise its existing rights, activities, and operations in on the Permitted Property. Permittee acknowledges that the Authority may enter upon the location at any time in order to carry out the inspection, maintenance, repair, and replacement of its property.
3. **All work allowed by this permit shall be limited to surface work needed to operate and maintain the golf course.** No structures or buildings may be placed on the Permitted Property. No vehicles, equipment, or material shall be parked, stationed, set up or stored directly above the Authority's Sudbury Aqueduct or infrastructure.
4. **Any proposed work beyond the scope of this Permit must have the prior written approval of the Authority.** The Permittee **must** submit an 8(m) permit application, plans, and specifications in advance of any planned improvements to the Permitted Property to the Authority for review and approval.
5. No blasting, drilling or other activity that could in any way affect the integrity or operability of the Authority's property or use of the Permitted Property shall be permitted without express prior written approval of the Authority.
6. Permittee may not perform any work that may impact or affect the subsurface infrastructure operated by the Authority. Permittee will monitor the use of the Permitted Property and take measures to prevent any negative impacts including, but not limited to, the erosion of soils.
7. Permittee shall be responsible for correcting any damage to the Authority's infrastructure arising from or related to the exercise by the Permittee of any rights granted by this permit and/or use of the Permitted Property by the Permittee, its contractors, agents, representatives, employees, and/or invitees.
8. Permittee shall work cooperatively with the Town of Wellesley and the Wellesley Trails Committee to provide signage in areas where the Wellesley Public Access Trail passes through the Permitted Property and the Wellesley Country Club property.
9. Permittee shall work cooperatively with the Town of Wellesley and the Wellesley Trails Committee to place 4" diameter trail markers in areas where the Wellesley Public Access Trail passes through the Permitted Property and the Wellesley Country Club property.

10. The Permittee shall purchase and maintain during the term of this permit comprehensive general liability insurance including comprehensive broad form endorsement and covering the full scope of this permit with limits not less than \$5,000,000 per occurrence and \$5,000,000 aggregate for personal or bodily injuries, and \$5,000,000 aggregate for property damage and comprehensive business automobile liability insurance covering the use of any owned, non-owned, leased, or hire vehicles to be used in conjunction with this permit, with a combined single limit of \$1,000,000. The Permittee shall maintain, during the term of this agreement, worker's compensation and employer's liability insurance as required by law. **Insurance certificates acceptable to the Authority evidencing the above coverage are to be furnished to the Authority prior to or concurrent with the execution of the Permit.**

Such certificates and all insurance policies required by these insurance requirements shall contain provisions requiring at least 30 days prior written notice to the Authority of any cancellations of or material changes in the policies and the Authority shall be named as an additional insured on policies for general liability and automobile liability. Certificates shall indicate the effective dates and dates of expiration of the policies.

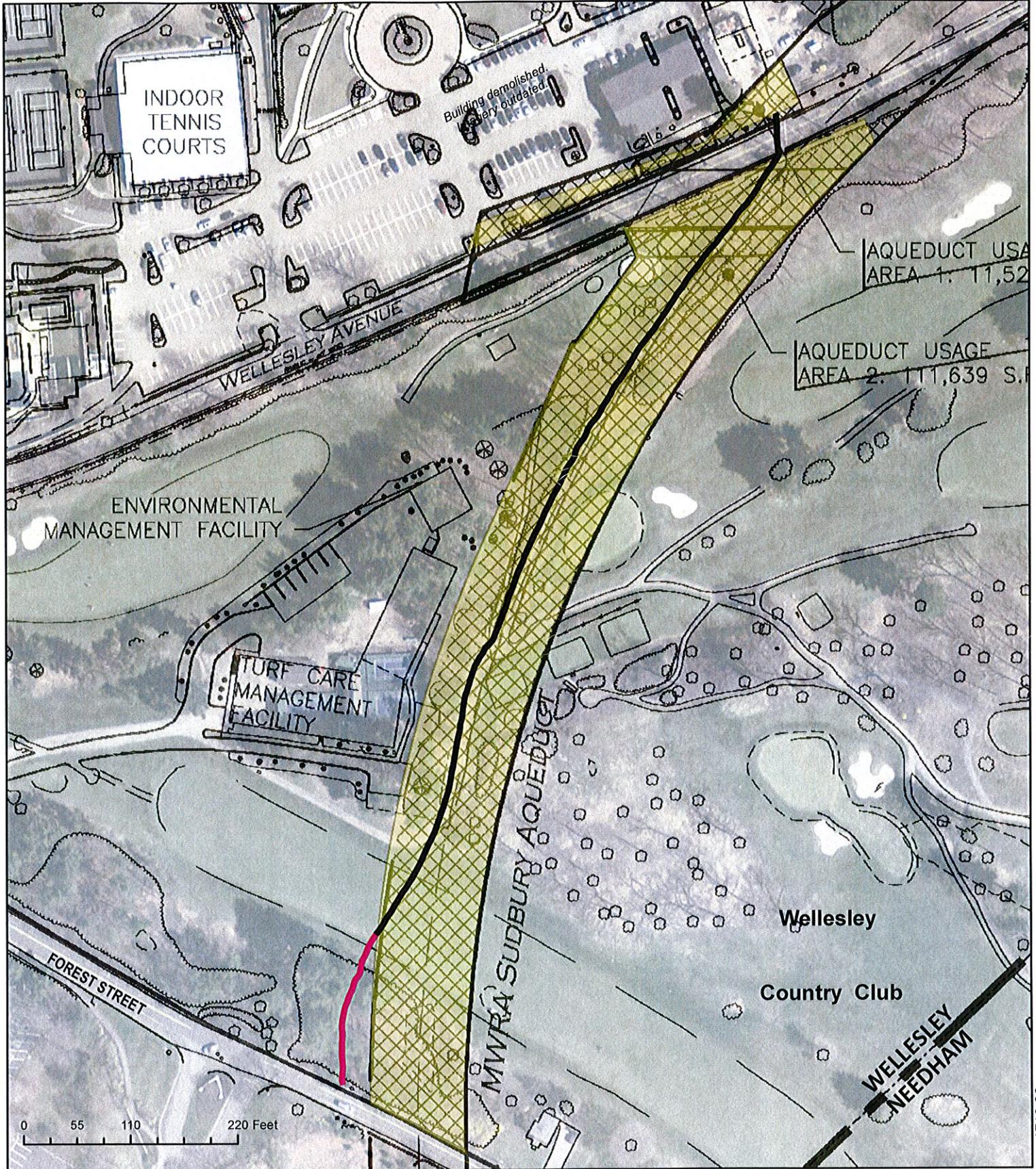
11. In consideration of the issuance of this permit, Permittee releases the Authority and its directors, employees, agents, and the Commonwealth of Massachusetts from any and all claims, suits, and causes of actions of any kind or description to the extent caused by, arising out of or related to any work or activity by Permittee or its consultants, contractors, employees, agents or invitees under this permit, including without limitation those for loss, damage or destruction of property, for personal injury or death of any consultant, contractor, employee, agent or invitee of either Permittee or any entity acting by or through it hereunder, and from any and all damages arising out of any such claims including any direct, indirect or consequential damages, economic loss or loss of profits, together with all attorneys' fees and any related costs and expenses.
12. The Permittee shall defend, by counsel mutually acceptable to the Authority, all actions against the Authority, the Commonwealth of Massachusetts and/or any officer, director, agent, contractor or employee of the Authority or the Commonwealth of Massachusetts with respect hereto, and shall pay, protect, hold harmless, and indemnify to the extent permitted by law the Authority and the Commonwealth of Massachusetts from and against any and all claims, liabilities, losses, damages or cost, whatsoever to the extent caused by, arising from or related to the exercise by Permittee, its contractors, agents, representatives, employees, and/or invitees of any rights granted by this permit and its use of the property subject to this permit, including, without limitation, any such claims, liabilities, losses, damages or cost, whatsoever arising from environmental contamination caused by the Permittee. The Permittee further expressly agrees not to make any claims against the Authority or the Commonwealth of Massachusetts and to indemnify and hold harmless the Authority and the Commonwealth of Massachusetts for any injury, loss or damage to persons (including bodily injury and death) or property to the extent caused by, arising out of or in connection with the activities undertaken by the Permittee, its contractors, agents, representatives, employees, and/or invitees. The Permittee's

obligations under this paragraph shall include payment to the Authority of all costs to repair all such damage caused to the Authority's property.

13. **In case of Emergency the Permittee or its designee shall contact MWRA Water Operations Command Center (617) 305-5950.**
14. The Authority may close the Permitted Property at any time for emergency maintenance or repairs or in response to a water infrastructure security threat.
15. The Authority may revoke this permit at any time. The sale or disposition of the land by its owner will cause this permit to terminate without further notice.
16. The Permittee shall remove, at its own expense, within six (6) months of the date of written notice from Authority, any or all signs, structures and appurtenances installed by the Permittee on the Permitted Property under this permit if, in the Authority's sole discretion, such removal is necessary for the operation, maintenance or replacement of the Authority's infrastructure.
17. If, at any time that this permit is in effect, the Authority decides to surplus its care, custody, and control of the Permitted Property and the property rights associated with it, this permit will immediately terminate and notice of such termination will be given to Permittee. Permittee agrees that such determination to surplus the property is in the sole discretion of the Authority.



Figure 2
 Wellesley Country Club
 Sudbury Aqueduct Public Access Path, Wellesley Country Club Public Access Path
 Wellesley, MA
 8(m) Permit No. 1780



-  Sudbury Aqueduct Public Access Path
-  Wellesley Country Club Public Access Path
-  Permitted Area

Data sources

- Permitted area boundary extracted from parcel data from the Office of Geographic Information (MassGIS) dated 2015
- Plan overlaid on map from Allen and Major Associates, Inc.
- Color ortho imagery (2005)
- Public access path from Town of Wellesley

Map for Reference Only

This dataset/map is for convenience only. There are no warranties as to the accuracy and/or use.

mms1710 9c

3. Review Alcohol in Town Buildings Regulations

Since the approval at Town Meeting to allow for the serving of alcohol in Town Buildings, Meghan has been working with Town Counsel to update the Town's regulations. During that review Town Counsel has pointed out that we should consider review and update of all sections of the regulations. While we agree on this point, we believe that it would be prudent to just address alcohol in our buildings now, and come back to this later in light of the Board perhaps wanting to change other aspects of the Town's laws on alcohol such as the "intent to dine". Meghan will lead you through this discussion on Monday night. A copy of the proposed changes is attached for your review as standalone document and as inserted into the current regulations.

Should the Board agree with the language, the Board will post a public hearing for June 25th to officially adopt the amendment to the Alcohol Regulations.

NO MOTION

XIX. TOWN BUILDING SPECIAL LICENSES

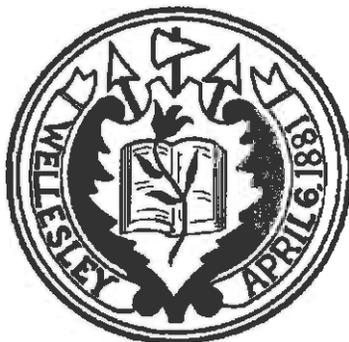
- 1. Qualifications.** As provided in Article 49.19 of the Town Bylaws, the service and consumption of alcohol in or upon any Wellesley Public School building or grounds, as well as all Town-owned grounds including public ways is prohibited.
- 2. Application.** Applicants for a Town Building Special License shall submit the following to the Licensing Authority at least 3 weeks prior to the event:
 - a. Documentation that all alcoholic beverages will be served by a Caterer licensed pursuant to MGL c.138, §12C, or a written statement that the Applicant has filed an application for a Temporary Special License.
 - b. Written approval from the elected Town board with the care, custody and control of the Town building that is the subject of the application.
 - c. A written certification to comply with all rules and regulations pertaining to the rental and/or use of Town building, including any specific requirements related to the service of alcohol in said building. Those using Town property must comply with all Town laws, regulation and guidelines.
 - d. If the applicant is not a Department of the Town, documentation of the applicant's status as a charitable non-profit organizations.
 - e. Identification and relevant information about the responsible manager who will be on-site for the duration of the event supervising the service and consumption of alcohol. The name and relevant information of a back-up manager may also be provided.
 - f. A description of the event, including the following:
 - i. Purpose and theme of the event;
 - ii. Number of attendees;
 - iii. Hours of operation;
 - iv. Event layout and staffing;
 - v. Plan to ensure use of alcohol is restricted to the interior of the authorized Town building;
 - vi. Fees/pricing; and
 - vii. Other relevant information necessary to assist the Licensing Authority in its review of the application.
 - g. Relevant documentation including, but not be limited to, a copy of the event invitation, flyer, or letter of explanation regarding the event.
- 3. Duration.** Any license issued pursuant to this section, shall only allow its holder to use the premises for the sale of alcoholic beverages on the date or dates specifically listed in the license.

4. **Police Detail**. Notice of the application shall be sent to the Police Department. If deemed advisable by the Chief of Police or the Licensing Authority, the applicant shall agree and be responsible for arranging for a police detail for the event as well as for applicable fees associated with a detail. In these situations, evidence that a police detail has been secured must be supplied before a license will be issued.

5. **Insurance**. Within three business days of the event, the non-profit charitable organization shall provide a certificate of insurance for liquor liability coverage in the amount of \$1,000,000/\$2,000,000 or more. The certificate of insurance shall include coverage naming the Town of Wellesley as additionally insured.

6. **Service of Alcohol**. All service of alcoholic beverages must comply with the terms of the Caterer's ABCC liquor license or a Temporary Special License, or such other license as may be applicable. Additionally, all individuals handling alcohol must have completed a program designed to train employees who engage in either package sales or pouring in methods of observation and detection to avoid selling or serving to intoxicated persons and/or minors within the last three years. Documentation of such compliance must be provided to the Licensing Authority at least three (3) days prior to the event.

**TOWN OF WELLESLEY
COMMONWEALTH OF MASSACHUSETTS**



**RULES AND REGULATIONS GOVERNING
ALCOHOLIC BEVERAGES**

Revised: September 11, 2017

It is understood that the Rules and Regulations contained herein are in compliance with and subject to the Rules and Regulations of the Commonwealth of Massachusetts Alcoholic Beverages Control Commission.

These regulations, promulgated on June 14, 2006, amended to include Special Licenses on June 16, 2008, and amended to allow restaurants having 50 seats to sell wine and malt beverage to be drunk on the premises April 30, 2012 shall supersede all previous regulations issued by the Town of Wellesley.

Local Licensing Authority: Wellesley Board of Selectmen

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**TOWN OF WELLESLEY, MASSACHUSETTS
BOARD OF SELECTMEN**



**RULES AND REGULATIONS GOVERNING
THE OPERATION OF ESTABLISHMENTS LICENSED TO SELL
ALL ALCOHOLIC BEVERAGES OR WINE AND MALT
BEVERAGES ONLY**

POLICY STATEMENT

The issuance of an All Alcoholic Beverages Restaurant License or a Wine and Malt Beverages Only License is an accommodating and incidental part of a Common Victualler's primary business endeavor of serving food to the public in a restaurant.

It is the intention of the Board of Selectmen that each license allow for the economic viability of a quality restaurant to succeed in creating an attractive environment for patrons to gather together in a socially responsible and hospitable setting to eat, converse, and exchange ideas. It is the further intention of the Board to enhance the dining experience of individuals patronizing Wellesley restaurants. It is not the Board's intention to license restaurants where fast food is a significant aspect of the business, or restaurants that have drive-through service.

The Board also recognizes that the service of alcoholic beverages by non-profit clubs to their members supports the social objectives of the clubs, while limiting the service of alcoholic beverage to club members and their guests. Likewise, the service of wine and malt beverages to those college students who are of legal drinking age, by educational institutions in their dining halls, can benefit colleges and their students by providing a social and hospitable environment in which college students can gather.

The Board of Selectmen will consider when deciding upon a license application the foregoing factors and any other matters thought appropriate including, by way of description but not limitation: proximity to residential neighborhoods, proximity to schools, playgrounds, and other places where children gather, proximity to other licensed establishments, traffic, parking, noise factors, night lighting factors, appropriateness of menu, and other aesthetic considerations, including the physical layout of the interior of the establishment.

HISTORY

Licenses for Restaurants and Inns

Massachusetts General Law Chapter 138, originally passed in 1933 just after the end of prohibition, governs the sale and licensing of alcoholic beverages in the Commonwealth. Section 11 of the statute provides in pertinent part that the secretary shall cause to be placed on the official ballot used in the cities and towns at each biennial state election the following subdivided question:

D. Shall licenses be granted in this city (or town) for the sale of all alcoholic beverages by hotels having a dining room capacity of not less than fifty rooms?

Every two years from 1934 through 1966, the voters of Wellesley voted "No" on the above question. In 1968, Wellesley voted "Yes" on Question D by a vote of 6,298 to 6,259. As required by the statute, the question was placed on the state election ballot in 1970 and 1972. It passed in 1970 by a vote of 6,131 to 3,467 and in 1972 by a vote of 8,676 to 5,662 thus authorizing the issuance of alcoholic beverage licenses to inns.

Additionally, in 1972 the following question from MGL Chapter 138, § 11 was placed on the ballot:

E. Shall licenses be granted in this city (or town) for the sale therein of alcoholic beverages by restaurants and function rooms having a seating capacity of not less than one hundred persons?

This question passed by a vote of 8,709 to 3,273. It passed again in 1974 by a vote of 6,399 to 4,272 and in 1976 by a vote of 8,749 to 3,205 thus authorizing the issuance of alcoholic beverages licenses to restaurants and function rooms having a seating capacity of not less than one hundred persons.

Licenses for Clubs and College Dining Halls, and Special Licenses

In 1983, upon the request of the Town of Wellesley, the Massachusetts Legislature approved Chapter 635 of the Acts of 1982, An Act Authorizing the Issuance of Certain Licenses in the Town of Wellesley for the Sale of Alcoholic Beverages. The Act authorized the Town of Wellesley to issue licenses for all alcoholic beverages to the Italo-American Club of Wellesley, Inc., the Wellesley College Club of Wellesley College and to the Wellesley Country Club, and on the premises of any other clubs, which are not organized for commercial purposes, as defined in section one of Chapter 138 of the General Laws; and special licenses to Babson College and Wellesley College for the dispensing of wines and malt beverages in dining halls maintained by them, and to other incorporated educational institutions authorized to grant degrees for the dispensing of such beverages in dining halls maintained by such institutions; and to the responsible manager of any nonprofit organization conducting any indoor or outdoor activity or enterprise for the sale of all alcoholic beverages or wine and malt beverages, or any of them.

The Act directed that a question be placed on the ballot, and that authorization for said licenses would take effect upon an affirmative vote at three consecutive elections. The question passed by a vote of 2,693 to 1,738 during the town election of 1983, by a vote of 7,688 to 5,588 during the state election of 1984 and by a vote of 5,245 to 4,515 during the state election of 1986.

