

TOWN OF WELLESLEY



MASSACHUSETTS

BOARD OF SELECTMEN

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

JACK MORGAN, CHAIR
MARJORIE R. FREIMAN, VICE CHAIR
ELLEN F. GIBBS, 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. Tuesday, July 10, 2018

1. 7:00 Citizen Speak
2. 7:05 Meeting Management Style
3. 7:10 Approve Proposed Rents for 978 Worcester Street
4. 7:20 Review & Approve Common Victualler License – Sebastian's Cafe
5. 7:30 Conduct FY18 Annual Performance Evaluations
 - Police Chief Jack Pilecki
 - Fire Chief Rick DeLorie
6. 8:20 Discuss FY19 Board & Committee Appointments
7. 8:35 Discuss Capital Planning Approach and Feedback from Departments
8. 9:00 Executive Director's Report
 - Acceptance of Gifts
 - Approve SPED Stabilization Fund Expenditures
 - Approval of Minutes
9. 9:10 New Business and Correspondence

Next Meeting Dates: Tuesday, July 17, 2018 7:00 pm
Tuesday, July 31, 2018 7:00 pm

7/2/2018

Black regular agenda items

Board of Selectmen Calendar – FY18

<i>Date</i>	<i>Selectmen Meeting Items</i>	<i>Other Meeting Items</i>
7/17 <i>Tuesday</i>	Meeting Review: Executive Director Recommendation for Tailby Interviews from Staff Working Group White’s Bakery CV & traffic waiver request 136-140 Worcester Street 40B PEL Letter(7:15 pm)	
7/24 <i>Tuesday</i>	No Meeting	
7/31 <i>Tuesday</i>	Meeting Execute State Primary Election Warrant TAILBY INTERVIEWS 4-6 pm, 7-9 pm 2 New Police Appointments - patrolmen	
8/7 <i>Tuesday</i>	No Meeting	
8/14 <i>Tuesday</i>	No Meeting	
8/21 <i>Tuesday</i>	Meeting Denton Road/Washington Street - 15 Minute Parking Signs GPA - Design Money request	
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 Joint Meeting with Planning Board	
9/24 <i>Monday</i>	Meeting	
10/1 <i>Monday</i>	No Meeting - Wellesley Club	
10/2 <i>Tuesday</i>	STM	
10/3 <i>Wednesday</i>	STM	
10/8 <i>Monday</i>	TOWN HALL CLOSED (COLUMBUS DAY)	

7/2/2018

Black regular agenda items

Date	Selectmen Meeting Items	Other Meeting Items
<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>	Election Day	
<i>11/12 Monday</i>	TOWN HALL CLOSED – Veterans Day	
<i>11/13 Tuesday</i>	Meeting	
<i>11/19 Monday</i>	Meeting	
<i>11/22 Thursday</i>	TOWN HALL CLOSED - Thanksgiving Day	
<i>11/26 Monday</i>	Meeting	
<i>12/3 Monday</i>	Meeting	
<i>12/10 Monday</i>	Meeting	
<i>12/17 Monday</i>	Meeting	
<i>12/24 Monday</i>	No Meeting	
<i>12/25 Tuesday</i>	TOWN HALL CLOSED – Christmas Day	
<i>12/31 Monday</i>	No Meeting	
<i>1/1 Tuesday</i>	TOWN HALL CLOSED – New Year’s Day	
<i>1/7 Monday</i>	No Meeting – Wellesley Club	
<i>1/8 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

3. **MOVE** to approve the Wellesley Place Affordable Housing Compliance Report as submitted and to set the proposed rental rates for 2018 at:

	<u>2018 Rate</u>
Two bedroom units (5)	\$1,780.00
One bedroom units (4)	\$1,591.00

4. **MOVE** that the Board approve a Common Victualler and License to LPM Holding Company d/b/a Sebastian's Café through December 31, 2018 and to name James Kampper as Manager.
5. **MOVE** that the Board vote to approve the performance evaluation for the Police Chief as proposed by the Chairman, and further to authorize an increase in compensation of _____ for FY19.
5. **MOVE** that the Board vote to approve the performance evaluation for the Fire Chief as proposed by the Chairman, and further to authorize an increase in compensation of _____ for FY19.
6. **MOVE** that the Board appoint Marjorie Freiman to the School Building Committee
8. **MOVE** that the Board accept the following gifts:
- A donation from the Wellesley Garden Study Group of \$875 for the purchase of a teak bench and bronze plaque to be installed at Centennial Park, and
 - A donation from Edge Sports Group of \$1,000 for the summertime concert series.

8. **MOVE** that the Board approve payments from the SPED Stabilization Fund to New England Medical Billing dated June 20, 2018 totaling \$4,852.42.

8. **MOVE** that the Board approve the minutes of the June 4, 5, 11, 18 and 25th, 2018 meetings.

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As we have planned, the meeting is being held on **Tuesday** will begin at 7:00 PM.

1. Citizen Speak

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MEMORANDUM

DATE: July 6, 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.

- Happy New Year!
- Work on the exterior of Town Hall continues, mostly with erection of scaffolding though the removal of mortar has begun. It is a little frustrating to listen to the constant drone of drills and such, but at least it is progress towards a good outcome. Thus far parking is not an issue and should stay that way until the fall.
- There is a possibility I will need to join the meeting a little late on Tuesday evening so I can attend the HR Board meeting at 7 PM. HR intends to make an offer to our Project & Communications Manager candidate on Friday, and we may need approval from the Board to hire over the middle of the range. They have put me on the agenda first so that we can take care of that and I can return to our meeting as soon as possible.
- We received a heads up from the NRC that they had to take action against a homeowner at 44 Valley Road for illegally taking down a public shade tree. The total of the fine plus the cost of a substantial replacement tree is \$9,700. The NRC does not anticipate a problem collecting these funds, and they have agreed to reimburse the owner \$3,700 if an appropriate replacement is planted within one year.
- For your information I've included a final tally of town counsel expenses in your correspondence. Overall expenses were down just under \$40,000 from FY17. After

general costs, the significant cost centers were public records requests (though down \$6,000 from last year), and 40B projects.

- A copy of the work plan for the year has also been included. It depicts decisions made at the last retreat with some further edits from Jack.
- I did a walkthrough of 826 Worcester Street this week. I was a little disappointed to find that in my view the owners went a bit further in removing items from the house than we had anticipated. Although the language said this was acceptable, the kitchen and bathroom fixtures, cabinets, etc. have all been removed. There are missing light fixtures in some of the rooms as well.
- The Building Department continues to monitor the situation at 16 Mountview. This week Mike Grant informed the engineer on the project that the slope is still too steep in some areas and must be remedied. He also has observed a washout in one area and runoff onto the abutters property down below. This too needs to be addressed so as to avoid another situation similar to the original event. We've asked the engineer to submit a plan of how all of these items will be fixed.
- FMD continues to work on the punch list of items for the Tolles Parson Center. In the works to be completed are the kitchen doors, the installation of ADA-appropriate water hydration systems, and a drain company putting a camera in the sewer line to see what that looks like and whether we'll need it replaced or not before the warranty period is up. The HVAC solution remains unclear, though they continue to work on a solution.
- FMD is also off and running with the firm hired to do the Middle School "bundle" study (HVAC, classroom cabinetry & doors, exterior masonry and kitchen equipment). The chosen firm is Harriman who primarily does school work in Maine and New Hampshire.
- On Thursday I had a meeting with Ellen Korpi and Marybeth Martello to talk about net zero buildings as well as several other topics on their radar screen. We discussed their approach to the Hunnewell school project, solar at 900 Worcester, a future sustainable building guideline and others. In other news their new administrative assistant (Janet) is hopefully going to start the week of July 16th.
- Just a reminder that today is the first Friday of our summer schedule. Town Hall closes at noon, and will do so through Labor Day weekend. Beginning Tuesday, the 10th we'll be open until 6 PM.

2. Meeting Management Style

Chairman Morgan has included this item on the agenda for the purpose of providing the Board with his plans for running the meetings over the next year.

NO MOTION

3. Approve Proposed Rents for 978 Worcester Street

Included in your packet is a memo from Meghan Jop and supporting materials for the Board to consider regarding the 2018/19 rents for the affordable housing units at 978 Worcester Street. Similar to the process of Waterstone at Wellesley, the Town must approve the proposed maximum monthly rents and for this project this is the first time they are doing so since the building went on line last year. In this case, rents cannot exceed 80% of the median income for the area as provided by HUD. In this case, depending on the size of the units the increases range from 6.75 – 7.42%. As you may recall from the Waterstone discussion, the Boston area median income has been rising at about this level. As we did with Waterstone, the affected tenants have been made aware that this is an agenda item for this meeting in case they would like to submit comments or attend the meeting.