Licenses for Restaurants Having Fifty or More Seats

In 2011, the Town of Wellesley undertook an effort to attract small businesses, particularly to commercial areas, as part of its Wellesley Square Initiative. Merchants, residents and government officials believed that smaller restaurants could move into some vacant properties, and might encourage visitors to enjoy a meal while shopping in the Town. In addition, an opportunity would be created for smaller, existing restaurants to offer alcoholic beverages with meals. Area communities such as Needham, Westwood and Lexington had benefited from special acts of the legislature, so-called home rule petitions, that permitted those towns to issue alcoholic beverage licenses to restaurants of fewer than 100 seats.

In 2012, upon a request of the Town of Wellesley and following a favorable vote at the Special Town Meeting of November 14, 2011, the Massachusetts Legislature approved Chapter 25 of the Acts of 2012, An Act Authorizing the Town of Wellesley to Place a Certain Question Relative to the Sale of Alcoholic Beverages on the Town's Election Ballot.

Chapter 25 reads as follows:

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same as follows:

SECTION 1. Notwithstanding section 11 of chapter 138 of the General Laws or any general or special law to the contrary, the licensing authority in the town of Wellesley may grant to restaurants and function rooms with seating capacities of 50 or more licenses for the sale of all alcoholic beverages to be drunk on the premises under section 12 of said chapter 138, subject to the maximum number of such licenses as authorized by section 17 of said chapter 138.

SECTION 2. In addition to those licenses authorized pursuant to section 1, notwithstanding section 11 of chapter 138 of the General Laws or any general or special law to the contrary, the licensing authority in the town of Wellesley may grant to restaurants and function rooms with seating capacities of 50 or more not more than 6 licenses for the sale of wines and malt beverages to be drunk on the premises.

SECTION 3. The authority to grant licenses authorized by sections 1 and 2 shall be in addition to those licenses authorized in chapter 635 of the acts of 1982.

SECTION 4. Notwithstanding section 11 of chapter 138 of the General Laws as to the time and manner of voting on the question, this act shall be submitted for its acceptance to the voters of the town of Wellesley at an annual or special town election in the form of the following question:-

"Shall an act passed by the general court in the year 2012, entitled 'An Act authorizing the town of Wellesley to place a certain question relative to the sale of alcoholic beverages on the town's election ballot', be accepted?"

If a majority of the votes cast in answer to the question is in the affirmative, the town of Wellesley shall be taken to have authorized the granting of licenses for the sale of all alcoholic beverages and wines and malt beverages to be drunk on the premises.

SECTION 5. This act shall take effect upon its passage.

The question passed by a vote of 2,749 to 457 at the town election of March 13, 2012.

DEFINITIONS

Abutter: Owner of the property located within a 300-foot radius of the nearest point of the licensed property.

Alcoholic Beverage: As used in these regulations, the term alcoholic beverage shall include wine and malt beverages unless otherwise indicated.

Assistant Manager: Any person charged by the licensee to operate, manage and control the licensed premises in the absence of the manager.

Bar: A counter, window, or area other than a table, booth or sushi bar, where patrons sit to be served. Bars shall have stools where patrons may be served a meal, or where they may be served alcoholic beverages while waiting to be seated.

Club: An organization which is duly chartered and in good standing with the Commonwealth of Massachusetts and the Town of Wellesley.

Common Victualler License: A license, granted an applicant, if at the time of his application, he has upon his premises the necessary implements and facilities for cooking, preparing, and serving food for strangers and travelers. (MGL c.140, § 6)

Exterior Premise: Any outdoor location under the control of the licensee, such as a patio, deck, porch, or other area outside of and contiguous to the main building and open to the elements.

License: Unless otherwise indicated, the term "license" shall refer to an All Alcoholic Beverages Restaurant License or a Wine and Malt Beverages Only License.

Licensed Premises: The specific area in which the licensee is licensed to sell alcoholic beverages. Sale, service and consumption of alcoholic beverages outside of the licensed premises are not permitted.

Licensee: The holder of a license issued by the licensing authority under MGL c.138, § 12, or Chapter 635 of the Acts of 1982 to sell All Alcoholic Beverages or Wine and Malt Beverages Only.

Licensing Authority: The Board of Selectmen of the Town of Wellesley.

Manager: The person charged by the licensee to operate, manage and control the licensed premises. The name of the manager shall appear on the license.

Premises: The property owned or controlled by the licensee in which the licensed premises are a part.

Restaurant: A business that sells food to the public, intended to be consumed inside the premises, holding a Common Victualler License under the provisions of MGL c.140, § 6.

Service Bar: A counter or window where waiters and waitresses receive alcoholic beverages to be served to patrons. Patrons shall not be permitted to receive alcoholic beverages at a service bar.

Special License- 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 all alcoholic beverages or wine and malt beverages, or any of them.

Sushi Bar: A food bar or counter where seating for patrons is provided and where sushi or other raw style foods including but not limited to sushi, sashimi, ceviche, or raw shellfish is prepared by a chef at the bar or counter and served to and consumed by patrons.

Transfer: A change in ownership and/or location of a licensed premises.

War Veterans' Organization: A war veterans' organization that is incorporated by the Congress of the United States and in good standing with the Town of Wellesley.

I. TYPES OF LICENSES

The Town of Wellesley issues the types of alcoholic beverages licenses listed below. All licensees shall comply with Chapter 138 of the Massachusetts General Laws, Chapter 204 of the Code of Massachusetts Regulations, and Chapter 635 of the Acts of 1982 as they relate to the specific type of license.

Common Victuallers-All Alcoholic Beverages and Wine and Malt Beverages Only

No license will be issued or transferred to any restaurant unless the applicant is the licensee named in a Common Victualler License issued by the Town of Wellesley for the premises to be licensed.

No license shall be issued to any restaurant unless the restaurant has a seating capacity of not less than fifty. Seating on exterior premises shall not be counted in determining seating capacity.

Alcoholic beverages may be sold and/or served at sushi bars, and seats at a sushi bar shall be used in computing whether or not the facility complies with the minimum seating capacity as set forth in Chapter 25 of the Acts of 2012. However, notwithstanding any other provision of these regulations, alcohol may be served and/or consumed at a sushi bar only in conjunction with and incidental to the consumption of sushi, which has been prepared and served at the sushi bar.

Innholders - All Alcoholic Beverages

No license will be issued or transferred to any inn unless the applicant is the licensee named in an Innholder License issued by the Town of Wellesley for the premises to be licensed.

Clubs - All Alcoholic Beverages

Clubs and War Veterans' Organizations that are duly chartered and are in good standing with the Commonwealth of Massachusetts and the Town of Wellesley may apply for a license pursuant to Chapter 635 of the Acts of 1982 for service to members and guests.

Clubs and War Veterans' Organizations shall be subject to the Rules and Regulations of the Town of Wellesley, except ill., sections 1, 2, 3 and 4, V., and IX., sections 2 and 6.

Clubs and War Veterans' Organizations shall comply with the following rules and regulations concerning guests:

- a) No guest, other than one attending a function, may be on the premises unless introduced by a member immediately upon arrival at the licensed premises, and

no guest shall be on the premises unless the member who introduced him/her is also on the premises:

b) All functions must be sponsored by a member, and no person shall attend any function except upon the invitation of the member.

Dining Halls of Incorporated Educational Institutions

Chapter 635 of the Acts of 1982 authorizes the Town of Wellesley to grant special licenses to Babson College and Wellesley College, and to other incorporated educational institutions, for the dispensing of wines and malt beverages in dining halls maintained by them.

Dining halls of incorporated educational institutions shall be subject to the Rules and Regulations of the Town of Wellesley, except III., sections 1, 2, 3 and 4, V., and IX., sections 2 and 6.

Special Licenses

Special licenses may be issued to managers of any nonprofit organization conducting an indoor or outdoor activity. No special license shall permit sales on more than 30 days, nor may any person be granted special licenses permitting sales on an aggregate of more than 30 days in any calendar year. The holder of a special license shall be subject to the Rules and Regulations of the Town of Wellesley, except III., sections 1-6, V., VIII., XVI., XVII., and XVIII.

II. MANAGEMENT AND CONTROL

1. No application from a corporation shall be approved unless the corporation, by certified vote of its Board of Directors, has appointed a manager who is a United States citizen and who has been vested with full authority, management and control of the licensed premises.
2. Upon receipt of an application for an original license or a renewal of a license, or in the case of a new manager or assistant manager, upon being advised of the new manager's or assistant manager's identity, the licensing authority will conduct a background check of any proposed licensee, manager or assistant manager, such check to include a review of any existing criminal record. The licensing authority may reject any application where the proposed licensee's, manager's or assistant manager's criminal record or reputation indicates theft, unlawful drug use or distribution, association with known felons or individuals involved in organized crime, a propensity for violence, or other behavior that, in the opinion of the licensing authority, might put the public at risk.
3. The manager shall have complete responsibility for the proper operation, management and control of the licensed premises. Every licensee shall submit to the licensing authority the full name, residential address, and business and home telephone numbers of the manager prior to his/her appointment to that position. Any change in manager must

be approved by the licensing authority prior to the appointment of the new manager by the licensee. The manager shall be on the licensed premises at least fifty percent of the time the licensed premises are open for business.

4. The manager shall at all times maintain order and decorum in the licensed premises and in the premises generally, and shall cooperate in every respect with town officials including, but not limited to, representatives of the licensing authority, the police and fire departments and the Board of Health, in ensuring public safety and convenience both within the licensed premises and the premises as a whole.

5. No licensed establishment shall be open for business unless a manager or assistant manager is on duty and on the premises. The license shall be posted in public view, and a plaque bearing the name of the on duty manager or assistant manager and his/her title, in letters no smaller than one inch, shall be posted within one foot of the license at all times when the licensed premises is open for business. In the case of a special license, the nonprofit organization's responsible manager, as named on the application, or an assistant named on the application, must be present whenever alcoholic beverages are being served.

6. The premises must be kept clean, neat and sanitary at all times.

7. No manager, assistant manager or employee of the licensee shall consume any alcoholic beverages or illegal drugs, or be under the influence of alcohol or illegal drugs, while on duty, or during the eight hour period preceding the beginning of his or her shift. Nothing in this section shall prohibit a manager or assistant manager, or an employee twenty-one years of age or older and acting with a manager or assistant manager's permission, from tasting wine intended to be served to patrons.

8. The manager, and each and every assistant manager, shall successfully complete an alcoholic beverage server-training program satisfactory to the Town prior to their appointment. Such training shall be required for all bartenders at all establishments with a bar. All other employees who serve alcoholic beverages, and all persons who serve alcoholic beverages pursuant to a special license, shall receive, at a minimum, in-house training similar to that completed by the manager and assistant manager. No manager, assistant manager or employee is authorized to sell or serve any alcoholic beverage to any patron within the licensed premises until the licensee has delivered to the licensing authority a statement as to each such manager, assistant manager or employee, certifying the successful completion of his or her training as herein required.

III. SERVICE TO PATRONS

1. Licensees may serve alcoholic beverages only to customers who intend to dine on the licensed premises, and menus shall reflect the requirement that wine and malt beverages and all alcoholic beverages may only be ordered in conjunction with the consumption of a full meal ordered from the menu of the licensed premises. The licensing authority

reserves the right to determine and further define what constitutes a full meal consistent with its policies.

2. Food service shall be available at all seats within the licensed premises, except in the case of private functions or in those designated areas where patrons assemble to await being seated.

3. In those designated areas where patrons assemble to await being seated, alcoholic beverages may be served and sold, provided that not more than two standard size drinks shall be served to any patron within a waiting area. As it is the intention of these regulations that the sale, service and consumption of alcoholic beverages shall be made to those patrons intending on dining, the manager shall take reasonable measures to ensure that patrons who are served intend to dine.

4. Licensees may, upon the approval of the licensing authority, provide a bar with stools or seats where patrons may be served a meal or be served alcoholic beverages while waiting to be seated. Managers shall take reasonable measures to ensure that patrons who are seated at a bar intend to dine, and that no patron is provided more than two standard size drinks while waiting to dine. Bar seats or stools shall be limited to a maximum of ten percent (10%) of the total interior seating. The licensing authority shall approve all seating plans as detailed in Section IX. Design of the Licensed Premises.

5. Licensees may, upon the approval of the licensing authority, provide a service bar for use by the wait staff. Service bars shall not have stools. Only staff, in the course of serving patrons either eating a full meal, or waiting to be seated, may receive alcoholic beverages from a service bar.

6. The location of bars and service bars shall not be changed unless an amended plan showing the proposed change is submitted to and approved by the licensing authority.

7. No patron shall be permitted to bring alcoholic beverages on to the licensed premises for the purpose of being consumed there.

8. All alcoholic beverages held for sale shall be consumed on the licensed premises. No alcoholic beverages, including wine and malt beverages, shall be served outside the licensed premises.

IV. INSURANCE

In addition to all other requirements established by law, each licensee shall have liquor liability insurance coverage in at least the amounts of \$1,000,000/\$2,000,000. A certificate of insurance that at least these amounts are in place shall be filed with the licensing authority. The licensee shall notify the town no less than ten days prior to the cancellation or material change of said coverage.

V. EXERCISE OF LICENSE

The closing of the licensed premises for any reason for a period of seven consecutive days or more, or for any ten days during the calendar year, without prior approval of the licensing authority, shall be deemed to be an abandonment of the license and sufficient grounds for revocation.

VI. HOURS OF OPERATION

1. The hours during which sales of alcoholic beverages may be made by any licensee shall be from 11:00 a.m. to midnight Monday through Saturday and 12:00 noon to 11:00 p.m. on Sundays. Licensees shall be able to sell alcoholic beverages on Christmas Day (or the day following when Christmas is on a Sunday), or on the last Monday in May (Memorial Day) from 12:00 noon to 11:00 PM. The licensing authority may extend the hours of operation for a specific day upon a written application by the licensee, but in no event shall the hour of closing be extended beyond 2:00a.m.

2. No patron shall be served alcoholic beverages within the licensed premises before or after the hours stated in the license. The hours within which alcoholic beverages may be sold may be adjusted by the licensing authority if, after a public hearing, it shall be determined by the licensing authority that the circumstances warrant further alteration.

3. The hours during which sales of alcoholic beverages may be made in a dining room are further limited to the times when the dining room is open and food service available.

4. No alcoholic beverages shall be sold within the licensed premises during the 15 minutes preceding the hours stated on the license at which service of alcoholic beverages must cease.

5. Employees of the licensee must vacate the licensed premises no later than 60 minutes after the discontinuance of food service operation, provided that this regulation shall not be applicable to the owner or manager, or to persons who are within the licensed premises for the exclusive purpose of cleaning, making emergency repairs, providing security, preparing food for the next day's business, or opening or closing the business in an orderly manner.

VII. INSPECTIONS

1. The licensed premises shall be available at all times for inspection by members of the licensing authority, the Chief of Police, the Fire Chief, the Board of Health, and members of their departments, or any other department or official of the Town of Wellesley so directed by the licensing authority.

2. The full time police officers of the Wellesley Police Department are hereby designated as agents of the licensing authority and they shall have the authority to investigate violations of these rules and regulations and of state law on or about any licensed premises on behalf of the licensing authority, and to conduct other such enforcement and inspections as the Chief of Police deems appropriate, including the use of plainclothes police officers, and/or investigators of the Massachusetts Alcohol Beverages Control Commission, for the purpose of ensuring compliance with state law and all aspects of these rules and regulations.

VIII. PRIVATE FUNCTIONS

Private functions shall take place only in rooms duly licensed for the service of alcoholic beverages and shall be closed to the general public.

IX. DESIGN OF THE LICENSED PREMISES

1. Each applicant, except an applicant for a special license, shall submit to the licensing authority, along with an application for a license, a plan drawn to scale on which shall be shown the following information:

- a. The net interior floor area, exclusive of stairways and hallways, and dimensions of the existing room or rooms requested to be licensed including dining rooms, function rooms, and rooms in which alcoholic beverages are to be stored.
- b. The location of any proposed bars or service bars.
- c. The area in which seats or benches are to be securely fastened to the floor forming booths.
- d. The area in which there is to be movable or unsecured seats and tables.
- e. All entrances and exits.
- f. All rooms not being requested to be licensed. If said rooms are on the same floor as those rooms to be licensed, they shall be labeled as to their function, such as kitchens, coatrooms, lobby, etc.

2. A person applying for a special license need only submit a floor plan or diagram (8 1/2 x 11 sketch) showing the exact location within the event area where alcoholic beverages will be dispensed.

3. The licensing authority shall deny any application for a license if the restaurant or function hall requested to be licensed requires additional construction in order to comply

with the minimum seating capacity requirements as set forth in Chapter 25 of the Acts of 2012.

4. In instances where expansion of a premise is contemplated but not necessary to meet the necessary seating capacity, the licensing authority may license that portion of the facility as it exists and qualifies, and when construction is completed, the licensed area may be extended to include the additional area.

5. Each license shall be issued based on a specific design for the licensed premises. Once a license has issued, no substantial physical changes to the licensed premises shall be made without the prior approval of the licensing authority. For the purpose of this regulation a substantial physical change is a change sufficient to require a building permit.

6. The interior of the licensed premises shall be well lighted at all times, such lighting to be not less than one foot candle, measured 30" from the floor, except those portions of the room under furniture.

7. Cocktail lounges, that is, areas for seating of patrons to consume alcoholic beverages at places other than at dining tables or bars, are only permitted where the licensee holds an innholder license and where a cocktail lounge is specifically authorized under the terms of the license.

8. No premises may be licensed unless toilet facilities are available to patrons. At least one toilet at each licensed premises shall be handicapped accessible.

X. LICENSING OF EXTERIOR PREMISES

1. No license shall be issued by the licensing authority for the sale of alcoholic beverages in an exterior premises except upon the following conditions:

- a. The exterior premises must be enclosed by a physical barrier, which defines the licensed area and controls access and egress of the public through identifiable entries.
- b. The exterior premises must be staffed at all times during all hours of operation.
- c. The regulations applicable to interior premises shall apply to exterior premises unless the context makes such regulations inappropriate or inapplicable on their face.
- d. The exterior premises shall not be licensed for the consumption of alcohol beyond 9:00 PM, provided, upon application by the licensee, the licensing authority may extend the hours of operation for an exterior premises if it determines that public necessity and convenience are served by the extended

hours. Licensees shall ensure that patrons do not possess or consume alcoholic beverages on exterior premises beyond the time allowed by the licensing authority.

- e. The exterior premises shall only be adjunct to interior licensed premises, and shall be contiguous to the interior licensed premises. The exterior premises shall be visible from within the interior licensed premises.
- f. The exterior premises shall not be used or counted in the computation of the requisite seating capacity of the licensed interior premises, as required by Chapter 25 of the Acts of 2012.
- g. Provision shall be made and maintained for the passing of the public through any contiguous public area.
- h. The licensee shall at all times control and maintain the immediate and surrounding areas in a state of cleanliness and upkeep.