MOVE to approve the Wellesley Place Affordable Housing Compliance Report as submitted and to set the proposed rental rates for 2018 at:

	<u>2018 Rate</u>
Two bedroom units (5)	\$1,780.00
One bedroom units (4)	\$1,591.00



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Date: June 28, 2018
 To: Board of Selectmen
 From: Meghan Jop
 RE: **978 Worcester "Wellesley Place" Rent Increase**

The Wellesley Place Regulatory Agreements with the Department of Housing and Community Development (DHCD) and the Town (attachments) require the project sponsor (Wellesley Place) to submit to the Town for approval a proposed schedule of maximum monthly rents on an annual basis for the affordable housing units. Attached herein are the proposed rents for 2018-2019 based on the HUD Adjusted Median Income (AMI). The project has been online for a year, and this is the first rent increase proposed.

The rents are generated by the Department of Housing and Urban Development (HUD) income limits. HUD adjusts the income on an annual basis. In March, HUD published their new incomes for the Boston-Cambridge-Quincy, MA-NH MSA. The rents below have been calculated and verified from DHCD from the income lines based on the requirements in the regulatory agreement:

"Monthly rents charged to tenants of the Low and Moderate Income Units shall not exceed an amount equal to thirty percent (30%) of the monthly adjusted income of a Family who gross income equals eighty percent (80%) of the median income for the Area as provided by HUD, adjusted for household size...."

The AMI for 2018 is highlighted in orange.

FAMILY SIZE								
Year	1 person	2 people	3 people	4 people	5 people	6 people	7 people	8 people
2017	54,750	62,550	70,350	78,150	84,450	90,700	96,950	103,200
2018	\$56,800	\$64,900	\$73,000	\$81,100	\$87,600	\$94,100	\$100,600	\$107,100

<u>Proposed Rents With Utilities</u>	<u>2017-2018</u>	<u>2018-2019*</u>	<u>Increase</u>
5, 2-bedroom Units	\$1657.00	\$1780.00	7.42% (\$123)
4, 1-bedroom Units	\$1481.00	\$1591.0	6.75% (\$100)

Wellesley Place, Wellesley MA
2018 Rents
2018 Wellesley Housing Authority Utility Allowance Schedule
2018 Income Limits

Boston-Cambridge-Quincy, MA-NH HUD Metro FMR	Household Size	80% of Adjusted Median Family Income	Monthly Income	Max Rent (30% of monthly income)	Utility Allowance	Final Rent	Owner Final Rent
1 Bedroom	2	\$64,900	\$5,408	\$1,622	\$31	\$1,591	
2 Bedroom	3	\$73,000	\$6,083	\$1,824	\$44	\$1,780	

Tenant Pays Utility Deductions:

	One	Two
Cooking Electric	5	7
Electric	26	37
Total	\$31	\$44



FY 2018 INCOME LIMITS DOCUMENTATION SYSTEM

HUD.gov [HUD User Home](#) [Data Sets](#) [Fair Market Rents](#) [Section 8 Income Limits](#) [MTSP Income Limits](#) [HUD LIHTC Database](#)

FY 2018 Income Limits Summary

Selecting any of the buttons labeled "Explanation" will display detailed calculation steps for each of the various parameters.

FY 2018 Income Limit Area	Median Family Income Explanation	FY 2018 Income Limit Category	Persons in Family							
			1	2	3	4	5	6	7	8
Boston-Cambridge-Quincy, MA-NH HUD Metro FMR Area	\$107,800	Very Low (50%) Income Limits (\$) Explanation	37,750	43,150	48,550	53,900	58,250	62,550	66,850	71,150
		Extremely Low Income Limits (\$)* Explanation	22,650	25,900	29,150	32,350	34,950	37,550	40,150	42,750
		Low (80%) Income Limits (\$) Explanation	56,800	64,900	73,000	81,100	87,600	94,100	100,600	107,100

NOTE: Wellesley town is part of the **Boston-Cambridge-Quincy, MA-NH HUD Metro FMR Area**, so all information presented here applies to all of the **Boston-Cambridge-Quincy, MA-NH HUD Metro FMR Area**. HUD generally uses the Office of Management and Budget (OMB) area definitions in the calculation of income limit program parameters. However, to ensure that program parameters do not vary significantly due to area definition changes, HUD has used custom geographic definitions for the **Boston-Cambridge-Quincy, MA-NH HUD Metro FMR Area**.