2. The foregoing notwithstanding, the licensing authority shall not grant a license for an exterior premise without making a finding that the public necessity and convenience shall be served by such a license. In making said determination, the licensing authority shall consider, among other factors, the following:

- a. The impact that the proposed exterior premises will have on the area in which it is located.
- b. The public necessity and/or convenience to be served by licensing the exterior premises.
- c. The degree to which the exterior premises is restricted from view by passers-by.
- d. The type and number of businesses in the immediate neighborhood.
- e. The anticipated noise level and its affect on abutting and neighboring property.
- f. The number of seats to be placed within the exterior premises.

XI. PRICES

1. No alcoholic beverages shall be sold for a fee less than the actual cost of the beverage to the licensee.

2. If an admission charge to the licensed premises is required, such charge shall not be credited by the licensee toward the purchase price of any alcoholic beverage, and the licensee must provide a written receipt to each patron paying a cover charge.
3. The price charged by the licensee for the sale of alcoholic beverages shall not be discounted by any particular hour(s) of the day or day(s) of the week.
4. No minimum charge shall be made for the sale of alcoholic beverages.

XII. GENERAL OPERATING REQUIREMENTS

1. Entrance doors to the licensed premises must remain closed, but not locked, during all times that the licensed premises are open for business.
2. The licensee shall ensure that the Wellesley Police Department, the Wellesley Fire Department, and authorized agents of the licensing authority, shall have immediate access to the licensed premises at all times and under all circumstances.
3. No alcoholic beverages shall be sold to anyone under the age of 21 years. As proof of age, the licensee shall only accept a valid Massachusetts driver's license; a valid Massachusetts Liquor Identification Card; a valid Passport issued by the U.S. or by the government, recognized by the United States government, of a foreign country; or a valid U. S. issued Military ID card.
4. The licensee shall ensure that business in the licensed premises, and areas under the licensee's control that abut the licensed premises, is conducted in a responsible manner so that no activity shall detract from the quality of life in the town generally, or in the neighborhood in which the licensed premises is located. This shall include, but not be limited to, ensuring that there shall be no disorder, unlawful use or sale of drugs, indecency, prostitution, assaults, lewdness or gambling on or about the premises.
5. No alcoholic beverage shall be sold or delivered to an intoxicated person.
6. Employees of any licensee not holding a club license shall only deliver alcoholic beverages to the table, chair or other location within the premises where patrons receiving the beverages will consume them.
7. Alcoholic beverages may be consumed only from open containers.
8. No licensee may display any advertisement or sign on the outside facade upon which appears any brand name of an alcoholic beverage product. Signs on the inside of the premises are subject to approval by the licensing authority at its discretion.
9. No patron may remove any alcoholic beverage from the licensed premises, unless the patron is taking off the premises of a restaurant or hotel a resealed bottle of partially

consumed wine as regulated by MGL c.138, § 12 and the Rules and Regulations of the Alcoholic Beverages Control Commission.

10. No alcoholic beverages, with the exception of wine, shall be served in any container, the capacity of which is in excess of 16 fluid ounces.

11. No pitchers of malt beverages may be served.

12. No licensee shall provide or allow entertainment unless an entertainment license has been obtained from the Board of Selectmen.

13. No licensee shall make any distinction, discrimination or restriction on account of race, color, creed, sex, sexual orientation or ancestry relative to the admission or treatment of any person.

XIII. VIOLATION OF RULES AND REGULATIONS

1. Any license issued under these rules and regulations may be suspended, modified or revoked by the licensing authority if any of the rules or regulations are violated or for other reasonable cause related to the public good and the licensee's fitness to hold a license.

2. The licensing authority shall initiate suspension, modification, or revocation by notifying the licensee of its intention in writing.

3. The licensing authority shall hold a public hearing prior to suspending, modifying or revoking any license unless the licensing authority declares that the suspension of the license is an emergency. Under emergency circumstances, the licensing authority may immediately suspend a license, but must hold a public hearing within five days of the beginning of the emergency suspension.

4. The hearing shall be commenced within two weeks of the notice of intent to suspend, modify, or revoke said license.

5. In the event of the suspension, modification, or revocation of any license, the licensee shall not be entitled to reimbursement for any licensing fee or any portion thereof.

XIV. SCHEDULE OF FEES

Restaurant and function room: \$5,000.00
(Common Victuallers-All Alcoholic With Function Room)

Restaurant only: \$3,600.00
(Common Victuallers-All Alcoholic Beverages)

Innholder: \$5,000.00

(All Alcoholic Beverages)

Dining Halls of Incorporated Educational Institutions: \$1,200.00
(Wine and Malt Beverages Only)

Clubs: \$1,400.00
(Clubs-All Alcoholic Beverages)

Wine and Malt Beverages:\$2,000.00
(Wine and Malt Beverages Only)

Special License: \$50

XV. APPLICATIONS

1. All applications for an original license or a renewal of a license must be accompanied by an application fee of \$200 in addition to the fee for the license. All applications must also be accompanied by the annual Common Victualler License fee of \$100.
2. The application fee for a special license, or the application fee for two or more special licenses applied for on the same date, shall be \$25.
3. A person applying for a special license should submit the application at least thirty days prior to the date of the activity.
4. All fees for applications and licenses shall be in the form of a bank check. The application fee is not refundable if the application is denied, but the annual license fee shall be refunded if an original or renewal license is not issued.
5. There will be no pro-ration of fees.
6. The licensing authority reserves the right to adjust the license fee from year to year.

XVI. DURATION AND RENEWAL OF LICENSE

All licenses once issued are valid through December 31 of each year and the application to renew must be completed and signed by November 30. It is the responsibility of the licensee to file for a renewal in a timely manner. Renewal forms may be obtained from the Board of Selectmen. Renewal applications must update all previously filed statements and plans where appropriate. Failure to renew prior to expiration shall result in a loss of license and any subsequent license request must then be treated as a completely new application.

XVII. TRANSFERS

A \$500 fee shall accompany each application for ownership or transfer of location. Application for transfer of ownership or location shall be considered an original application and processed as such. Approval of a transfer of majority ownership may be conditioned upon the proof of payment of all outstanding local, state and federal taxes including, without limiting, the following: the remission to the proper taxing authorities of sales taxes, excise taxes and withheld federal and state income taxes. Transfers of ownership to trustees in bankruptcy, court appointed receivers or assignees for the benefit of the creditors, and those taking title or possession of the licensed premises by, through or under them will not be deemed to transfer or convey any rights to the license or the renewal or transfer of such license. Bona fide mortgagees in possession who are listed in the application as holding such interest shall be treated in the same manner as the original majority ownership license. A public hearing shall be required for any transfers of ownership or location, including, but not limited to transfers to mortgagees.

XVIII. PUBLIC HEARING

A public hearing shall be conducted within thirty (30) days of acceptance of a complete application. The public hearing shall be advertised in The Wellesley Townsman. The applicant will be required to comply with the appropriate provisions of MGL c.138 including, but not limited to, Sections 15A and 16C relative to the notification of abutters, churches, and schools within the distance prescribed by law. Notification shall be the responsibility of the applicant and shall be by certified mail with returned receipts. The applicant or transferee shall be required to notify all abutters, as defined in the Definitions section, and shall be by certified mail with returned receipts. Prior to the public hearing, the applicant shall present to the licensing authority evidence of compliance with this notification requirement by furnishing an attested copy of the newspaper notice and the returned receipt cards. The newspaper in which the notice is published should have a general circulation within the Town of Wellesley such as The Wellesley Townsman.

An application shall be considered complete when it has been filed in accordance with procedural instructions and all forms and monies required have been fully completed and executed under such conditions and rules as determined by the licensing authority. All applications shall be made under penalties of perjury, and any false statement contained in any application shall be grounds for refusing to grant the license or for suspending, canceling or revoking of a license already granted.

XIX. TOWN BUILDING SPECIAL LICENSES

1. Qualifications. As provided in Article 49.19 of the Town Bylaws, the service and consumption of alcohol in or upon any Wellesley Public School building or grounds, as well as all Town-owned grounds including public ways is prohibited.

2. Application. Applicants for a Town Building Special License shall submit the following to the Licensing Authority at least 3 weeks prior to the event:
 - a. Documentation that all alcoholic beverages will be served by a Caterer licensed pursuant to MGL c.138, §12C, or a written statement that the Applicant has filed an application for a Temporary Special License.
 - b. Written approval from the elected Town board with the care, custody and control of the Town building that is the subject of the application.
 - c. A written certification to comply with all rules and regulations pertaining to the rental and/or use of Town building, including any specific requirements related to the service of alcohol in said building. Those using Town property must comply with all Town laws, regulation and guidelines.
 - d. If the applicant is not a Department of the Town, documentation of the applicant's status as a charitable non-profit organizations.
 - e. Identification and relevant information about the responsible manager who will be on-site for the duration of the event supervising the service and consumption of alcohol. The name and relevant information of a back-up manager may also be provided.
 - f. A description of the event, including the following:
 - i. Purpose and theme of the event;
 - ii. Number of attendees;
 - iii. Hours of operation;
 - iv. Event layout and staffing;
 - v. Plan to ensure use of alcohol is restricted to the interior of the authorized Town building;
 - vi. Fees/pricing; and
 - vii. Other relevant information necessary to assist the Licensing Authority in its review of the application.
 - g. Relevant documentation including, but not be limited to, a copy of the event invitation, flyer, or letter of explanation regarding the event.
3. Duration. Any license issued pursuant to this section, shall only allow its holder to use the premises for the sale of alcoholic beverages on the date or dates specifically listed in the license.
4. Police Detail. Notice of the application shall be sent to the Police Department. If deemed advisable by the Chief of Police or the Licensing Authority, the applicant shall agree and be responsible for arranging for a police detail for the event as well as for applicable fees associated with a detail. In these situations, evidence that a police detail has been secured must be supplied before a license will be issued.
5. Insurance. Within three business days of the event, the non-profit charitable

organization shall provide a certificate of insurance for liquor liability coverage in the amount of \$1,000,000/\$2,000,000 or more. The certificate of insurance shall include coverage naming the Town of Wellesley as additionally insured.

6. Service of Alcohol. All service of alcoholic beverages must comply with the terms of the Caterer's ABCC liquor license or a Temporary Special License, or such other license as may be applicable. Additionally, all individuals handling alcohol must have completed a program designed to train employees who engage in either package sales or pouring in methods of observation and detection to avoid selling or serving to intoxicated persons and/or minors within the last three years. Documentation of such compliance must be provided to the Licensing Authority at least three (3) days prior to the event.

APPLICABILITY of GENERAL LAWS, SPECIAL LAW and AMENDMENTS

These regulations are promulgated by the licensing authority of the Town of Wellesley to be supplementary to, and not in substitution of, all General Laws of the Commonwealth of Massachusetts governing the sale, service and consumption of All Alcoholic Beverages and Wine and Malt Beverages Only, including but not necessarily limited, to those laws set forth in MGL c.138. The licensing authority reserves the right to amend these regulations and unless an emergency situation requires immediate promulgation of further rules, regulations or amendments thereto, the licensing authority presently intends to give appropriate public notice of any such intent to amend.

Promulgated the _____ day of June, 2018 by the Board of Selectmen of the Town of Wellesley, Licensing Authority pursuant to law.

WELLESLEY BOARD OF SELECTMEN

Ellen F. Gibbs, Chair

Jack Morgan, Vice Chair

Marjorie R. Freiman

Thomas H. Ulfelder

Beth Sullivan Woods

4. Discuss and Approve Appointments

It is the time of year when the Board makes its appointments for the following fiscal year. Included in your packet is a comprehensive packet from Cay Meagher for your review. In summary, Cay and I recommend that at this meeting you appoint or reappoint all of the positions highlighted in blue, purple and grey. The positions highlighted in orange need further consideration and we'd suggest that the Board can discuss them in general at this meeting, and take action on June 18th or as appropriate.

Cay has included a memo with an overview to the color coding of the spreadsheet that explains this as well as the committees where there are vacancies or decisions to be made about how to go about seating a full committee. She has also included a copy of all of the volunteer forms we've received from residents along with any resumes that have come in to support them.

Additionally, the Town Clerk has asked if there are any positions the Board would like to exempt from the education and training requirements of the Conflict of Interest Law. The only appointments recommended for this would be the Crossing Guards who work very limited hours through the year. The Board does not have to vote on this, but we would put the exemption list, if agreeable, on file at the Town Clerk's office.

MOVE that the Board appoint all employee positions and volunteers to Committees included on the appointments spreadsheet highlighted in blue, purple and grey.

Jop, Meghan

From: Kato, K.C.
Sent: Thursday, June 7, 2018 1:04 PM
To: Jop, Meghan
Subject: exemptions to Ethics Training

Meghan,

Per our conversation.

<https://www.mass.gov/service-details/conflict-of-interest-law-education-and-training-guidelines>

2. EXEMPTIONS FROM THE EDUCATION AND TRAINING REQUIREMENTS

Ideally, all public employees in the Commonwealth would be trained in the conflict of interest law. However, cost and other practical circumstances require that a principled way be found to exempt certain categories of public employees from the education and training requirements without compromising the objectives of those requirements. The Commission therefore establishes the following guidelines to enable public employers to determine which of their employees are exempt from the education and training requirements.

Each public employer may use the guidelines below to develop a list of positions for which distribution of summaries of the conflict of interest law and/or online training are not required. Employers are not required to obtain the Commission's approval of such lists, but must maintain such lists as public records and provide them to the Commission on request. If the Commission determines that such a list includes positions which should be subject to the requirements of distribution of summaries and/or online training, it may direct that such positions be removed from the list. Questions about whether particular positions should be subject to the education and training requirements may be submitted to the Commission's Legal Division by calling (617) 371-9500.

a. Positions for which distribution of summaries and online training are required

- All elected public positions, whether compensated or uncompensated.
- All compensated, full-time public employee and official positions.
- All compensated, part-time public employee and official positions, (except for temporary or seasonal employee positions in which employees do not have or exercise governmental authority and do not participate in or have responsibility for government decision-making, contracting, hiring, investigation or any other discretionary governmental action, as set forth below in subsection b).
- Any position, including volunteer positions, whether chosen by election, appointment or otherwise, in which the employee personally serves in or provides services to a public agency, whether paid or unpaid, and participates in or has responsibility for any government decision-making, contracting, hiring, investigation or any other discretionary government action or otherwise has or exercises governmental authority.

b. Positions which may be exempted from the distribution of summaries and the online training requirements

A public employer may choose to exempt any or all of the following positions from one or both of the education and training requirements:

Unpaid volunteer positions in which employees do not have or exercise governmental authority and do not participate in or have responsibility for government decision-making, contracting, hiring, investigation or any other discretionary governmental action.

Examples:

- library volunteer positions in which employees re-shelve books or read books to children during a story hour;
- school volunteer positions in which employees come into the schools a few times a year to help with parties and projects, shelve books in the school library, or chaperone field trips and other school events;
- volunteer positions in which employees pick up litter at parks or beaches, or participate in a town "Clean Up Day";
- Senior Center or Parks and Recreation volunteer teacher positions;
- Positions in which volunteers assist with an event, such as a town July 4th celebration, by selling tickets, engaging in face painting, or helping "police" the grounds.

Short-term temporary or seasonal compensated positions in which employees do not have or exercise governmental authority and do not participate in or have responsibility for government decision-making, contracting, hiring, investigation or any other discretionary governmental action.

Examples:

- poll worker positions.
- non-supervisory seasonal positions, such as, for example, lifeguards and snowplow operators.
- substitute teachers who work less than one day per week.
- Participants in senior citizen tax abatement programs pursuant to General Laws chapter 59, section 5K, and Senior Corps, the Retired and Senior Volunteer Program, Foster Grandparents, Senior Companions and comparable programs.
- Medical Reserve Corps volunteers.
- High school, college and graduate school students participating in summer and work-study employment, whether paid or unpaid.
- Participants in programs of the Department of Mental Health who are patients in a therapeutic program that includes employment.
- Individual vendors and contractors to public agencies who provide one day or less of services per calendar year.
- Participants in volunteer programs whose names are not available or known to any public agency, such as, for instance, town residents who help shovel snow or clean up after a flood.

*KC Kato
Wellesley Town Clerk
525 Washington Street
Wellesley, MA 02482
Telephone: (781)-431-1019, ext. 2250*

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

Memo to The Board of Selectmen

From: Cay Meagher

June 7, 2018

Re: Appointments

Attached is the list of appointees whose appointments expire at the end of June. I have broken out this list as follows:

- Purple: those to be reappointed based on job function/automatic,
- Blue: those whose Chairs have expressed support for the reappointment;
- Tan/Brown: those who have not responded;
- Dark Gray: new appointments (either by job function or because the Chair supports their appointment.
- Orange: vacant positions or appointments that are expiring at the end of June in which the individual is not seeking reappointment.

Committees to note:

1. Sustainable Energy Committee
 - a. The Committee has 2 vacancies and 2 individuals to replace them. I have attached the volunteer forms and resumes from Fred Bunger and Robert Lamppa.
2. Election Workers:
 - a. I have attached a memo and list of Election Workers received from K.C. Kato.
3. Council on Aging:
 - a. All members of the Council on Aging were contacted inquiring if they would like to be reappointed (for those expiring June 30th) or if they plan to continue (for those whose term does not yet expire). As of now, Jacqueline Mahoney will not be seeking reappointment (expires June 30th) and Miguel Lessing has resigned (uncompleted term until 2019). There have been some who have sent in volunteer forms whose primary interest is the COA. I had spoken to Diane Campbell who expressed interest in several candidates, as to my knowledge they have not been formally reviewed by the Board. Further, in order to have a balance of terms given that the Board has 11 members, consideration should be given to some appointments of 4 years so we can arrive at a point where the terms are 4 members for 4 years, a second group of 4 members for 4 years, and a group of 3 members for 3 years.
4. Celebration Committee:
 - a. I have not received a formal list from Roy Switzler. Roy had indicated that an updated list could be found in his annual report to the Selectmen. The Committee should have 12 members, as you can see more than 12 are indicated in the report. I have requested clarification and as of yet, I have not heard back. I have

narrowed the list of individuals to those who are Wellesley residents and have been known to work with the Committee. The individuals highlighted in tan are those who have been members of the Committee in previous years.

5. Youth Commission:
 - a. There are two members for reappointment and one vacancy. Both Chris and Pam have expressed interest in being reappointed and are supported by Maura and Lesley. They have interviewed and would like to appoint Liz Licata to the vacancy; her volunteer form is attached.