The **Boston-Cambridge-Quincy, MA-NH HUD Metro FMR Area** contains the following areas:
ESSEX COUNTY, MA TOWNS OF Amesbury Town city, MA; Beverly city, MA; Danvers town, MA; Essex town, MA; Gloucester city, MA; Hamilton town, MA; Ipswich town, MA; Lynn city, MA; Lynnfield town, MA; Manchester-by-the-Sea town, MA; Marblehead town, MA; Middleton town, MA; Nahant town, MA; Newbury town, MA; Newburyport city, MA; Peabody city, MA; Rockport town, MA; Rowley town, MA; Salem city, MA; Salisbury town, MA; Saugus town, MA; Swampscott town, MA; Topsfield town, MA; Wenham town, MA;
MIDDLESEX COUNTY, MA TOWNS OF Acton town, MA; Arlington town, MA; Ashby town, MA; Ashland town, MA; Ayer town, MA; Bedford town, MA; Belmont town, MA; Boxborough town, MA; Burlington town, MA; Cambridge city, MA; Carlisle town, MA; Concord town, MA; Everett city, MA; Framingham town, MA; Holliston town, MA; Hopkinton town, MA; Hudson town, MA; Lexington town, MA; Lincoln town, MA;

WELLESLEY HOUSING AUTHORITY

Effective January 1, 2018

HEATING	0 BR	1BR	2BR	3BR	4BR
SINGLE FAMILY/DETACHED					
Gas	35	47	64	79	97
Oil	83	11	152	187	228
Electric	50	66	92	113	138
2/3 FAMILY/DUPLEX					
Gas	30	40	55	67	82
Oil	70	94	129	159	194
Electric	42	56	77	95	116
ROW/TOWNHOUSE					
Gas	25	34	46	57	70
Oil	60	80	110	135	165
Electric	35	47	65	80	98
HIGH RISE					
Gas	23	31	43	52	64
Oil	53	72	98	120	146
Electric	31	42	58	71	86
COOKING					
Gas	5	6	8	9	12
Electric	4	5	7	8	12
OTHER ELECTRIC					
	22	26	37	42	49
WATER HEATING					
Gas	12	16	19	23	26
Oil	22	31	39	48	61
Electric	19	27	31	38	42
WATER *					
	11	16	25	35	44
SEWER *					
	13	24	47	69	92
* Water and Sewer for separately metered units only					
ALL NAT. GAS ALLOW.					
	9	9	9	9	9
REFRIGERATOR					
	4	4	4	4	4
PAYMENT STANDARDS					
	0 BR	1BR	2BR	3BR	4BR
% of FMR	1253	1421	1740	2182	2370
	100%	100%	100%	100%	100%

Utility Allowances

Wellesley Place
978-980 Worcester St.
Wellesley, MA
Affordable Units
May 11, 2016

Unit	Bedroom	Baths	Sq.Ft.	Fireplace	Corner	Affordable
201	1	1	760	no		yes
204	2	2	1,260	yes	yes	yes
301	1	1	760	no		yes
303	2	2	1,260	yes	yes	yes
305	1	1	985	no		yes
401	1	1	760	no		yes
404	2	2	1,260	yes	yes	yes

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OTHER ELECTRIC					
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Electric	19	27	31	38	42
WATER *					
	11	16	25	35	44
SEWER *					
	13	24	47	69	92
* Water and Sewer for separately metered units only					
ALL NAT. GAS ALLOW.	9	9	9	9	9
REFRIGERATOR	4	4	4	4	4
PAYMENT STANDARDS					
	0 BR	1BR	2BR	3BR	4BR
% of FMR	1253	1421	1740	2182	2370
	100%	100%	100%	100%	100%

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301	1	1	760	no		yes
303	2	2	1,260	yes	yes	yes
305	1	1	985	no		yes
401	1	1	760	no		yes
404	2	2	1,260	yes	yes	yes

4. **Review & Approve Common Victualler License – Sebastian’s Café**

Included in your packet is a CV application for Sebastian’s Café which is planning to open in the Harvard Pilgrim Complex at Wellesley Gateway. They are replacing the previous restaurant named Flick International. There are no changes to the floor plan, seating or other aspects of the restaurant. All of their paperwork is in process and we see no issues with obtaining approvals from the other departments so we recommend that their application be approved.

MOVE that the Board approve a Common Victualler and License to LPM Holding Company d/b/a Sebastian’s Café through December 31, 2018 and to name James Kampper as Manager.

TOWN OF WELLESLEY



MASSACHUSETTS

COMMON VICTUALLER LICENSE APPLICATION

Date Applied:	Date Approved:	Date Issued:
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Office Use Only	Fees Paid:	Tax Cert:	Resumes:	T&P Info:	Plan:	Interview:
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The undersigned hereby applies for a Common Victualler License in accordance with the provisions of Massachusetts General Law 140, Section 2.