6. Cultural Council:
 - a. All of the members in their first term that is set to expire in June wish to be reappointed and that is supported by Maura Murphy. Philip Rolph is ending his 2nd term and not eligible for reappointment. There are several vacancies for the Council. Maura has been sent several volunteer forms and I have not received a reply if those have been vetted by the Council. Volunteer forms are attached.

7. Historic District Commission
 - a. Three members have terms that expire and all three have expressed interest and have received support for being reappointed. There is currently one vacancy on the Commission. We have received a volunteer form from Joyce Wadlington that indicated interest in the Commission. She has spoken with Michael and Claudia. The Commission is not meeting in June but plans to interview Ms. Wadlington in July. Her volunteer form is attached.

8. Veteran's Grave Officer & Advisory Board
 - a. At this point we have not identified any candidates for these positions. Tom Ulfelder and Blythe have a meeting on June 18th with two veterans to discuss this further.

In addition to the attachments noted above, I have attached the volunteer forms we have received.

First Name	Last Name	Date of Form	Boards/Committees of Interest	Experience
Robert	Lamppa	6/4/2017	Sustainable Energy Committee	Director of Energy & Chief Sustainability Officer @ Wellesley College
Fred	Bunger	5/10/2018	Sustainable Energy Committee	Previous member of Medfield Energy Committee
Barbara	Searle	5/17/2018	Council on Aging	Worked on Tolles Parsons project; former Selectmen; previous Board experience
Tom	Fitzgibbons	5/17/2018	Council on Aging	Previous govt. experience as TMM and on committees
Catherine RT	Huang	5/11/2018	Wellesley Cultural Council, Youth Commission	Volunteer in the HS library; no other govt exp. Exp in higher ed., with international students
Andrea	Kaiser	5/11/2018	Wellesley Cultural Council, Youth Commission	Former WCC member for 6 years; served on task forces for Boston
Kai	Chen	5/30/2018	Council on Aging	No govt. or board exp. Works at Biogen focusing on neurodegeneration medicine
Claire	Fitzgerald-Oshea	5/27/2018	Council on Aging	No govt. exp. Served as President for Leo J. Martin golf course Ladies Inner League & on BOD for the league.
Patricia	Decker	5/15/2018	Council on Aging	Volunteer exp.: Friends of the Wellesley Free Library, Treasurer Wellesley Girl Scouts, Girl Scouts Troop Leader.
Joyce	Wadlington	5/23/2018	Historic District Commission, Wellesley Cultural Council	No govt. exp. Leadership exp. Exec. Director of Wellesley Neighbors since 2011
Robert	McCarthy	5/20/2018	Council on Aging	Poll worker for voting at Upham School, check in at Town Meeting; Exp. Working with elderly
Jenn	Franco	2/6/2018	Advisory Committee, Youth Commission	None listed
Elizabeth	Licata	2/2/2018	Youth Commission	Worked on BOKS program at Hunnewell School
John	Thompson	2/20/2018	Youth Commission	Wellesley Recreation Commission
Caleb	Giess	4/24/2018	Board of Registrars of Voters, Cable Access Corporation, Trails Committee, Wetlands Protection Committee, Youth Commission	No exp. Worked as greeter for Mass Horticultural Society; double major at Bates College in politics and economics - would like to learn about local govt & serve

Amy	Rivard	5/29/2018	Celebrations Committee, Design Review Board, Human Resources Board, Youth Commission	PTO and school involvement; 2 children at Schofield School
Robert	Norton	5/29/2018	Cable Access Corporation, Community Preservation Committee, Design Review board, Fair Housing Committee, Housing Development Corporation, Permanent Building Committee, Telecommunications Advisory Committee, Trails Committee, Wetlands Protection Committee, Zoning Board of Appeals	No gov. exp. Financial analysis, engineering and IT background; area of interest include land conservation & telecommunications.
Yung-Ching	Lin	5/11/2018	Advisory Committee, Community Preservation Committee, Design Review Board, Housing Development Corporation, Permanent Building Committee, Wetlands Protection Committee	landscape site design and construction administration. Interests: sustainable design & landscape design. Particularly interested in participating in the design review of new school projects and space improvement.
Sophia	Hernandez	3/12/2018	Advisory Committee, Audit Committee, Board of Registrars of Voters, Cable Access Corporation, Celebrations Committee, Community Preservation Committee, Council on Aging, Historic District Commission, Historical Commission, Human Resources Board, Permanent Building Committee, Telecommunications Advisory Committee, Trails Committee, Wellesley Cultural Council, Wetlands Protection Committee, Youth Commission	None. Represented Wellesley HS in State Student Advisory Council & co-chair of Greater Boston Student Advisory Council. NHS member. Would like to learn about local govt.

TOWN OF WELLESLEY



MASSACHUSETTS

**APPLICATION FOR VOLUNTEER SERVICES
TO BOARDS/COMMITTEES**

Robert D. Lamma 6-4-17
Name Date

Wellesley College - 300 Central Street - Wellesley, MA 02481
Address

rlamma@wellesley.edu 781-283-7919
Email Address Phone

What Board/Committee are you applying for? Sustainable Energy Committee
How long have you lived (worked) in Wellesley? 8 Months

Are you a registered voter? Not in the Town

Are you serving on any other Town Committees? No

Why are you seeking appointment? Interest in working toward the Town's
Sustainability Goals, as a representative of Wellesley College

Please List any education, experience, knowledge, skills/training or special interests you may have that will assist this Board/Committee:

Please see attached Resume

Applicant Signature:

A handwritten signature in black ink, appearing to read "Robert D. Lamma".

Please submit your application, with a resume if available, to the Selectmen's Office.

Robert D. Lamppa, P.E. LEED AP
7 Cirrus Drive, Apt 306 - Ashland, MA 01721
207-578-8450
rlamppa@wellesley.edu
r5lamp7@gmail.com

Work Experience

Wellesley College, Wellesley, MA

Oct 2017 – Present

Director of Energy, Infrastructure and Chief Sustainability Officer

Responsible for the College's central utility plant operation and related distribution and utility systems; for reviewing capital project design and construction initiatives to support and ensure integration of sustainability measures; for working with campus operational constituencies to develop day-to-day plans and programs aimed at reducing the campus carbon and energy footprints; to realign the waste, recycling, and composting programs to minimize cost and reduce overall quantities; to oversee the Office of Sustainability and student program development; to facilitate faculty, student and operational staff collaboration which support Campus sustainability goals; to represent the College to a broader community, and to communicate its associated sustainability initiatives; and to help integrate and foster a culture of Sustainability across all campus constituencies. The overall goal, along with the help of the campus, is to see the principles of sustainability become "just the way we work and live, at Wellesley".

Position reports to the Associate Vice President for Facilities Management and Planning

Current initiatives include:

- The development of a campus energy strategy/plan aimed at creating reliable, resilient systems for campus-wide energy delivery, and the development of a long-term roadmap for energy consumption and carbon reduction.
- The programming, design and construction of an upgraded campus Central Utility Plant – est \$30 million project.
- Providing review and recommendations for the integration of energy efficiency and sustainable design/construction for the \$200 million renovation of the campus Science Center.
- Analysis and upgrade of the campus electrical distribution system for efficiency and long-term reliability.
- Wrapping up punch-list items to complete and close out the \$35 million Pendleton West Art Center renovation project
- Central Utility Plant projects to convert a 40,000 lb/hr boiler to natural gas, and a \$300K repair of the cooling tower system
- Researching and implementing modifications to the campus waste, recycling, and composting programs to align with currently changing options for disposal.
- Redevelopment and realignment of the "academic-year" and "summer" student sustainability programs to actively support and enhance campus sustainability goals.
- Identification and prioritization of campus infrastructure improvements to align with overall campus planning and budgetary projections.

Provide leadership, direction and oversight for the UW-Madison Physical Plant. The Physical Plant consists of approximately 950 employees, and is responsible for the day-to-day operation, maintenance, and cleaning of the campus buildings, building automation and card-access systems, grounds and infrastructure, as well as providing project/remodeling design and construction services for the campus. The \$200 million annual operating budget, and \$20 million maintenance related capital budget responsibility includes the majority of all academic, laboratory, and administrative buildings for a total of approximately 20 million square feet. The Physical Plant is also responsible for all distributed utilities across the 935 acre campus, and operation of the two, central heating/cooling/co-gen plants.

Provide strategic direction for campus energy planning and procurement, operations related sustainability initiatives, and integration of renewable energy technologies for the campus and 20+ million sq. ft. of campus buildings. Promote and integrate the University's vision and implementation plan for Energy and Sustainability in collaboration with Faculty, Staff, and Students.

Coordinate all campus operations in conjunction with UW System and State requirements, priorities, and initiatives.

Position reports to the Associate Vice-Chancellor for Facilities Planning and Management

Initiatives included:

- The renovation and start-up of the Charter Street Heating and Cooling Plant which was converted from Coal to all natural gas with #2 fuel oil back-up. Capacity of 26,000 tons cooling and 750,000 pph steam. Conversion to all DDC. Approx. \$190 mm project.
- Evaluation and conversion of outdated, existing CMMS, to new system to include work orders, inventory management, project scheduling and controls, energy database and management, campus facility database, and billing/purchasing modules.
- Development of a re-energized Physical Plant Safety Initiative focused on the specific needs of each functional area. Increased emphasis on training and engagement of staff; to integrate safety into all work processes as "just the way we do business".
- Restructuring of Department, to provide more emphasis on safety, campus utilities and energy management, project administration and control, and work order efficiency and effectiveness.
- Development of a Physical Plant Engagement, Inclusion and Diversity (EID) initiative where staff are charged with creating a positive and equitable work environment for all employees through increased education and awareness of roles, responsibilities and expectations of each other, and their work areas.
- Restructuring of the Physical Plant Project Administration Center (PAC) with focus on providing customers with cost-effective and timely projects delivered through a well-communicated process which engages the customer throughout.
- Working to develop and implement updated and revised building design/construction standards and requirements for all capital projects, major and minor remodeling, and facility and utility improvements.
- Replacement and upgrade of campus-wide video camera security system (approx. 1500 cameras) from analogue to digital technology, along with new server application in collaboration with campus Police Department and campus IT.

- Initiating a re-envisioned Campus Sustainability Office to promote environmental sustainability throughout campus operations, integrated with research and education. Our goal is to develop an institutional initiative where the principles of sustainability for all students, faculty, and staff on campus become “just the way we live and work”. This will reflect the application of our commitment to these values, and to the Strategic Framework of the University.

Oberlin College, Oberlin, OH

January 2011 – March 2013

Director of Sustainability and Energy Management:

- Provide strategic direction for campus energy planning and procurement, operations related sustainability initiatives, and integration of renewable energy technologies for the 440 acre campus and 2.5 million sq. ft. of campus buildings.
- Work with, and present planning initiatives to Key Administration personnel, Board of Trustees, Communications Office, Development Office, Facilities Operation Department, Facilities Capital Planning and Construction department, and others to promote and integrate the College’s vision and implementation plan for Energy and Sustainability.
- Responsible for the development and application of energy efficiency and practical sustainability measures for all major construction projects and significant renovations, utility initiatives, and planning and implementation of renewable energy generation projects
- Interface with regulatory and other public agencies, consultants, contractors, staff, faculty, students, and parents to represent the College, listen to concerns, and provide information and solutions for the given situation.
- **This position reports directly to the VP of Finance and Administration.**

Significant Initiatives included:

- Development of a Master Utility Plan for the campus aimed at moving away from traditional fossil fuel heating sources, and toward greener, carbon reduced solutions. Plan to include generation, campus and building distribution, control options, and efficiency measures.
- Development and installation of a 2.27 MW tracking solar PV System to generate 12% of the College’s electricity use.
- Development of centralized campus electrical distribution options to secure reliability of system, back-up generation options, and the addition of renewable energy sources.
- Initiation of a two-phase lighting audit aimed at developing strategies for energy efficient fixtures and operation of all Campus indoor and outdoor lighting. Work with Municipal Electric Utility “EfficiencySmart” efficiency incentive program.
- Development of annual campus greenhouse gas (GHG) inventories, and integration with Campus Climate Action Plan
- Data analysis of all campus building energy use for the past five years aimed at developing priority projects for energy efficient operation and retrofit opportunities.
- Implementation of metering plan for all major campus buildings; electricity, steam, water, chilled water, gas, and compressed air.
- Re-evaluation of campus recycling program to increase effectiveness and efficiency, and to maximize opportunities for cost savings and/or revenue.

University of Maine at Farmington, Farmington, ME

Sept. 2009 – January 2011

Director of Facilities Management:

- Responsible for the overall operation and maintenance of 800,000 sf campus, along with responsibility for campus strategic and capital planning, and for the design and construction of the grounds, utilities, telecommunications, facilities improvements to the campus, and all facility staff.
- Provide Department leadership and direction for 60 office, supervisory, and unionized maintenance, grounds and custodial staff. Implement programming and professional development training, and provide annual performance evaluation and coaching for staff.
- Provide strategic direction for campus sustainability, energy planning and procurement, and integration of renewable energy technologies.
- Overall responsibility for campus fleet services, campus security, Environmental Health and Safety, and American Disabilities Act as it applies to UMF facilities.
- Oversee departmental budget and serve as a member of the President's Budget Advisory Committee.
- Coordinate all campus operations in conjunction with UMaine System and State requirements, priorities, and initiatives.
- **Position reports directly to the CFO/VP of Administration.**

Significant initiatives included:

- Planning and construction of the Emery Community Arts Center. (LEED Silver equiv.) - \$5 mm
- HVAC retrofit of five major academic and administrative buildings from traditional oil-fired and electric equipment to ground source heat pumps - \$2.5 mm est.
- Technical advisor for energy efficiency upgrade of campus house in collaboration with students and faculty.
- Lighting audit for all campus facilities, and development of retrofit options for energy efficiency and cost savings.
- Installation of energy efficient lighting systems across campus with targeted ROI of five years or less. Work with EfficiencyMaine Program for rebates/incentives- \$650 K est.
- Re-evaluation of campus recycling program to increase effectiveness and efficiency, and to maximize opportunities for implementation and cost savings.
- Implementation of new "green cleaning" system across campus.

Carleton College, Northfield, MN

April 2001 – Sept 2009

Director of Energy Management and Senior Project Manager:

June 2007 – September 2009

- Developed and managed the College Energy Program and budget including procurement and production strategies, energy monitoring and conservation plans, energy related sustainability objectives and the development of a master utility plan for the campus.
- Responsible for sustainability, system life-cycle cost, project permitting, and telecommunication systems for all new construction, and major improvements and renovations.
- Responsible for the on-going operation of the 1.65 MW College wind turbine, and for the development of the campus Greenhouse Gas Inventory.

- Represented the College at all City planning groups, community public hearings involving neighborhood groups, and with other public and private agencies that were necessary for project development and construction.

Position reports to the Director of Facilities Management and Planning

Significant Initiatives included:

- Completion of a master utility plan for the campus.
- Electrical Distribution Upgrade Project – All campus (4160v to 13,800v) - \$5.8 mm
- Planning and construction of a 4.5 MW back-up electrical generation installation for the total campus. Eligible for Xcel Energy interruptible tariff rates. - \$2.5 mm
- Planning, design, construction and start-up of a new, energy efficient college data center in the Center for Math and Computing- \$800K
- Planning for a second 1.65 MW wind turbine installation to be connected directly to the campus electrical grid – \$3.2 mm est.
- Procurement and installation of electric, steam, and water meters, and expansion of the college energy management system (EMS) for 16 major buildings on campus including all 10 dormitories - \$400K project.
- Installation of overall campus energy use display – Greentouch System tied to Facilities EMS.
- Investigation of de-centralized electricity and heating options for all “year-round” buildings including “renewable/green” options such as ground source heat pumps, PV, and solar hot water systems.

Senior Project Manager:

April 2001 – June 2007

- Responsible for all large scale construction projects, including planning, permitting, design, and construction, as the owner’s representative
- Prepared requests for proposal, evaluated proposals, hired consultants and contractors that best met the needs of the College.
- Prepared construction estimates and budgets. Used Microsoft Project to monitor project cost.
- Interfaced and facilitated communication between government and municipal agencies, College attorneys, neighborhood groups and College administration.
- Facilitated weekly project team meetings including College constituents, contractors, and consultants.
- Reviewed all contractor and consultant pay requests, shop drawings, and product submittals, and interfaced with contractors, consultants, and interior design professionals regarding finishes, lighting, and procurement of furnishings.

Significant Projects included:

- The completion of a Campus Strategic Housing Plan and subsequent programming for the expansion of residential housing on campus.
- Planning, programming, and design of a new, 230 bed student residence - \$27.5 mm. (LEED Gold)
- Installation and start-up of a 1.65 MW commercial wind turbine. \$1.9 mm
- Complete renovation of historic Severance Hall and adjoining residential hall. \$8.7mm
- Upgrade of the College Library including interior finishes, furnishings, lighting, the installation of two phases of compact shelving, and subsequent Collection rearrangement – 3 year project - \$1.6 mm
- 1st, 2nd, 3rd and 4th floor renovations of Leighton Hall for administrative and academic office space and classrooms. Project included interior finishes, furnishings, lighting, and electrical/mechanical upgrades. - \$1.1 mm

- Installation of sprinkler systems and upgrade of fire alarm systems for existing student housing (eight dorms and twenty-two houses), and replacement of recalled sprinkler heads for three administrative/academic buildings. - \$3.5 mm

Malt-O-Meal Company, Northfield, MN

Dec. 1993 – April 2001

Senior Project Manager:

April 1995 – April 2001

- Responsible for the development and management of company-wide capital improvement projects for scope, budget, schedule, design, permitting, construction, installation and start-up.
- Projects ranged up to \$30+ million, and ranged in complexity from simple tank storage platforms to the installation of complete processing lines along with accompanying building modifications.
- Facilitated and coordinated project team from project origination through design, construction and start-up.
- Coordinated equipment selection and purchases, as well as the administration of all process equipment, construction, and consultant contracts.
- Key member of the project steering committees which planned for staffing and training of personnel for the new processing lines.
- Responsible to work with joint venture partners and property development managers to lease and build-out facilities for regional warehousing, office space, and joint-venture production.
- **Position reports to the Corporate VP for Operations**

Significant Projects included:

- The design, construction, installation and start-up of an extruded, gun puffed, sugar coated product line, and a sugar coated shredded wheat processing line with related bin farm expansion - \$30+mm project
- A new oatmeal blending and packaging facility – Joint Venture arrangement - \$5+ mm project
- A new 100,000 sf finished product warehouse - \$2+ mm project
- The design, construction, installation and start-up of a new sugar coated cereal product processing line - \$20+ mm
- The design, construction and start-up of a new energy efficient ammonia-based refrigeration system and building addition, for process cooling (replaced aging Freon system) - \$600K
- Worked with outside property managers to negotiate lease requirements and the build-out of four regional warehouses across the country.

Environmental Engineer:

December 1993 – April 1995

- Responsible for ensuring that all company production facility operations met applicable local, state and federal environmental regulations.
- Responsible for identifying, analyzing, developing and implementing process improvements to minimize waste, and to maximize re-use and recycling of all process related product streams.
- Responsible for permitting and day-to-day company operation for wastewater discharge, air emissions, solid waste, storm water management, hazardous material permitting, recycling, and waste cereal disposal.
- Interfaced and communicated with regulatory agencies, consultants, contractors, vendors, and company operational staff to develop, analyze and facilitate projects related to the environmental impacts of company production and operations.

Significant Projects included:

- Negotiation of a new waste cereal contract which provided the Company with \$350,000 of additional annual revenue.
- Development and installation of a new solid waste disposal system, and negotiation of new recycling contracts which led to the reduction of solid waste to the landfill by 75%.
- Completion of the facility EPA Title V Air Permit (over 150 emission sources)
- Completion of the facility stormwater permit and management plan required by the Minnesota Pollution Control Agency.
- The negotiation of a new wastewater user charge agreement with the City of Northfield.
- Providing updates to administration about environmental regulations and their impact to Malt-O-Meal.
- Developing and providing waste minimization and environmental training for plant employees.

Land O' Lakes, Inc., Arden Hills, MN
Environmental/Energy Department Manager:

Sept. 1985 – December 1993
December 1989 – December 1993

- Responsible for company environmental compliance and energy use reduction for all facilities and business-unit operations across 17 states.
- Provided regulatory input for Company-wide business planning, developed department annual and long range business plans, and managed the corresponding \$1.5 mm Environmental/Energy Departmental budget.
- Directed and provided leadership to 22 departmental employees.
- Provided direction and expertise to create energy and environmental policy for the Land O' Lakes operating divisions. This included preparation and delivery of environmental and energy informational presentations to senior management.
- Headed the Company Environmental Health & Safety Due Diligence Team in all company property acquisition activity.
- Liaison between Company production facilities, communities, and regulatory agencies with regard to environmental permit compliance, and user-charge systems.
- Member of the Company's Capital Approval Process Committee charged with developing an improved capital approval process for the Company.
- Directed the Department's Engineering Student Intern Program in collaboration with the University of Minnesota Agricultural, Mechanical, and Electrical Engineering Departments
- **Position reports to the Corporate VP for Research and Development**

Project Manager and Environmental Engineer

September 1985 – December 1989

- Responsible for the planning, budgeting, capital approval, design, permitting, construction, start-up, closeout and review of company capital projects. Responsibilities included coordination of vendors, selection and coordination of consultants, management of contractors and subcontractors, site inspections during construction, review of shop drawings, pay requests, and reporting to LOL senior management.
- Managed large scale capital projects for the Dairy Foods and Country Lake Foods Divisions.
- Responsible for evaluating food processing systems, and recommending and implementing modifications aimed at minimizing waste streams.
- Responsible for environmental permitting, regulatory compliance, and emission monitoring for Company production and waste treatment facilities. This included air, water, wastewater, stormwater, hazardous waste, and solid waste streams.

Significant Projects included:

- Addition of energy efficient whey processing facilities to a production plant in eastern Wisconsin - \$3.7 mm project.
- A four-phase renovation and structural modification of a fluid milk plant in northwestern Minnesota - \$3.1 mm project.
- Development of a cheese cooler for a production facility in eastern Wisconsin - \$1.8 mm project.
- Permit required air emission sampling at various Dairy Foods Division processing facilities.
- Wastewater sampling and operational support for seven company wastewater pretreatment plants
- Water use and waste stream flow evaluations for plant waste minimization projects.
- Identification of alternate use and/or alternate disposal methods for significant, food-plant waste streams.
- Wastewater user-charge evaluations for eight Dairy Foods Division production facilities

Rieke Carroll Muller Associates, Inc., Hopkins, MN

July 1979 – Sept. 1985

Design Engineer:

- Worked as a design engineer for a 120 employee Architectural/Engineering Consulting firm in the Environmental, Construction Administration, Structural and Marketing Departments.
- Wrote environmental facility plans and provided preliminary planning, design, cost estimates and alternatives for municipal waste treatment facility improvements.
- Structural Design of water and wastewater treatment facilities, commercial buildings, bridges and apartment housing complexes.

Professional Registration/Certificates:

- Licensed Professional Engineer – Maine, Minnesota, and Ohio
- USGBC – Leadership in Energy and Environmental Design Accredited Professional (LEED AP)
- Lean Six-Sigma – Green Belt
- OSHA 30 Certificate
- Professional Supervisory and Management (PSM) program

Education:

Bachelor of Civil Engineering with Environmental Emphasis
University of Minnesota – Institute of Technology

Graduate Coursework:

University of Oslo – International Summer School – ISS-SUM 4180, “Energy Planning and Sustainable Development” – Summer 2008 – Oslo, Norway

Recent Conferences Attended:

- APPA National Conference – Minneapolis, MN – August 2013
- AASHE National Conference – Nashville Convention Center – Nashville, TN – October 2013
- AASHE National Conference – Minneapolis Convention Center – Minneapolis, MN – October 2015

- Oberlin College –Sustainability awards
 - 2013 - APPA Sustainability Award
 - 2013 - Second Nature Climate Leadership Award
 - 2012 – USGBC Center for Green School’s “Best of Green Schools 2012” Best 4-Year Institution Award

Presentations Given:

- Big 10 & Friends – Facility Directors Conference – Northwestern University – Presentation(s): “Renewable Energy Conversation” & “Operations-Academics-Sustainability” – April 10-11, 2017
- UW Madison – College of Engineering – Madison, WI - Sustainability Capstone course lecturer – “UW Madison and Climate Change” – February 10, 2015
- University of Wisconsin System Administration Annual Sustainability Forum – UW Madison – Madison, WI – Presentation: “Sustainable Facilities Management” – October 16-17, 2014
- UW Madison Sustainability Forum – UW Wisconsin Institute for Discovery – Madison, WI – Presentation: “UW Madison and Climate Change: What is our Role?”, and Industrial Sector Discussion panel member – February 2014
- UW Madison – College of Engineering – Madison, WI - Sustainability Capstone course lecturer – “UW Madison and Climate Change” – February 2014
- UW Town Hall panel – UW Madison Memorial Union – Madison, WI – “UW Madison and Climate Change: What is our Role?” – November 2013
- From Coal to carbon Neutrality: A Campus Conversation Series – Oberlin College, Oberlin, OH – City and Campus Community presentation – “Replacement of College Central Heating Plant – Where are we, and how did we get here?” – December 2012
- Northern Ohio’s Clean Energy Future Conference – Oberlin College, Oberlin, OH – Community-wide Energy Transformation – “Creating Win-Win Solutions Through City-College Collaboration” – September 2011
- The Five Colleges of Ohio – Environmental Health and Safety Workshop – Oberlin College, Oberlin, OH – “Sustainability for Compliance” – April 2011
- Society for College and University Planning (SCUP) – Breakfast Seminar – President’s Climate Commitment Panelist – McNamara Alumni Center, U of MN – March 2009
- Upper Midwest Association for Campus Sustainability (UMACS) – Annual Conference – Luther College, Decorah, IA – “Campus Sustainability and the Wind Turbine: Strides Toward Climate Neutrality” – April 2008
- Iowa Municipal Utilities – Advancing Renewables in the Midwest Conference – Iowa State University, Ames, IA – “Dorm Wars and Wind Turbines: College Campus Energy Initiatives” – March 2008
- Academic Impressions – Web Conference: “Deploying a Wind Turbine for your Campus” – Conference Chair and Moderator with two other presenters (from St. Olaf College and U of MN Morris). – (2007 also) 2008
- Midwest Buildings Technology Application Center, Univ. of Illinois-Chicago – Web Conference: “Planning, Financing and Interconnecting a Wind Turbine Project on a College Campus” – December 2007

- Big 10 & Friends – Facility Directors Conference – University of Michigan – Ann Arbor, MI – April 2016
- Big 10 & Friends – Facility Directors Conference – Northwestern University – Chicago, IL – April 2017

Recent Boards and Committees:

Wellesley College

Environmental Sustainability Committee – Member
Campus Energy Strategy Committee – Member

Town of Wellesley, MA

Wellesley Municipal Light & Power – Energy Strategy Committee - Member
Town of Wellesley – Sustainable Energy Committee - Member

University of Wisconsin – Madison

UW Madison Data Campus Center Aggregation Committee – Member
UW Madison Campus Master Plan Technical Committee - Member
UW Madison Campus Emergency Operations Committee (EOC) - Member
UW Madison – APPA Member, MAPPA Member
UW-Madison Sustainability Advisory Committee – Interim co-Chair

Oberlin College

Committee for Environmental Sustainability (CES) – Member
Oberlin Project – Working Group Steering Committee Member
Oberlin Project - Energy Planning Committee – Member
“Green Edge Fund” Review Committee – Member

University of Maine - Farmington

Energy Planning Committee – Chair
Strategic Space Planning Committee – Chair
Facilities Operations Efficiency Planning Committee – Chair
Sustainable Campus Coalition (SCC) – Member
President’s Budget Advisory Committee – Member

USGBC – Roadmap to a Green Campus – Publication 2010
Green Campus Working Group - Member

Carleton College

Environmental Advisory Committee (EAC) – Chair
Sustainable Revolving Fund Committee – Member
Campus Emergency Preparedness Committee – Member
Strategic Housing Planning Committee – Member

Awards:

- U.S. Department of Energy – National Energy Award – Land O’ Lakes, Inc. installation of a Mechanical Vapor Recompression Evaporator for whey processing - Project Manager – 1990
- American Consulting Engineering Council (ACEC) Grand Award for Energy Efficiency – Malt-O-Meal Company Ammonia Refrigeration System installation for process cooling – Project Manager – 1995

- Academic Impressions – Web Conference: “Financing Renewable Energy” – Co-presentation with Michael Phillips of Energy Ventures International – October 2007
- Academic Impressions – Improving Energy Conservation and Energy Cost Efficiency Conference – Conference Chair and presentations, “Overview (An Integrated Approach to Energy Management)”, Case Study: “Data Center Relocation” – Also, three joint presentations with other speakers. – 2007
- University of Iowa – Energy Expo 2006 – Joint Presentation with U of MN Morris – “Two Commercial-Scale Wind Projects in Higher Education” – 2006
- Academic Impressions – Improving Energy Cost Efficiency and Environmental Performance Conference – Conference Chair and presentation, Case Study: “Walking the Talk” – Planning, Construction and Operation of a Commercial-Sized Wind Turbine – 2005
- Boldt Construction – Housing Conference at Lawrence University – “Severance Hall Renovation (Carleton)” – 2002
- Malt-O-Meal Company – Employee Training – “Environmental Issues and Waste Reduction” - 1995
- American Association of Cereal Chemists – “Environmental Concerns and Pollution Prevention in the Food Industry” – 1993
- Minnesota Pollution Control Agency – Third Annual Pollution Prevention Conference – “Pollution Prevention and Waste Minimization in the Dairy Industry” – 1993

TOWN OF WELLESLEY



MASSACHUSETTS

**APPLICATION FOR VOLUNTEER SERVICES
TO BOARDS/COMMITTEES**

Fred Bunger

10 May 2018

Name

Date

1 Curve St. Wellesley, MA 02482

Address

febunger@gmail.com
Email Address

home: 781-772-2027 mobile: 413-717-0512
Phone

What Board/Committee are you applying for? Sustainable Energy Committee

How long have you lived in Wellesley? 8 months

Are you a registered voter? yes

Are you serving on any other Town Committees? no

Why are you seeking appointment? To help the Town meet it's energy improvement goals

Please List any education, experience, knowledge, skills/training or special interests you may have that will assist this Board/Committee:

- Chemical Engineering and Business degrees,
- 35 years management experience
- Leadership of Change consulting experience
- Chair of homeless services non-profit in Great Barrington, MA
- Chair of Medfield Energy Committee
- Long-time conservation advocate and active environmentalist.

Applicant Signature:

Please submit your application, with a resume if available, to the Selectmen's Office.

Resume of Experience

Fred Bunger

Summary:-

- 8 years member of Medfield Energy Committee, 2 years as Chairman.
- 4 years Board Chair of Construct Inc. a non-profit for homelessness prevention, transition and affordable housing and life skills development in Berkshire County, MA.
- 4 Years executive consulting experience in Leadership of Change
- 35 Years experience in process development, plant management and project management at General Electric Plastics and Shell Chemical.
- Chemical Engineering and Business Administration degrees

Capabilities

- Proven leadership
- Consensus builder
- Flexible thinker
- Fast learner
- Build effective, diverse teams

MEMORANDUM

To: Board of Selectmen

From: KC Kato

Re: Election Officer Appointments

Date: June 4, 2018 VIA EMAIL TO BOS

Appointment of Election Workers 2018-19

The general process to appoint election workers is three step process. Steps one (letter to town committees) and two (letter to state committees) were accomplished earlier this spring. Neither step resulted in any recommended workers to appoint.

I encourage BOS to recruit people who might be interested and ask them to contact me. There appears to be a long list of "on call" people, but experience shows that many of them are not available for most elections.

The final step is for the Board of Selectmen to appoint a list submitted by the Town Clerk, for a one year term to expire July 1, 2018.

There are three elections scheduled for this year.

- September 4, 2018 State Primary Election
- November 6, 2018 State Election
- March 5, 2019 Annual Town Election

The following attached list generally reappoints people who have been working for many years. There are some TBA slots that I will try to fill with the existing on call people. I have reached out to most of the workers to confirm their interest. Inevitably changes occur during the year. This is my best recommended list as of this time.

All Wardens, Clerks and Inspectors are appointed to a specific precinct, but can be moved to any other precinct based upon staffing needs.

KC Kato

Town Clerk

Warden A	John G.	Schuler
Warden B	Jayne M.	Moore
Warden C	Philip	Rolph
Warden D	Robert (Bob)	White
Warden E	Joan W.	Savitt
Warden F	Dennis	Viechnicki
Warden G	Je'Lesia	Jones
Warden H	Diane	Hemond
Clerk A	Svea	Fraser
Clerk B	Joann	Jones
Clerk C	Helen	Hamel
Clerk D	Deborah	Dolan
Clerk E	Maureen	Selvidge
Clerk F	Adele M.	Beggs
Clerk G	Russell	Astley
Clerk H	Diane	Hall
Inspector A	Sarah	Sullivan
Inspector A	Anne	Geene
Inspector A	Deborah	Rempis
Inspector A .5	Edwina	Schuler
Inspector A .5 am	Gerda	Plouffe
Inspector A	Renate	Olsen
Inspector B	Judith	Shannon
Inspector B	Robert S.	McCarthy
Inspector B	Johanna	Perlmutter
Inspector B .5	Timothy	Flint
Inspector B	Dauida	Fox-Melanson
Inspector B .5	Irene C.	Flint
Inspector B	tba	
Inspector C	Robert C.	McCarthy
Inspector C	Edwin T. (Teddie)	Donahue
Inspector C .5 pm	Barbara	Mastro
Inspector C	Alfred W.	Novick
Inspector C	Martha	Cunningham

Inspector D	Gerald	Kelley
Inspector D	Lucy	Kapples
Inspector D	Myrna	Macdonald
Inspector D	Peter	Kelley
Inspector D	Melinda	Smith
Inspector E	Henry	Petrilli
Inspector E .5 am	Mary Beth	Grimm
Inspector E .5 pm	Jan	Ohnemus
Inspector E .5 pm	Marie	Taylor
Inspector E .5 pm	Margaret (Meg)	Hartnett
Inspector E	Joanne	Kilsdonk
Inspector E	Sara	Mcguirk
Inspector F	Elaine	Pipes
Inspector F	Helen W.	Turner
Inspector F	Sumner	Lavine
Inspector F .5 am	tba	
Inspector F	Linda	Pelletier
Inspector F	tba	
Inspector F .5 pm	Lynn	Pollino
Inspector G	Joan	Gorman
Inspector G .5 am	Cathleen	Hardisty
Inspector G .5 am	Phillipa	Biggers
Inspector G .5 pm	Angela	Jones
Inspector G .5 pm	Claire D.	Wilson
Inspector G	Kathleen	Trumbull (new)
Inspector G	Dick	Carls
Inspector H	Roger	Regnier
Inspector H	Jane H.	Kett
Inspector H	Linda	Perlmutter
Inspector H	Mary Liz	Levy
Inspector H	Chris	Febiger
Inspector H	Maureen	Febiger
Inspector H	Frances	Antonelli (new)
Inspector H .5 pm	Dianne	McCarthy
on call	Susan	Adler
on call	Katherine	Babson

on call	Marilyn	Beaver
on call	Norma	Black
on call	Cindy	Buser
on call	Nancy	Calderwood
on call	Diane	Campbell
on call	Liz	Curtin
on call	Eileen	Davis
on call	Brian	Dobday
on call	Marcia	Doiron
on call	Michael	D'Ortenzio, Jr.
on call	Elizabeth	Dugan
on call	Alice	Dunphy
on call	Jamie	Ebersol
on call	Terry Watts	Ebersole
on call	Cynthia	Edwards
on call	Ellie	Everts
on call	Elizabeth	Garvey
on call	Judith	Gertler
on call	Grace	Giuditta
on call	Althea S.	Gliick
on call	Helen	Goins
on call	M. Tess	Griffin
on call	Karen	Griswold
on call	Joseph	Hanlon
on call	Dennis	Hemond
on call	Janet	Horelick
on call	Justine	Hsu
on call	Elizabeth	Hume
on call	Gerald	Hume
on call	Debbie	Innes
on call	Peter	Kelley
on call	Dona	Kemp
on call	Andrew	Knowland
on call	Gail	Lockberg
on call	John A.	Macdonald
on call	Richard	MacIntosh
on call	Elizabeth	Matera
on call	Saranel	McGuirk
on call	Carol	Meirovitz
on call	Brandon	Milling

on call
on call

Judy
Dennis
Alfred W.
Patricia P.
John F.
John U.
Linda
Liz
Elaine
David
Mary Beth
Vicki
Marc
Susan

Nackoney
Noonan
Novick
O'Sullivan
O'Sullivan (son)
O'Sullivan, Jr.
Pelletier
Phillips
Putnam
Russell
Sandman
Schauffler
Shechtman
Shephard

on call
on call

Helen F.
Nancy
Brad
MaryAnne
Roseda
Karen
Brian
Carol
Richard
Anthony
Virginia

Stewart
Tashjian
Tomlinson
Ulian
Warren
White
White
Wills
Woerner
Woodworth
Woodworth

Teller
Teller

Addie
Ann
Anna
Barbara
Barbara
Betsy
Carol
Cheryl
Deborah
Donna
Elizabeth
Gary J.
Janet
Janet
Janice

Doherty
Hile
Caruso
McMahon
Fay
Kellogg
Civetti
Maloney
Carpenter
McCabe
Kelley
McCabe
Schwaner
Pattillo
Coduri

Teller
Teller

Jon
Juliana
Kathleen
Kimberly
Lorraine A.
Louise
Margaret
Maureen
Pam
Sandra
Susanne
Vicky

Bonsall
Ivey
Bonsall
Fletcher
Cross
Burns
Dutcher
Jutras
Kubbins
Avellone
Dowdall
Keiser

Robinson, Blythe

From: noreply@civicplus.com
Sent: Thursday, May 17, 2018 9:35 AM
To: DL: Board of Selectmen
Subject: Online Form Submittal: Volunteer Form

Volunteer Form

Town of Wellesley Volunteer Form

Wellesley's Town Government relies heavily on volunteers — those who are recruited, those who are recommended, and those who offer their own services. The appointment of members to various special committees and boards is the responsibility of the Town Moderator and several elected boards. This form will help those making appointments identify individuals who are willing to serve. Besides the committees listed below, there are numerous other opportunities and this form will help in making appointments to those as well.