(PLEASE TYPE OR PRINT CLEARLY)

Name of Applicant: LPM Holding Company 161a Sebastian's Cafe Date: 6/20/18

D.O.B: _____ S.S.N: _____ Dr. Lic #: _____ Fed. ID #: _____

Business Address: 93 Worcester St, Wellesley, MA, 02481

Home Address: 24 Main St, Maynard, MA, 01254

Business Telephone: 781-705-7225 Home Telephone: _____

Name & Location of Establishment: Wellesley Gateway

Applying for: Common Victualler License only Common Victualler & Liquor License _____

Common Victualler & Wine & Malt _____

Enclose Copy of Floor Plan
Size of Floor Space (square feet.): _____ Number of Seats: 164 Number of Employees: 6

CHECK ONE (If you are unsure ask the Building Department)
No Change of Use: Partial Change of Use: _____ Full Change of Use: _____ New Use: _____

(See attached details regarding Required Traffic & Parking Information.)

PLAN REVIEW AND/OR PRELIMINARY APPROVAL (Required Before Common Victualler License will be Approved)

Reviewing Department	Signature of Approving Authority	Date of Plan Review/Approval
Building Department:	<i>[Signature]</i>	<u>6/20/18</u>
Health Department:		
Fire Department:		
Design Review:		

COMMON VICTUALLER LICENSE APPLICATION (continued)

What will be the hours of operation? 7 AM - 2:30 PM

Time(s) of Peak Customer Activity 11:30 - 12:45 PM

Est. Number of Customers at Peak Time(s): 60 Est. Number of Employees at Peak Time(s): _____

What provisions have been made for trash removal? EL Harvey, Dumpster + Composting

How much parking is needed? 200

How will parking be provided? Around the property is parking spots

What are delivery times? 6 AM - 11 AM

I the undersigned state that the information provided in this application, and associated attachments, is true and accurate to the best of my knowledge:

Signature: [Signature] Printed Name: James Linnon Date: 2/2/18

Note: No Common Victualler License will be approved until the applicant addresses all issues and/or concerns to the satisfaction of the Board of Selectmen; and no CVL will be issued until all required inspections have been conducted, permits granted, and final approvals given.

FOR OFFICE USE ONLY

FINAL PERMITS/APPROVALS GRANTED (Required Before CVL will be Issued)

Approving Department	Yes	No	If "No," Reason Why	Date of Final Approval
Building Department:				
Health Department:				
Fire Department:				
Design Review:				



Commonwealth of Massachusetts

James Fannon

COPIE REQUEST FORM

VEHICLE MAKE:	CITY/TOWN:
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APPLICANT INFORMATION

LAST NAME: KAMPER	FIRST NAME: JAMES	MIDDLE NAME: WALTER
VEHICLE MAKE OR MAKE OF APPLICANT:		PLATE OR STATE: Florida RE
DATE OF BIRTH: 02/18/1961	SEX: [REDACTED]	HEIGHT (FEET) (IF APPLICABLE):
MOBILE/CELLPHONE NO.:	DRIVER'S LICENSE:	VEHICLE MAKE:
SEX: M	HAIR: G	EYES: B
WEIGHT: 207	SKIN COLOR: FAIR	
CAREER ADDRESS: 91 Construction Road		
CITY/TOWN: MASSBOLD	STATE: MA	ZIP: 02050
PERSON ADDRESS: 50 WAPPING Road		
CITY/TOWN: KINGSTON	STATE: MA	ZIP: 02364

PRINT NAME

PRINTED NAME: JAMES KAMPER	APPLICANT SIGNATURE FOR BIRTH:
-----------------------------------	--------------------------------

NOTARY INFORMATION

I, the undersigned, do hereby certify that the above information is true and correct to the best of my knowledge and belief, and I am a duly qualified and licensed Notary Public in and for the State of Massachusetts.

My commission expires on the _____ day of _____, 20__.

Signature: _____

DISCLAIMER

This document is provided for informational purposes only. It is not intended to constitute an offer of insurance or any other financial product. Please consult your agent for more information.

5. Conduct FY18 Annual Performance Evaluations

Annually at this time of year, the Town conducts its performance evaluations on all employees in the 50 & 60 series of the compensation plan. As the Board of Selectmen is the supervisor of the Police and Fire Chiefs, these performance evaluations must be conducted in a public meeting and the Chief's will be present for this. The public evaluation document and the narrative prepared by the Chairman will be handed out at the meeting. After the outcome of the Wayland case regarding performance evaluations it is the advice of counsel that if the documents are not able to be made publicly available ahead of the meeting, that no one receive them until the meeting. What is included in your packet are the Chief's own self-evaluation and goals for FY19.

The Police Chief's base compensation that was set by the Board in FY18 was \$173,400. The Board may provide the Chief with a salary increase that they believe is warranted as a result of the performance evaluation. In speaking with the Chief, the police budget does include some latitude for a salary increase should the board decide to grant that.