For information on the activities and responsibilities of various boards and committees look at the Town's website (www.wellesleyma.gov), or contact a member of a board or committee in which you are interested. For additional information look at the Town Report, available at the Town's website, the Town Clerk's office, and the Wellesley Free Library.

Name	Tom Fitzgibbons
Email Address	tomfitz53@hotmail.com
Address	223 Weston Rd
City	Wellesley
State	Ma
Zip Code	02482
Home Phone Number	781 400 3944
Work Phone Number	<i>Field not completed.</i>
Committees of Interest	Council on Aging
Background/Experience	42 years General Management and Executive Level experience in Hotel Restaurant business. Experience encompasses guest and employee management, fiscal

management , capital projects management and overall facilities management/

Local Government Experience

Steering Committee for N.40 2nd term TMM 3 years Town Advisory Committee 2 years Advisory Liaison to School Committee

Particular area of interest, if any

Board work

Email not displaying correctly? [View it in your browser.](#)

Robinson, Blythe

From: noreply@civicplus.com
Sent: Thursday, May 17, 2018 3:30 PM
To: DL: Board of Selectmen
Subject: Online Form Submittal: Volunteer Form

Volunteer Form

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Name	Barbara Searle
Email Address	bsearle@bostonprivate.com
Address	118 Parker Road
City	Wellesley
State	MA
Zip Code	02482
Home Phone Number	781-431-9122
Work Phone Number	781-707-7723
Committees of Interest	Council on Aging
Background/Experience	Worked on the approval of the Tolles Parsons project
Local Government Experience	Historical Commission, CPG, Advisory Committee, Board of Selectmen, also an ad hoc committee's, whose name I forget,

which dealt with changes to the by-laws associated with the
Advisory Committee, New Era Fund

Particular area of interest, *Field not completed.*
if any

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Barbara D. Searle
118 Parker Road
Wellesley, MA 02482
781-929-8090 (c)
781-707-7723 (w)
781-431-9122 (h)

Experience:

Prior to 1989 - Various positions at Sigma Alpha Epsilon National Headquarters, Allstate Insurance and Babson College

1989 – 2000 – BankBoston

Vice President, Middle Market Lending. Commercial Lender

2000-2017 – Boston Private Bank & Trust Company

Senior Vice President, Commercial Lending. Commercial and Private Lender

2018 to Present – Boston Private Bank & Trust Company

Senior Vice President and Team Leader, Private Lending Group. Private Lender

Wellesley Volunteer Activities:

Town Meeting Member	
Historical Commission	Member and Chair
Community Preservation Comm.	Member and Secretary
Advisory Committee	Member and Chair
Town By-Law Study Committee	Member
Board of Selectmen	Member and Chair
Executive Director Search Comm.	Chair

Education:

B.A. DePauw University
M.B.A. Simmons Graduate School of Management

Robinson, Blythe

From: noreply@civicplus.com
Sent: Tuesday, May 15, 2018 10:32 PM
To: DL: Board of Selectmen
Subject: Online Form Submittal: Volunteer Form

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Name	Patricia Decker
Email Address	psdecker@gmail.com
Address	27 Jackson Road
City	Wellesley
State	MA
Zip Code	02481
Home Phone Number	7818015786
Work Phone Number	<i>Field not completed.</i>
Committees of Interest	Council on Aging
Background/Experience	Healthcare professional (Registered Nurse with an MBA in Healthcare Administration) with 20+ years experience in home healthcare and hospice working primarily with the elderly.

Local Government
Experience

Northern New Jersey Regional Health Planning Board Friends
of the Wellesley Free Library, Treasurer Wellesley Girl Scouts,
Town-wide Coordinator, Troop Leader, Encampment Director

Particular area of interest,
if any *Field not completed.*

Email not displaying correctly? [View it in your browser.](#)

Meagher, Cathryn

From: noreply@civicplus.com
Sent: Sunday, May 27, 2018 4:40 PM
To: DL: Board of Selectmen
Subject: Online Form Submittal: Volunteer Form

Volunteer Form

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Name	Claire Fitzgerald-OShea
Email Address	Cfoshea@verizon.net
Address	21 Boulevard Rd
City	Wellesley
State	Ma
Zip Code	02481
Home Phone Number	781-237-3146
Work Phone Number	617-953-3007 (cell)
Committees of Interest	Council on Aging
Background/Experience	I am a retired RN, MSN and was employed as a Nurse Director, OR, Brigham & Women's Hospital. I managed a large diverse staff and interacted closely with other hospital staff and

managers to support the hospitals mission. Currently, I am the serving as President for the Leo J. Martin golf course, Ladies Inner League (1 year term). I have served on the leagues Board of Directors as Nominating Chair and Vice President. I have lived in Wellesley for 40 years.

Local Government Experience

I believe that my work experience has been an opportunity to interact with broad segments of society. I did not feel able to commit to service because of my work schedules variability. I have been a resident of Wellesley for 40 years.

Particular area of interest, if any

I am interested in supporting the mission of the Council on Aging.

Email not displaying correctly? [View it in your browser.](#)

Meagher, Cathryn

From: noreply@civicplus.com
Sent: Sunday, May 20, 2018 8:01 PM
To: DL: Board of Selectmen
Subject: Online Form Submittal: Volunteer Form

Volunteer Form

Town of Wellesley Volunteer Form

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Name	Robert C. McCarthy
Email Address	DBMMCCARTHY@VERIZON.NET
Address	22 Hobart Rd
City	Wellesley
State	Ma
Zip Code	02482
Home Phone Number	781-235-4758
Work Phone Number	Field not completed.
Committees of Interest	Council on Aging
Background/Experience	23 years working in Long Term Care with elderly residents to insure proper use of all medicines. Consultant Pharmacist in

several local LTC facilities. Tutor in Wellesley ESL program for an elderly resident learning English.

Local Government Experience

Poll worker for voting at the Upham school for past 5 years. Worked at town meeting for past 5 years doing "check-in" for town meeting members.

Particular area of interest, if any

Wellesley has a beautiful new COA building, and I would like to see and expand the use of this building for Wellesley seniors.

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Meagher, Cathryn

From: noreply@civicplus.com
Sent: Wednesday, May 30, 2018 3:43 PM
To: DL: Board of Selectmen
Subject: Online Form Submittal: Volunteer Form

Volunteer Form

Town of Wellesley Volunteer Form

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Name	Kai Chen
Email Address	kai.c75@gmail.com
Address	10 Alba Rd
City	Wellesley
State	MA
Zip Code	02481
Home Phone Number	617-935-7397
Work Phone Number	Field not completed.
Committees of Interest	Council on Aging
Background/Experience	I have MBA, Bachelor of Medicine, and Master of Medical Science degree. I am working at Biogen which is a biotech company focusing on neurodegeneration medicine.

Local Government Experience None.

Particular area of interest, if any *Field not completed.*

Email not displaying correctly? [View it in your browser.](#)

Local Government Experience

I don't have any local government experience.

Particular area of interest, if any

I'd love to be part of the Youth Commission so I can become more aware of the programs that we are running and looking to run for the kids in our community. I want to have a voice in helping to make these programs better and to discover new programs/initiatives that we can implement in our town.

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Jop, Meghan

From: noreply@civicplus.com
Sent: Friday, February 02, 2018 5:06 PM
To: DL: Board of Selectmen
Subject: Online Form Submittal: Volunteer Form

Volunteer Form

Town of Wellesley Volunteer Form

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Name	Elizabeth Licata
Email Address	liz.licata@yahoo.com
Address	67 Brook Street
City	Wellesley
State	MA
Zip Code	02482
Home Phone Number	617-519-0854
Work Phone Number	617-878-2636
Committees of Interest	Youth Commission
Background/Experience	I have 3 elementary aged children- twins that are in 3rd grade and a rising kindergartener. Over this past year I have helped resurrect the BOKS program at Hunnewell Elementary School and help run it twice a week. Doing this was important to me as I feel that exercise is crucial to the overall wellbeing of our kids. I love our town and want to be involved in any way I can!

Robinson, Blythe

From: noreply@civicplus.com
Sent: Friday, May 11, 2018 11:36 AM
To: DL: Board of Selectmen
Subject: Online Form Submittal: Volunteer Form

Volunteer Form

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Name	Andrea Kaiser
Email Address	Ccstpg@verizon.net
Address	1 Berkeley Road
City	Wellesley
State	Massachusetts
Zip Code	02482
Home Phone Number	7812350555
Work Phone Number	781u894841
Committees of Interest	Wellesley Cultural Council, Youth Commission
Background/Experience	I formerly served for 6 years on, WCC, five years as Chair. Worked with children and teens for 30 years, academics,

sports, cultural activities, financial literacy, workforce development and mentoring, serving as CEO

Local Government Experience

Served on WCC for six years. Served on a number of task forces in Boston, appointed by Mayor Tom Menino.

Particular area of interest, if any

Youth development and culture

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Robinson, Blythe

From: noreply@civicplus.com
Sent: Friday, May 11, 2018 1:06 PM
To: DL: Board of Selectmen
Subject: Online Form Submittal: Volunteer Form

Volunteer Form

Town of Wellesley Volunteer Form

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Name	Catherine RT Huang
Email Address	hrthome@hotmail.com
Address	85 Alba Rd.
City	Wellesley
State	MA
Zip Code	02481
Home Phone Number	17818002762
Work Phone Number	<i>Field not completed.</i>
Committees of Interest	Wellesley Cultural Council, Youth Commission
Background/Experience	·20 years working experience in high education. ·3 years working experience as Education Consultant in New Vision International Education LLC to provide academic supports to

international students in USA · 5 years cross culture working experience in international organizations such as IPC (International Paralympic Committee) and IOA (International Olympic Academy). · 4 years working as Editor in Chief of Beijing 2008 Paralympics Official Report, which was the first independent official report about Paralympic Games in China · PhD degree in International Communication and Media.

Local Government Experience

worked as volunteer in Wellesley High School library for 1 year.

Particular area of interest, if any no

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Jop, Meghan

From: noreply@civicplus.com
Sent: Tuesday, February 06, 2018 11:15 PM
To: DL: Board of Selectmen
Subject: Online Form Submittal: Volunteer Form

Volunteer Form

Town of Wellesley Volunteer Form

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Name	Jenn L Franco
Email Address	Cj1122001@yahoo.com
Address	60 grove street, apt #6406
City	Wellesley
State	Ma
Zip Code	02482
Home Phone Number	781-235-2572
Work Phone Number	Field not completed.
Committees of Interest	Advisory Committee, Youth Commission
Background/Experience	None
Local Government Experience	None

Particular area of interest, if any 1.youth Commission , 2 advisory community. 3. Board of selectemen

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Meagher, Cathryn

From: noreply@civicplus.com
Sent: Tuesday, May 29, 2018 1:08 PM
To: DL: Board of Selectmen
Subject: Online Form Submittal: Volunteer Form

Volunteer Form

Town of Wellesley Volunteer Form

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Name	Amy Rivard
Email Address	rivardboys@gmail.com
Address	2 Bow St
City	Wellesley
State	ma
Zip Code	02481
Home Phone Number	5083809051
Work Phone Number	<i>Field not completed.</i>
Committees of Interest	Celebrations Committee, Design Review Board, Human Resources Board, Youth Commission
Background/Experience	Hello, My name is Amy Rivard. I have 2 boys Dominic(grade 5) and Christian (grade 4) at Schofield School. I have served on

the PTO board and many other boards within the school each year. I owned my own business for 10 years before we moved to Wellesley. I am currently at Realtor at Rutledge Properties in town.

Local Government Experience

Field not completed.

Particular area of interest, if any

I am interested in Youth area and any Real Estate committees.

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From: noreply@civicplus.com
Sent: Tuesday, April 24, 2018 8:41 PM
To: DL: Board of Selectmen
Subject: Online Form Submittal: Volunteer Form

Volunteer Form

Town of Wellesley Volunteer Form

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Name	Caleb Giess
Email Address	cgiess@bates.edu
Address	47 Temple Road
City	Wellesley
State	Massachusetts
Zip Code	02482
Home Phone Number	7812839189
Work Phone Number	7816975742
Committees of Interest	Board of Registrars of Voters, Cable Access Corporation, Trails Committee, Wetlands Protection Committee, Youth Commission

Background/Experience

As a freshman at Bates College I am planning to declare a double major in politics and economics. I am looking for the opportunity to study local government in action and would be thrilled to help in any capacity in which I am needed. I have taken classes in politics, economics, and statistics, and would love to gain a more hands on, local perspective on government.

Local Government Experience

Although I have no prior experience in local government, I have previously worked for the Massachusetts Horticultural Society as a greeter, so I already have experience in welcoming people and addressing their concerns. As a greeter, I often had to employ problem solving skills to reassure people that their concerns would be investigated and addressed. This background will help me to welcome people to Town hall and answer citizens' questions.

Particular area of interest, if any

I am particularly interested in assisting the Trails Committee. In high school I ran Cross Country and Track, where I learned first hand the importance of well maintained and accessible public trails.

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Robinson, Blythe

From: noreply@civicplus.com
Sent: Friday, May 11, 2018 11:25 AM
To: DL: Board of Selectmen
Subject: Online Form Submittal: Volunteer Form

Volunteer Form

Town of Wellesley Volunteer Form

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Name	Yung-Ching Lin
Email Address	irislin23@gmail.com
Address	85 Mayo Road
City	Wellesley
State	Massachusetts
Zip Code	02482
Home Phone Number	2178983625
Work Phone Number	<i>Field not completed.</i>
Committees of Interest	Advisory Committee, Community Preservation Committee, Design Review Board, Housing Development Corporation, Permanent Building Committee, Wetlands Protection Committee

Background/Experience	Education: Master of Landscape Architecture, University of Illinois at Urbana-Champaign, 2007 Profession: Landscape Architect at Halvorson Design Partnership. Licensed landscape architect in Massachusetts and Maryland. LEED AP Experience: landscape site design and construction administration experience for Carver Elementary School new school building, MA; Dover High School new school building, NH; St Paul's School, NH; Varies projects experience in higher education as well as public park, housing and mixed-use development. Interests: Sustainable design and landscape design.
Local Government Experience	- Participated with community meeting and worked with city government for building new Carver Elementary school - Participated with community meetings and worked with city government for McIntyre Federal Building at Portsmouth, MA - Worked with MA DCR for design and construction of Joseph Finnegan Park at Dorchester and Skate Park in Cambridge.
Particular area of interest, if any	I am interested in participating the design review for the new school projects as well as public space improvement.

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Robinson, Blythe

From: noreply@civicplus.com
Sent: Monday, March 12, 2018 9:40 AM
To: DL: Board of Selectmen
Subject: Online Form Submittal: Volunteer Form

Volunteer Form

Town of Wellesley Volunteer Form



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Name Sofia Hernandez
Email Address sofiahperilla@gmail.com

Address	Apt B204
City	Wellesley
State	MA
Zip Code	02481
Home Phone Number	7817078650
Work Phone Number	<i>Field not completed.</i>
Committees of Interest	Advisory Committee, Audit Committee, Board of Registrars of Voters, Cable Access Corporation, Celebrations Committee, Community Preservation Committee, Council on Aging, Historic District Commission, Historical Commission, Human Resources Board, Permanent Building Committee, Telecommunications Advisory Committee, Trails Committee, Wellesley Cultural Council, Wetlands Protection Committee, Youth Commission
Background/Experience	I am a high school junior (17 years old) looking for volunteer opportunities in Wellesley. I'm not sure if all of the things that I selected above are only for adults but I wanted to check if there are any opportunities for high school students. I'd love to volunteer to help out with any of the things above. I am a member of the National Honor Society and volunteer through there, I am the secretary of the Diversity Club at Wellesley High School which focuses on volunteering around the area to help out others.
Local Government Experience	While I have not volunteered in the local government, last year I volunteered representing Wellesley High School in the State Student Advisory Council and was a co-chair of the Greater Boston Student Advisory Council.
Particular area of interest, if any	I'd love to volunteer with the town government. I feel like I could be useful and I'd love to learn from the town's leaders. I am available on weekdays after school and on both Saturday and Sunday as well. This summer I would also enjoy volunteering more hours during the weekday since I'll have more time off!

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Meagher, Cathryn

From: noreply@civicplus.com
Sent: Tuesday, May 29, 2018 8:46 AM
To: DL: Board of Selectmen
Subject: Online Form Submittal: Volunteer Form

Volunteer Form

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Name	Robert L Norton
Email Address	nortonrl@yahoo.com
Address	92 Brook St
City	Wellesley
State	MA
Zip Code	02482
Home Phone Number	781 237 4879
Work Phone Number	781 266 7656
Committees of Interest	Cable Access Corporation, Community Preservation Committee, Design Review Board, Fair Housing Committee, Housing Development Corporation, Permanent Building Committee, Telecommunications Advisory Committee, Trails

Committee, Wetlands Protection Committee, Zoning Board of Appeals

Background/Experience

I have significant executive business management experience in technical fields: engineering and information technology. Most of my recent professional experience is operating large businesses, leading at the intersection of finance and operations. I am very skilled in financial analysis, process optimization, and risk-based decision making. I also have a foundation in engineering that could be useful to managing building, conversation, and telecommunications items before the town. I have been a Wellesley resident for 26 yrs and have raised two children who attended Wellesley Publics schools from kindergarten through high-school. My professional responsibilities are less demanding lately (much less travel). I now have the time and have interest to give back to our wonderful Wellesley community and its local government. My professional profile can be seen online here: <https://www.linkedin.com/in/robertlnortonjr/>

Local Governement Experience

None.

Particular area of interest, if any

Building/development, land conversation, and telecommunications topics are of interest. I have keen interest in the future of CATV and WIFI services.

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Robinson, Blythe

From: noreply@civicplus.com
Sent: Wednesday, May 23, 2018 11:26 AM
To: DL: Board of Selectmen
Subject: Online Form Submittal: Volunteer Form

Volunteer Form

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Name	Joyce S. Wadlington
Email Address	joyce.wadlington@gmail.com
Address	263 Weston Road
City	Wellesley
State	MA
Zip Code	02482
Home Phone Number	781-235-0888
Work Phone Number	781-283-0417
Committees of Interest	Historic District Commission, Wellesley Cultural Council
Background/Experience	My career has crossed the business, academic and nonprofit environments. Through it I've developed many and varied skills that will support my being an active, contributing committee

member. In addition, I have resided in Wellesley for 45 years and have a deep appreciation for the town and all that it offers. After receiving an A.B. in History from Douglass College, and while completing my master's degree I was a member of the Dean of Student's staff at Rutgers University. I moved to Massachusetts when I became Director of Residence Life at Wellesley College. In 1981 I began a 17-year career with Digital Equipment Corporation (later Compaq Computer Corporation), and was progressively promoted with increased scope and complexity of management roles in support of the Field Service Division and the North Americas Sales Division. After leaving Compaq I was Managing Director, Harvard Business School Executive Education, Worldwide Director of Customer Support at Teradyne, Inc, and later, Director of Continuing Education at Lesley University for nine years. I have been the Executive Director of Wellesley Neighbors since November, 2011. My interests include genealogy research, travel and cultural pursuits.

Local Government Experience

Raising two children in Wellesley and a career prevented me from being active in town government.

Particular area of interest, if any

I believe that I can make contributions to either the Historic District Commission or the Wellesley Cultural Council.

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JOYCE S. WADLINGTON

263 Weston Road • Wellesley, MA 02482 • joyce.wadlington@gmail.com • 781-235-0888

PROFILE

Dynamic manager who utilizes creativity and leadership to design, plan and market high impact events that enhance an organization. Adept at delivering programs and policies that demonstrate cost consciousness, operations excellence, and a focus on exceeding customer expectations. Recognized for ability to contribute to a team and to demonstrate excellent communication skills. Proficient computer skills.

EXPERIENCE

WELLESLEY NEIGHBORS (November, 2011-ongoing)

Executive Director

Manage nonprofit membership organization that enables midlife and older adults to age in their communities by providing social, cultural, and educational activities, health-related assistance, member-vetted service referrals and volunteer support.

FOUNDATION FOR METROWEST, Natick, MA (June-September, 2011)

Lead Consultant

Accountable for developing strategy for organization's environmental program.

WEB OF BENEFIT, Needham, MA (January-June, 2011)

Consultant

Accountable for developing marketing plan to enhance donor and volunteer support.

FOUNDATION FOR METROWEST, Natick, MA (May-November, 2010)

Lead Consultant

Led team in design and development of key metrics package to support increased donor giving and grants allocation process.

LESLEY UNIVERSITY, Cambridge, MA (2003 - June, 2010)

Director of Continuing Education

Reported to Provost, and accountable for budget, staff and faculty, courses, workshops and conferences for adult learners, the Lesley Writers' Conference, and 20 University partnerships, including Facing History, Academic Treks, Shakespeare & Company, among others.

TERADYNE, INC., Boston, MA (2001-2002)

Director, Worldwide Customer Support

Reported to VP/CIO, and responsible for global call center and desktop staff and support.

HARVARD BUSINESS SCHOOL EXECUTIVE EDUCATION, Cambridge, MA

Managing Director (2000-2001)

Launched multimillion-dollar knowledge management collaboration between Harvard and Tsinghua University, Beijing, China, with sponsorship by Goldman Sachs.

Joyce S. Wadlington, page 2.

DIGITAL AND COMPAQ COMPUTER CORPORATION (1981-1999)

Progressively promoted with increased scope and complexity of work and management responsibility in support of \$2B service and \$13B sales business. Management positions included, among others:

US Business Operations Manager, Sales and Marketing (1997-1999)

Supported \$5.8B North Americas sales geography, and grew sales 10% by integrating call center and direct sales force marketing and selling capabilities.

Sales and Marketing SAP Program Manager (1996-1997)

Member of global executive group managing program; collaborated in design of operating model, managed \$50M budget, and defined implementation strategy. Led 5 international teams and 10 consultants in delivering Sales and Distribution module design and development plan.

Director, US Customer Operations (1995-1996)

Managed \$27M budget, 5 business units, and applications portfolio; directed 10 managers and 500 decentralized staff; processed \$3B annual revenues and \$1.5B cash collections.

EDUCATION

- Nonprofit Training Certificate, SOAR 55 (Service Opportunities After Reaching 55).
- Management of Service Support Operations Certificate; Digital Equipment Corporation 5-year, internal MBA program.
- M.Ed., Social and Philosophical Foundations, Rutgers University, New Brunswick, NJ.
- A.B., History, Douglass College, New Brunswick, NJ.

HONORS AND AWARDS

- Honored with Digital Services Headquarters Award, 1991 (one of 10 employees recognized), and Digital Services Challenge of Excellence Award, 1989.
- Selected as 1 of 3 managers profiled in Peter Drucker/American Management Association video, *Innovation: It's Worth the Risk*.



Form Center

By signing in or creating an account, some fields will auto-populate with your information and your submitted forms will be saved and accessible to you.

Volunteer Form

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Name*

John E. Thompson

Email Address*

jet2jem@emsn.com

Address*

410 Washington Street

City*

Wellesley

State*

MA

Zip Code*

02481

Home Phone Number*

781-296-2047

Work Phone Number

781-296-2047

Committees of Interest*

- Advisory Committee
- Audit Committee
- Board of Registrars of Voters
- Cable Access Corporation
- Celebrations Committee
- Community Preservation Committee
- Council on Aging
- Design Review Board
- Fair Housing Committee
- Historic District Commission
- Historical Commission
- Housing Development Corporation
- Human Resources Board
- Permanent Building Committee
- Retirement Board
- Telecommunications Advisory Committee
- Trails Committee
- Wellesley Cultural Council
- Wetlands Protection Committee
- Youth Commission
- Zoning Board of Appeals

Background/Experience

I grew up near San Francisco, California. I ran Truck and Cross Country, and was the Student Body President my senior year in high school. I participated in Scout ~~troop~~ and our church youth group. I went to Colgate University earning my BA and later attended The Anderson School of Business earning my MBA in the Executive Program. Next, I started my career working in a consulting firm dealing with family companies. At Bank of America, I covered our Fortune 500 companies located in the Pacific Northwest and continued at First Chicago - a larger capacity higher charge firms. ~~may~~ we moved to Wellesley when my wife got a job at ~~other~~. And, I began working with not-for-profit organizations.

Please describe any background, education, training, or special interest (work and/or life experience, hobby) that might be useful in matching you with a volunteer opportunity.

Local Government Experience

I was elected to the Wellesley Recreation Commission at a time it was undergoing the greatest change in its history. First, we appointed a new Director replacing the one who was there for many years. Second, I was on the Commission when the Planning of the New Recreation Center began and completed my term just as the ribbon was cut opening it up. It now offers programs to very young children through senior citizens.

Please describe any local government or community experience you have had in Wellesley or elsewhere.

Particular area of interest, if any

Setting up and building on existing programs that expose kids to the outdoors and group and team activities. Also, and most important, I want to make sure many of our programs are accessible to those with disabilities so they are a part of our community and their peers see them as a part too.

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Email address

jet2jen1@msn.com
This field is not part of the form submission.

5. Executive Director's Report

There are no specific action items for the Board this week. Should you have any questions regarding the weekly report Meghan can address those for you.

NO MOTION

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
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FACSIMILE: (781) 239-1043
TELEPHONE: (781) 431-1019 x2201
WWW.WELLESLEYMA.GOV
BLYTHE C. ROBINSON
EXECUTIVE DIRECTOR OF GENERAL GOVERNMENT

MEMORANDUM

DATE: June 8, 2018
TO: Board of Selectmen
FROM: Blythe C. Robinson, Executive Director
SUBJECT: Weekly Report

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

- On Monday Meghan and I had a meeting with Stephen Beach and two members of the Wellesley Community Center Board. They asked for the meeting to give us an update on how they doing since the COA left last year, and possible plans for the future. Evidently the Wellesley Theatre project has been a great tenant taking over a lot of the ground floor space. They are also making the large hall available for events, and continuing their fundraising efforts. We offered to make others aware of the opportunity that the center presents for meetings or rental space, and noted that an arts center was highlighted in the Unified Plan. They may want to consider a change to their parcel in the future, and we suggested that they approach the Planning Board early in that process so we can best advise them how to proceed.
- At the Mass. Municipal Managers meeting last week Geoff Beckwith gave an update on the status of the state budget. In a nutshell it will be a very good year for increases in state aid for two reasons – first being that state revenues are tracking about \$800M above what was expected, and it is an election year. The Senate version of the budget is slightly better for most communities over the house, so that is what MMA is pushing for. He expects they will resolve the budget near the end of June. He also anticipates that the State will take action on the Housing Choice Act which would enable towns to pass

zoning changes that support housing initiatives on a simple majority rather than a 2/3 vote IF towns opt to adopt the law.

- The building department is quite busy at this time of year with construction as you might imagine. You might be interested to know that Wellesley College brought in payment for the \$46M Science center, for which the permit fee was just over \$689,000!
- We had asked DPW to take a look at mowing the yards at 818-822 Worcester Street as the grass is getting long. They got back to us that they will take care of it at least to the extent that it looks presentable when you're speeding past on Route 9. It will be gratis this fiscal year, and then they'll bill us next year so we may need a slight budget adjustment to take care of that.
- Dick Joyce provided me with updated figures regarding our street light budget for FY19 as the MLP did not replace all of the lights as originally planned. As you know, to accommodate the request of the NRC, 261 lights were not changed out. The budget for FY19 is \$145,000 and according to Dick he believes the cost will be about \$138,000. If the remaining lights were changed, we would realize a further savings of \$11,900.
- Ellen, Marjorie and I had a meeting with Matt King & Tom Goemaat from PBC, as well as Joe McDonough and Steve Gagosian on Wednesday morning to discuss the relationship between PBC and FMD. Although the MOU called for quarterly meetings, this is the first one we've been able to schedule this year. The good news is that without reservation the PBC is very happy with the support they are receiving from FMD and are glad that they made this transition. Their meetings are more efficient, the staff provide very thorough project updates and have undertaken a number of initiatives that are improving productivity and outcomes. We spent some time discussing how and when projects are taken on so as to best allocate staff resources and the role of PBC and FMD in that. We also discussed undertaking a study of in what cases it would make sense financially to hire our own OPM's or Clerk of the Works for projects in order to reduce the cost of projects and provide a needed level of service. They agreed this would be worthwhile and so staff will begin that over the summer. We agreed to meet again mid-fall to talk again. Tom Goemaat will become chair of PBC on July 1st.
- We received the letter from MassHousing regarding the filing by Mr. Behrend for a 40B project at 136-140 Worcester Street that requires a Town response by June 28th. Meghan has filed for an extension asking for an additional 45 days for review.
- This report was completed on Thursday, as I am out of the office on vacation, returning on Monday, June 18th. As such, Meghan is in charge in my absence.

6. **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:

- ❖ GFOA Certificate of Achievement letter
- ❖ Thank you note from Chris Cimino
- ❖ Animal Control Monthly Report - April 2018
- ❖ Planning Board Vacancies Notice
- ❖ Correspondence from Dick Carls
- ❖ FY19 Liaison Assignments



Government Finance Officers Association
293 North LaSalle Street, Suite 2700
Chicago, Illinois 60601-1210
312.977.9700 fax: 312.977.4806

May 30, 2018

Blythe C. Robinson
Executive Director of General Government Services
Town of Wellesley
525 Washington Street
Wellesley, MA 02482

Dear Ms. Robinson:

We are pleased to notify you that your 2017 fiscal year end comprehensive annual financial report (CAFR) qualifies for GFOA's Certificate of Achievement for Excellence in Financial Reporting. The Certificate of Achievement is the highest form of recognition in governmental accounting and financial reporting, and its attainment represents a significant accomplishment. Congratulations for having satisfied the high standards of the program. We hope that your example will encourage others in their efforts to achieve and maintain an appropriate standard of excellence in financial reporting.

A "Summary of Grading" form and a confidential list of comments and suggestions for possible improvements are enclosed. We want to strongly encourage the recommended improvements be made in the next report, and that the report be submitted to the program within six months of your next fiscal year end. Certificate of Achievement Program policy requires that written responses to the comments and suggestions for improvement accompany the next fiscal year's submission. The written responses should provide details about how each item is addressed within this report. These responses will be provided to those Special Review Committee members participating in the review. If a comment is unclear or there appears to be a discrepancy, please contact the Technical Services Center at (312) 977-9700 and ask to speak with a Certificate of Achievement Program in-house reviewer.

When a Certificate of Achievement for Excellence in Financial Reporting is awarded to a government, an Award of Financial Reporting Achievement (AFRA) is also presented to the individual(s) or department designated by the government as primarily responsible for its having earned the Certificate. An AFRA is enclosed for the preparer as designated on the application.

Continuing participants will find a brass medallion enclosed with these results. First-time recipients will receive a plaque in about 10 weeks. You may arrange for a formal presentation of the Award. We hope that appropriate publicity will be given to this notable achievement. A sample news release has been enclosed.

A current holder of a Certificate of Achievement may include a reproduction of the Certificate in its immediately subsequent CAFR. A camera-ready copy of your Certificate is enclosed for that purpose. If you reproduce your Certificate in your next report, please refer to the enclosed instructions. A Certificate of Achievement is valid for a period of one year.

A Certificate of Achievement Program application is posted on GFOA's website. This application must be completed and accompany your next submission. See sections III and IV of the application for instructions. **The entity's GFOA membership number appears on the attached comments and must be listed on the application.** Your continued interest in and support of the Certificate of Achievement Program is most appreciated. If we may be of any further assistance, please contact the Technical Services Center at (312) 977-9700.

Sincerely,

A handwritten signature in black ink that reads "Michele Mark Levine". The signature is written in a cursive, flowing style.

Michele Mark Levine
Director, Technical Services Center



GOVERNMENT FINANCE OFFICERS ASSOCIATION
NEWS RELEASE

FOR IMMEDIATE RELEASE

05/30/2018

For more information contact:
Michele Mark Levine, Director/TSC
Phone: (312) 977-9700
Fax: (312) 977-4806
E-mail: mlevine@gfoa.org

(Chicago, Illinois)--The Certificate of Achievement for Excellence in Financial Reporting has been awarded to **Town of Wellesley** by Government Finance Officers Association of the United States and Canada (GFOA) for its comprehensive annual financial report (CAFR). The Certificate of Achievement is the highest form of recognition in the area of governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management.

An Award of Financial Reporting Achievement has been awarded to the individual(s) or department designated by the government as primarily responsible for preparing the award-winning CAFR.

The CAFR has been judged by an impartial panel to meet the high standards of the program, which includes demonstrating a constructive "spirit of full disclosure" to clearly communicate its financial story and motivate potential users and user groups to read the CAFR.

Government Finance Officers Association is a major professional association servicing the needs of nearly 19,000 appointed and elected local, state, and provincial-level government officials and other finance practitioners. It provides top quality publications, training programs, services, and products designed to enhance the skills and performance of those responsible for government finance policy and management. The association is headquartered in Chicago, Illinois, with offices in Washington, D.C.

Dear Board of Selectmen,
Thank you for awarding me with a
\$1,500 scholarship. I am going to Saint
Michaels College this fall and this is going
to help me in many ways to afford my
college education. Most likely I will
be taking out school loans, so this
scholarship is greatly appreciated.

Sincerely,
Chris Cimino

Wellesley Animal Control Monthly Report April. 2018

4/8 & 9 I attended the New England Federation of Humane society training in Nashua, NH. I received a scholarship for one day and the town paid for one day. Attached is a brief description of the classes I attended. These also count toward continuing education for Animal Control under the Mass. Dept. of Agriculture.

4/20 I attended the Animal Control Officer Association meeting in Boylston, MA

One goose killed and nests raided by coyote at town duck pond for first time. There have been coyotes in the area, but this is first time they actually caught a goose and ate the eggs from nests. We didn't need more geese on this small pond so the coyote was helping keep things in balance at the pond.

I found the leg of a Canada goose with the band on. I submitted the information to the U.S. Geologic Survey (see attached). This adds to their studies on species by providing information on movements/migration, ages of animals, disease and causes of death.

After numerous requests I finally was able to get the letter showing I completed the core competencies training back in July 2016 (see attached).

Breakdown of enforcement

- 60 Warnings (34 unvaccinated, 19 unlicensed)
- 296 Citations (2 unvaccinated, 293 unlicensed)
- 4 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.

I make changes to keep the animal control web page monthly to updated residents on current issues with pets and wildlife. Listing found pets on the web site and in local media and newspaper helps get animals reunited with owners quickly. Often times it is a neighbor who recognizes a pet on the web and notifies the owner.

Volunteers continue to help the unclaimed pets photographed and short video's made and help post them to the internet so they get adopted quickly.

On my own time

April 19 I attended a program Living Sustainably in the Suburbs: Backyard Chicken Coop at the Hills Library. I was able to answer question related specifically for Wellesley and as animal inspector such as;

How to apply for a permit,

No roosters permitted,

Free testing by the state before introducing new birds to prevent disease spread,

What is involved with the annual inspections for the state of Mass. Dept. of Agriculture.

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

Month of: April 2018

44 Total incidents investigated

11 Loose/Uncontrolled
1 Bite
1 Bark
24 Wild
6 Cat
2 Other

Off Duty calls
Police Responded 23

12 Loose/Uncontrolled
1 Bite
2 Bark
7 Wild
1 Cat
1 Other

Report filed/Assistance given 9
Gone on arrival/Quiet 14

356 Total actions taken

60 Warning
7 Loose
19 Unlicensed
34 Unvaccinated

1 \$50.00 Loose
293 \$25.00 Unlicensed
2 \$50.00 unvaccinated

24 Total Animals Picked Up

Dog	Cat	Domestic	Wild
_____	_____	_____	_____
_____	<u>1</u>	<u>1 Sugar Glider</u>	<u>2</u>
_____	_____	_____	<u>5</u>
<u>3</u>	_____	_____	_____
_____	_____	_____	<u>12</u>
<u>3</u>	_____	_____	<u>5</u>
_____	_____	_____	_____
_____	<u>1</u>	_____	_____
_____	_____	<u>1</u>	<u>2</u>
_____	_____	_____	<u>12</u>
_____	_____	_____	_____

On Hand Beginning
Hospital
Truck
Station
Dead on arrival

Returned to owner/wildlife released
Adopted
Transferred to humane Shelter
Euthanized
Deceased-unclaimed
On hand end

Wellesley Animal Control Monthly Report

Number of calls received daily: April 2018

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

Average calls per day: 8-9

Total Calls this year: 602

Type of Calls

12 Lost/Found Dogs

13 Lost/Found Cats

11 Cat nuisance

 9 Cat rabies vaccination

 4 Dog rabies vaccination

25 Licensing

23 Wildlife

12 Dead animal

Anonymous 43

 0 Adoptions

32 Other

Violation calls

14 Loose/uncontrolled

 5 Bite

 Bark

 Other

Total Violation calls this year: 141

Sunday April 9, 2018

9:30 - 11:00

The Community Medicine movement in Veterinary Medicine: How innovative models are providing accessible care to underserved communities across the country

This 90 minute work shop will discuss the emerging area of community based veterinary medicine and efforts to provide accessible veterinary services to all pet owners. We will discuss what barriers currently exist towards receiving veterinary care in certain communities and different models for overcoming those barrier will be reviewed. We will focus on caseexamples to illustrate a variety of programs and program models. Discussion and sharing of wise practices will be encouraged. Finally, we will review the role of different community partners such as educational institutions, human service agencies and animal welfare organizations for achieving success with your program.