2.0% =	\$3,468.00
2.25%	\$3,901.50
2.5%	\$4,335.00
2.75%	\$4,768.50

MOVE that the Board vote to approve the performance evaluation for the Police Chief as proposed by the Chairman, and further to authorize an increase in compensation of _____ for FY19.

For Chief DeLorie, his FY18 salary voted by the Board was \$165,000. A list of possible salary increases is also listed below for the Board's consideration.

2.0% =	\$3,300.00
2.25%	\$3,712.50
2.5%	\$4,125.00
2.75%	\$4,537.50

MOVE that the Board vote to approve the performance evaluation for the Fire Chief as proposed by the Chairman, and further to authorize an increase in compensation of _____ for FY19.



TOWN OF WELLESLEY POLICE DEPARTMENT

WELLESLEY, MA 02482
Telephone 781-235-1212

JACK PILECKI
Chief of Police

MEMORANDUM

To: ELLEN GIBBS, CHAIRMAN OF THE BOARD OF SELECTMEN
FROM: JACK PILECKI
CHIEF OF POLICE
SUBJECT: FY 19 GOALS
DATE: JUNE 20, 2018

Thank you for the opportunity to submit to you my Fiscal Year 2019 Goals, along with my assessment of last year's goals. I was appointed Chief of Police almost a year and a half ago and I have enjoyed every minute in my new position. Thank you again for the opportunity to lead this wonderful department.

FY18 GOALS:

- 1) *Promote a new Deputy Chief;* On December 4, 2017, Lieutenant Scott Whittemore was promoted by the Board of Selectmen to the position of Deputy Chief of Police. This goal was achieved after a lengthy process where I completed a salary survey and a contract was agreed upon. Deputy Chief Whittemore was interviewed individually by each member of the Board of Selectmen and then again at a Selectmen's meeting. Since his promotion, Deputy Chief Whittemore has performed in an outstanding manner and continues to learn all the nuances of the position.
- 2) *Assimilate Traffic and Parking Division into the Police Department;* While technically we will not take over the Traffic and Parking Division until July 1, the process began in the fall of 2017. I successfully negotiated for a new Lieutenant's position to be created and put in charge of this division. Sergeant Scott Showstead was promoted to Lieutenant on February 26, 2018 and quickly began a complete analysis of the parking budget and operation. Lieutenant Showstead and I continue to become acquainted with all the different aspects of this division.
- 3) *Continue to learn all aspects of the Chief of Police position and develop into the best possible Chief I can be;* I was promoted to Chief of Police on February 6, 2017 and assumed command of the department. Since then, I have immersed myself into learning all the fundamentals of the position along with attending various management training seminars. Overall, I feel my

confidence has increased as I feel more comfortable in the position. At first, I felt a little overwhelmed because I would over-think each decision I made. While I know each decision I make is important, I am much more confident making these decisions knowing that I have thought through all possible outcomes and consequences. I actively solicit the input of my staff where possible, so I can accurately view how a decision will impact the operation of the department. The department and the town are very fortunate to have bright, intelligent people working here and it is critical for me to include them in primarily for their expertise, but also to achieve buy in from the staff as a whole. I have received incredible support from many citizens, town employees and especially the Board of Selectmen. For this I am extremely grateful.

FY 19 GOALS:

- 1) *Update Department Rules and Regulations;* When the department went through the accreditation process, we updated and re-wrote most of our policies and procedures. The rules and regulations however, have not been updated for over 25 years. It is time to review and update the departments rules and regulations to reflect today's standards in policing. Each rule and regulation will need to be reviewed and re-written if needed. Additionally, outdated rules will be discarded and new rules, where appropriate will be added. It will obviously be critical to get "buy-in" from the entire staff to negate any potential union issues. This will be done by including representatives from the three collective bargaining associations that represent the dispatch staff, the patrolmen, and the superior officers in the entire process.
- 2) *Hire, train, and assimilate at least 3 new officers into the Wellesley Police Department.;* Due to of the expected retirement of Officer Jim Amalfi in December and the unexpected transfer of Officer Kevin Joseph in July, along with a current vacancy, we need to hire new officers. On June 23rd we will hold our police entrance exam. With over 100 applicants, we will narrow down the field to approximately 12. At this point we bring in these applicants, conduct an informal interview to get a sense of who they are, and from there we narrow them down to approximately 5. An extensive background check is then conducted on each applicant. We then conduct a formal interview and will select 2 candidates. These candidates will be brought forward to the Honorable Board of Selectmen for consideration. If appointed by the Board of Selectmen, the candidates will receive conditional offers of employment, and be required to pass a physical aptitude test along with a psychological test. The candidates will then attend the police academy in September of 2018 and is six months in duration. Following graduation from the police academy the officers will begin a three-month field training process with our department, in which they are evaluated daily by senior training officers and the command staff. If they pass this phase, they will become regular police officers.

Additionally, my goal is to hire an officer who is already academy trained and certified. I will only do this if I find an officer who I feel would be a good fit for our department and represents the core values that we want Wellesley Police Officers to have. We will select eligible candidates and conduct a background check on each one. Following this, a formal interview will be held, and the candidate will be brought forth to the Board of Selectmen for formal

consideration and appointment to the department. The selected officer will then begin field training for us and if he/she passes this phase, this officer will become a regular Wellesley Police officer.

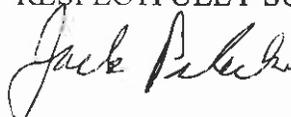
I cannot stress enough how important it is to hire well qualified, intelligent officers who internalize our policing philosophy. Each officer hired is a huge investment for the Town and is a reflection of our department.

- 3) *Prepare the Wellesley Police Department's FY 2020 budget;* I am still learning the various nuances of the police department budget. Unfortunately, this was not something I was involved with during my tenure as Deputy Chief. However, with the assistance of Lieutenant Cleary and Ginger Evans, I have made excellent progress in understanding all aspects of putting the budget together. I plan on continuing to work with Lt. Cleary and Ginger and meet with them on a regular basis to increase my knowledge of the budget process.

Again, I wish to thank you and every member of the Board of Selectmen for their support over the past year. Your support and confidence in me has given me assurance to grow as a leader and representative of this incredible department. Furthermore, I would like to acknowledge the fantastic staff and employees of the department. It is because of their hard work and dedication that this department is as great as it is.

As always, I remain available to discuss this and any other issue you may have.

RESPECTFULLY SUBMITTED,



JACK PILECKI
CHIEF OF POLICE



This form should be used for all 50/60 series employees for their annual performance evaluation. Please fully complete the form and answer all questions. Please use additional pages if there is not enough space and attach them to this form. For a 6 month review, please disregard Part II, the goal evaluation section.

Employee to be reviewed _____ Title _____ Department _____

Reviewer _____ Title _____ Department/Board/Commission _____

Reviewer's Primary Phone Number _____ E-mail Address _____

Review Period (Fiscal Year or 6 month review) _____

Evaluation Results

Part I: This portion is used to evaluate the standardized performance dimensions for a 50/60 series employee. **Not all dimensions will apply to all employees.** Please use your best judgment and only use the dimensions that you feel apply to the employee and the position. **You are encouraged to use your own dimensions for #6 through #8.**

	Number of Completed Questions	Score
Job Knowledge / Core Competencies	_____	_____
Administrative Abilities	_____	_____
Communication	_____	_____
Quality of Work	_____	_____
Planning / Initiative	_____	_____
Leadership	_____	_____

Part II: Goal setting is an important part of the performance evaluation process. Please take the time to fully complete each Goal Assessment Form using the S.M.A.R.T system and G.R.O.W method. It is vital to the process that the reviewer and employee set specific follow-up dates and benchmarks to measure each goal. Please retain a copy of the Goal Assessment Form for you to review throughout the year and to use in progress meetings with the employee.

	Number of Completed Questions	Score
Goal Assessment #1	_____	_____
Goal Assessment #2	_____	_____
Goal Assessment #3	_____	_____
TOTAL (add Part I and Part II):	_____	_____

Please divide the **Score** total by the total **Number of Completed Questions:** _____

1.00 – 1.49	1.5 – 2.49	2.50 – 3.00
Unsatisfactory (improvement plan required) – Fails to meet the minimum performance or expectations for the role in general	Successful – Employee is an excellent performer and demonstrates a high standard for the quality of work and leadership	Exemplary – Performance exceeds expectations and is beyond the usual quality of work

Additional Comments

Acknowledgements

I have reviewed the above performance evaluation and discussed it with my manager/supervisor and have received a copy of it. My signature shall not be construed to mean either agreement or disagreement with the evaluation but, rather, acknowledgment that I have seen the evaluation and discussed it with my manager/supervisor. I also understand that I have the right to submit my own statement regarding the results of the evaluation.

Employee Name

Employee Signature

Date

I have completed and discussed this performance evaluation with the employee and provided them with a copy of it.