11:30 - 1:00

Do we really have fewer cats?

Cat transport is now widely practiced in New England, and other northern parts of the country. But do we really have fewer cats in New England than we used to have? How do we know? Are we sure that our programs and policies have achieved the goals we were aiming for? This class will look at new measurement techniques to determine if there are fewer cats on the landscape- and will discuss all the programs and projects that are needed to address cats at the population level.

2:00 - 3:30

Thinking beyond adoptions: Do we really want to put ourselves out of business, and are we ready?

This facilitated discussion style presentation will focus on the topic of what our mission has become in New England animal welfare. Many organizations in New England operate limited admission facilities for local animals and actively import animals from areas with significant overpopulation. A focus on adoption has helped to save many homeless animals entering shelters throughout the US and beyond, but resources for at risk animals in our community are still under represented in New England. The question we will explore is if a focus on adoption as our main mission has unintentionally left local animals at risk.

3:45 - 5:15

Building Relationships of Trust: The Key to Achieving Successful and Long-lasting Collaborations.

Do you want to save more lives? Collaboration and coalition building are proven agents of change in animal welfare. But how does true collaboration begin? At the most basic level, it centers on trust, without which, failure is imminent. How do you build that trust? This interactive workshop, designed for anyone at any level within animal welfare will teach you how to gain and foster trust among your peers, as well as give you some practical tools and tips for building effective relationships to further your and your organization's goals. Come prepared to share, listen and trust!

Monday April 10, 2018

9:30 - 11:00

Showcasing Adoptable Pets Through Photos and Videos: Increasing Visibility, Interest, Traffic and Maybe Adoptions

Too

How do we best showcase the animals in our shelter, to increase their visibility and improve their chances for adoption? We will share with you results from research investigating the effects of photograph and video conditions on viewer interest and perceptions that, combined with practical advice from organizations around the region, form a set of best practice recommendations you can take back to your organization and immediately put to use. Discussion and hands-on work with your phone and/or camera will give you a chance to apply and practice these techniques.

11:30 - 1:00

Working With Homeless Pet Owners

Working with persons in the homeless community who own animals can be challenging, especially when there are issues with mental illness or drug abuse. This workshop will offer insight into positive ways animal care and control officers can work with the homeless to ensure their animals are altered, vaccinated, microchipped and provided with appropriate care. It will offer tips for interacting positively with homeless pet owners to create effective long-term change.

2:00 - 3:30

Thinking Outside the Litterbox: Helping our Community Solve Cat Behavior Problems

There are about 3.2 million cats entering shelters each year, most of which are surrendered due to behavior concerns. House soiling, aggression, and inappropriate play are just some of the common problems owners are faced with. This presentation will explore the ways that the San Diego Humane Society prevents cats from entering the shelter with programs that assist community members with solvable behavior problems, as well as how you can start a similar program at your shelter.

9:30 - 11:00

Showcasing Adoptable Pets Through Photos and Videos: Increasing Visibility, Interest, Traffic and Maybe Adoptions

Too

How do we best showcase the animals in our shelter, to increase their visibility and improve their chances for adoption? We will share with you results from research investigating the effects of photograph and video conditions on viewer interest and perceptions that, combined with practical advice from organizations around the region, form a set of best practice recommendations you can take back to your organization and immediately put to use. Discussion and hands-on work with your phone and/or camera will give you a chance to apply and practice these techniques.


[View as PDF](#)



**CERTIFICATE OF APPRECIATION
AWARDED TO**



SUE WEBB

Banding Data

Band Number 1158-90345 **Banded** 07/01/2014
Species Canada Goose **Sex** FEMALE
Age of Bird HATCHED IN 2013 OR EARLIER
Location NEAR WELLESLEY, NORFOLK COUNTY, MASSACHUSETTS, USA

Bander H W HEUSMANN
MASSACHUSETTS DIV FISH&WILDLIFE
ONE RABBIT HILL ROAD
WESTBOROUGH MA 01581

Encounter Data

Location WELLESLEY, NORFOLK COUNTY,
MASSACHUSETTS, UNITED STATES Desc: 525
WASHINGTON STREET, WELLESLEY MA 02482 **Encountered** 04/12/2018



THE COMMONWEALTH OF MASSACHUSETTS

EXECUTIVE OFFICE OF ENERGY AND ENVIRONMENTAL AFFAIRS



Department of Agricultural Resources

251 Causeway Street, Suite 500, Boston, MA 02114
617-626-1700 fax: 617-626-1850 www.mass.gov/agr



CHARLES D. BAKER
Governor

KARYN E. POLITO
Lt. Governor

MATTHEW A. BEATON
Secretary

JOHN LEBEAUX
Commissioner

March 10, 2018

Dear Officer Webb,

In July, 2016, you completed the Massachusetts Animal Fund Animal Control Officer Core Competencies training in Chelmsford. We would like to share your results with you:

PASS WITH DISTINCTION

Congratulations on passing the Massachusetts Animal Control Officer Core Competencies training. Your results indicate that you have mastery of the core competencies required to perform your duties as an animal control officer and that you scored in the top 5% of this year's course participants.

As you know all animal control officers are eligible for exemption from the remaining fourteen (14) credit hours of continuing education in the first year if they completed a comprehensive course with the Animal Control Officers Association of Massachusetts (ACOAM), the National Animal Care & Control Association (NACA), or the New England Animal Control/Humane Academy (NEACHA). We have on file that you completed a training course with one of the above-mentioned organizations at some point in your career. Your exemption status from the remaining fourteen credit hours in 2016 is:

EXEMPT

At this time, you are considered in compliance with the training requirements outlined in Section 51 of Chapter 193 of the Acts of 2012. We thank you for your dedication to the care and control of animals in your municipality.

Sincerely,

A handwritten signature in black ink that reads "Sheri Gustafson".

Sheri Gustafson
Mass Animal Fund Spay/Neuter Community Liaison

Fw: Talk on chicken

Izzo, Lenny

Fri 4/6/2018 1:15 PM

To: Webb, Sue <swebb@wellesleyma.gov>;

From: Shepard Cohen <shepcohen@aol.com>

Sent: Sunday, April 1, 2018 8:11:59 PM

To: Izzo, Lenny

Subject: Talk on chicken

This was include in a mailing to residents from the library:

Living Sustainably in the Suburbs: Backyard Chicken Coop

Thursday, April 19

6:30 PM, Hills Branch Library, 210 Washington St.

The surging interest in local and organic foods has contributed to the trend of chicken coops in suburban backyards. Hens are mostly friendly and easy to care for, they can be surprisingly beautiful, and what other pet actually produces breakfast? If you're ready to bring some farm yard into your backyard, come hear Kristin Taft share her experience and tips for successfully keeping laying hens.

Sponsored by the Friends of the Wellesley Free Library.

May I suggest that you contact presented to ask her to include in her talk the need to apply for a permit, and you might want Deadra to prepare a one-page summary of the regulations and have copies available for attendees.

Shep

microchip	date	age	breed	sex	color	location picked up	unwanted	dead on arrival	owner claimed	location held
No	3/22/18	1yr	1 Rooster 15 chickens		Red Buff	646 Worcester ST.	3/22/18			Truck
Euth per Owner	Euth per aco	method euth	Name vet euth	clinic name	Owner info	Christine Akbash 646 Werc. ST 02481			transfer to (date)	3/22/18 ARL Boston Pine Ridge Shelter Anna's Place Dedham, MA

microchip	date	age	breed	sex	color	location picked up	unwanted	dead on arrival	owner claimed	location held
No	3/28/18	~5yr	DST	F M	Grey Tiger White	Norwich Rd				Wellesley Animal Hospital Rt 9 Natick 01760
Euth per Owner	Euth per aco	method euth	Name vet euth	clinic name	Owner info				transfer to (date)	4/4/18 SRP Saverbrook Ten Natick 01760

microchip	date	age	breed	sex	color	location picked up	unwanted	dead on arrival	owner claimed	location held
No	3/30/18	8yr	Jack Russell Terrier	F	Brown/White	317 Grove St.			3/30/18	Station
Euth per Owner	Euth per aco	method euth	Name vet euth	clinic name	Owner info	Petro Corbitt 310 Grove St 02482			transfer to (date)	

microchip	date	age	breed	sex	color	location picked up	unwanted	dead on arrival	owner claimed	location held
No	4/5/18	7yr	Shetland Sheepdog	N M	Blue/merle White	High School			4/6/18	Station
Euth per Owner	Euth per aco	method euth	Name vet euth	clinic name	Owner info	Cynthia Salazar 51 Atwood St 02482			transfer to (date)	

microchip	date	age	breed	sex	color	location picked up	unwanted	dead on arrival	owner claimed	location held
4943320701	4/11/18	Adult	Tack Russell Ter	N M	White/Brown	Christy Rudersbach			4/11/18	STATION
Euth per Owner	Euth per aco	method euth	Name vet euth		clinic name	Owner info			transfer to (date)	
microchip	date	age	breed	sex	color	location picked up	unwanted	dead on arrival	owner claimed	location held
851120046	4/26/18	Adult	Am. Oribull	F	White/ Bred/c	Forest/Washington			4/26/18	STATION
70804	4/26/18	Adult	Am. Oribull	F	White/ Bred/c	Forest/Washington			4/26/18	STATION
Euth per Owner	Euth per aco	method euth	Name vet euth		clinic name	Owner info			transfer to (date)	
microchip	date	age	breed	sex	color	location picked up	unwanted	dead on arrival	owner claimed	location held
N/D	4/26/18		Sugar Cider			Stearns Rd				Med. An. Hosp 314 Western Rd 02182
Euth per Owner	Euth per aco	method euth	Name vet euth		clinic name	Owner info			transfer to (date)	
microchip	date	age	breed	sex	color	location picked up	unwanted	dead on arrival	owner claimed	location held
No	4/25/18	2yr	DLH	F	White/ Grey	Great Plains Ave	4/25/18			Cats Hospital.
Euth per Owner	Euth per aco	method euth	Name vet euth		clinic name	Owner info			transfer to (date)	

Seitz, Marylou
90 Great Plains Ave
02182

4/28/18
S.O.I.N.
5 Overbrook Terr
01760

4/24/18 to State Lab
For Testings

Catherine Johnson, Chair
Jim Roberti, Vice Chair
Kathleen Woodward, Secretary



Town Hall, 525 Washington Street
Wellesley, MA 02482
Tel. (781) 431-1019 ext. 2232, 2234, 2238
Fax (781) 237-6495

Michael Zehner, AICP
Planning Director

June 4, 2018

Mrs. Ellen Gibbs, Chair
Board of Selectmen
Town of Wellesley
525 Washington Street
Wellesley, Massachusetts 02482

Re: Notice of Planning Board Vacancy

Dear Mrs. Gibbs,

I am writing on behalf of the Planning Board to notify the Board of Selectmen that Harriet Warshaw has submitted her resignation from the Planning Board, effective May 14, 2018. The Planning Board voted unanimously to issue this notice after receiving Mrs. Warshaw's resignation at their meeting on May 30, 2018.

This vacancy is in addition to the vacancies of a regular member position and associate member position that were relayed to you in a letter dated April 5, 2018. Therefore, the Board currently has a vacant associate member position and two vacant regular member positions. Also discussed in the April 5 letter, the Planning Board published an announcement of the vacancies and asked for submissions of interest from residents; four candidates submitted interest by the suggested May 21 deadline. The Board intends to interview one or more of the candidates at upcoming meetings and ultimately select preferred candidates for recommendation to the Board of Selectmen. Pursuant to M.G.L. Ch. 41, Sections 11 and 81A, the Planning Board and Board of Selectmen would then convene a joint meeting to vote to fill the vacancies.

Your attention to this notice is greatly appreciated. Please do not hesitate to contact me if you have any questions.

Sincerely,

Michael D. Zehner, AICP
Planning Director

cc: File Copy, Planning Board, K.C. Cato (Town Clerk), Blythe Robinson (Executive Director of General Government Services), Meghan Jop (Assistant Director of General Government Services)

May 31, 2018

To my friends and neighbors, staffs, board members and active voters

Re: a continuing care retirement community (CCRC) for Wellesley

In March I wrote you a progress report on a CCRC for Wellesley. I hoped by now to have found an experienced, competent developer/operator to lead us in its development, with specific location, design, projected cost, pricing and completion schedule.

However it hasn't worked that way. I have worked at it, but haven't found this professional. It's a little strange as this is a vibrant industry where lifetime care continues to grow and gain in prominence. So I continue, meeting people both within the industry and out and building a core support group.

During this time two issues have dominated. The first is relatively simple and straight forward, while the second is more complex, but never-the-less susceptible to solution(s).

The first is that there's widespread if not universal agreement that there's major demand for life care for seniors, that the concept of a life care community is widely recognized as valid and that there are a significant number of these facilities in use and working very well. Also there's one other feature operating here quietly. It's that the Federal Government is heavily involved in the whole industry through assorted Medicare and Medicaid programs.

The second issue is more complex. While simple in principal, there is a wide gap between good intentions and implementation, with a large bridge to be filled between the idea and making it a reality.

The Intention part is relatively easy. People age and sooner or later want to slow down and downsize. Mostly they also want to remain in their town and stay close to friends and family. The CCRC concept offers older people opportunity to downsize and stay in one place providing them with a home and lifetime healthcare. About 85% of this industry is not-for-profit as is the project being proposed here.

The CCRC provides a home and in-house health care all under one roof. It helps older people feel less isolated and lonely by providing common spaces for lounging, dining facilities, exercise spaces, meeting rooms and study areas, along with a range of purposeful living programs to be enjoyed.

Complexity happens when the reality of the need for a certain amount of change intervenes. People want to stay put and not move from where they've been living. The hesitancy and resistance to change gets more pronounced when prospective users have to spend money to acquire a new residence, even if the transaction of moving results in more money coming in than going out.

Wellesley has several locations that might work well for the development of a CCRC. One possibility would be a sensitively designed facility on 22 acres in the center of the 47 acre North 40. Another would be on a portion of the Centennial Reservation with a third, the Cheever parcel at the west end of Wellesley College. Complexity comes with each having competing factors to evaluate and then selecting the right one.

Further there's complexity in choosing the right site on the location, particularly when two of the alternatives are town owned. Wellesley's people are divided politically, so there are also going to be differences on who the target users are to be with this debate adding its complexities.

Then lastly money, always important, adds its own complexities. But in this case its use need not get out of hand. For one thing the citizens here are upwardly mobile and used to managing it, notwithstanding Wellesley's already substantial debt load. It's not a matter of just finding it, or spending it, i.e., just throwing money at the problem or issues to be solved. Rather the key is to maintain focus on the values of the project and expenses to be managed. So handled this way money stays an investment and tool for recognizing and getting all the values a purposeful project can bring, to say nothing of helping to attract the investment needed in the first place.

As with any development, the setting up of a CCRC needs to have All aspects successfully addressed and satisfied, so that the end result is truly compelling. It starts with designating the target market correctly, in this case seen as a broader mainstream of the Wellesley population than has so far been possible. This helps better direct product design to meet the demand as well as the town's voting population.. The main ingredients then include the demand, location and product design all tailored to fit with each other. From here, pricing needs to somehow satisfy all involved: from the costs to developer and builder, to government and its officials, paid and unpaid, elected and appointed, to the neighbors and lastly the consuming residents.

So this brings the project back to the reality that with the intentions carefully and purposefully set up, the CCRC proposed here has great potential value and the problem is not whether to pursue it but how to achieve it.

Accordingly next steps include:

- A. Continuation of the effort to round up a person and/or persons qualifying as experienced, competent professional(s) to guide us toward development of a successful project.
- B. Continuation of the effort to build a core support group which will help gather needed town support and from among these people find persons to take on the responsibilities of a board of directors for it.
- C. Focus on exploring the potential contributions of founders of established CCRCs and related institutions, draw out and put to effective use the lessons they've learned in putting their projects together and used in building them into the institutions they are today.
- D. Continue to study and learn from the current industry leaders as well as the residents living there.
- E. In all these efforts, continue working toward refining project design, getting it ready for formal town presentation, approval and implementation, while seeking and welcoming the comments, help and contributions you the reader will offer.

Thank you for reading and considering,



Dick Carls

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June 8, 2018

BOARD OF SELECTMEN ~ FY19 LIAISON ASSIGNMENTS

Board/Committee	FY19 Liaison(s)
Advisory Committee	Jack Morgan/Marjorie Freiman
Board of Assessors/Tax Classification	Beth Sullivan Woods
Board of Health	Beth Sullivan Woods
Board of Public Works	Tom Ulfelder
Business Community Liaison	Beth Sullivan Woods
Celebrations Committee	Beth Sullivan Woods
Community Preservation Committee	Ellen Gibbs
Council on Aging	Beth Sullivan Woods
Fire & Police	Jack Morgan/Marjorie Freiman
Historical Commission	Marjorie Freiman
Housing Development Corporation	Jack Morgan/Marjorie Freiman
Housing Authority	Ellen Gibbs
Human Resources Board	Ellen Gibbs
Library Trustees	Jack Morgan/Marjorie Freiman
MAPC Representative	Ellen Gibbs Meghan Jop (alternate)
MBTA Advisory Board	Ellen Gibbs Meghan Jop (alternate), Michael Zehner (alternate)
MetroWest Regional Collaborative	Ellen Gibbs
Natural Resources Commission	Jack Morgan
Permanent Building Committee	Marjorie Freiman
Planning Board	Jack Morgan/Marjorie Freiman
Recreation & PFTF	Beth Sullivan Woods
Scholarship Foundation	As Needed
School Committee	Jack Morgan/Marjorie Freiman
Sustainable Energy Committee & MLP	Tom Ulfelder
Veterans	Tom Ulfelder
Wellesley Media Corporation	Tom Ulfelder

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World of Wellesley	Beth Sullivan Woods
Youth Commission	Ellen Gibbs