Reviewer Name

Reviewer Signature

Date

Core Competencies / Job Knowledge

1 = Unsatisfactory

2 = Successful

3 = Exemplary

1. Possesses appropriate expertise to perform the job at a professional level	①	②	③	N/A
2. Participates in professional development programs, continuing education opportunities and expands on his/her knowledge of the position	①	②	③	N/A
3. Remains current and knowledgeable on all new professional/technical skills and training associated with the job	①	②	③	N/A
4. Follows fiscal guidelines, regulations, principles, and standards when committing fiscal or departmental resources	①	②	③	N/A
5. Applies laws, rules and regulations in a way that the public and employees perceive as fair, objective, uniform and reasonable	①	②	③	N/A
6.	①	②	③	N/A
7.	①	②	③	N/A
8.	①	②	③	N/A

Please provide specific examples and additional information for any metric receiving a 3:

Number of Questions Completed: _____

Score: _____

Administrative Abilities

1 = Unsatisfactory	2 = Successful	3 = Exemplary	
1. Manages the department's budget, funds, contracts, compensation changes and purchase orders		① ② ③	N/A
2. Complies with all by-laws, collective bargaining agreements and state and federal employment laws		① ② ③	N/A
3. Effectively manages department's vacation and sick leave		① ② ③	N/A
4. Maintains all records in accordance with state and federal regulations and laws		① ② ③	N/A
5. Provides board members or commissioners agenda items and necessary information in a timely manner		① ② ③	N/A
6.		① ② ③	N/A
7.		① ② ③	N/A
8.		① ② ③	N/A

Please provide specific examples and additional information for any metric receiving a 3:

Number of Questions Completed: _____

Score: _____

Communication

1 = Unsatisfactory

2 = Successful

3 = Exemplary

1. Communicates effectively in all forms and methods	①	②	③	N/A
2. Conveys messages using appropriate method of communication (email, phone, in person)	①	②	③	N/A
3. Keeps all departments informed of major developments and provides the necessary information	①	②	③	N/A
4. Effectively uses email and electronic communications, such as text messages, website postings, shared network folders, MUNIS, etc.	①	②	③	N/A
5. Willingly accepts and gives feedback, opinions, criticism, new ideas and comments	①	②	③	N/A
6.	①	②	③	N/A
7.	①	②	③	N/A
8.	①	②	③	N/A

Please provide specific examples and additional information for any metric receiving a 3:

Number of Questions Completed: _____

Score: _____

Quality of Work

1 = Unsatisfactory

2 = Successful

3 = Exemplary

1. Work product, tasks and responsibilities are completed in a timely, efficient manner meeting the expected standards of the position

① ② ③ N/A

2. Functions within the Town in a professional manner and is prepared and punctual for all required meetings

① ② ③ N/A

3. Offers creative solutions, new ideas and explores alternative methods to accomplish department tasks

① ② ③ N/A

4. Provides regular status updates for major projects and initiatives

① ② ③ N/A

5. Employee's overall work product meets the standard for the position

① ② ③ N/A

6.

① ② ③ N/A

7.

① ② ③ N/A

8.

① ② ③ N/A

Please provide specific examples and additional information for any metric receiving a 3:

Number of Questions Completed:

Score:

Planning / Initiative

1 = Unsatisfactory

2 = Successful

3 = Exemplary

1. Recognizes and participates in Town-wide objectives, projects and goals	①	②	③	N/A
2. Adopts new methods or best practices within the department	①	②	③	N/A
3. Shares responsibility for multi-departmental tasks, responsibilities, projects and goals and participates in strategic plans	①	②	③	N/A
4. Provides employees within his or her department with the necessary tools, resources and professional development to succeed	①	②	③	N/A
5. Has a defined vision for the future of the department, identifies future problems and recommends solutions	①	②	③	N/A
6.	①	②	③	N/A
7.	①	②	③	N/A
8.	①	②	③	N/A

Please provide specific examples and additional information for any metric receiving a 3:

Number of Questions Completed: _____

Score: _____

Leadership

1 = Unsatisfactory

2 = Successful

3 = Exemplary

1. Fosters a work environment that builds trust and mutual respect	①	②	③	N/A
2. Advocates for programs, policies and procedures for the employee's department	①	②	③	N/A
3. Presents a positive image to Town residents, employees, volunteers and visitors	①	②	③	N/A
4. Supports team work and building relationships to achieve goals/projects/objectives that involve multiple departments	①	②	③	N/A
5. Makes decisions in a timely manner that are clear, consistent and transparent	①	②	③	N/A
6.	①	②	③	N/A
7.	①	②	③	N/A
8.	①	②	③	N/A

Please provide specific examples and additional information for any metric receiving a 3:

Number of Questions Completed: _____

Score: _____

Writing SMART Goals

One of the most commonly used and accepted methods of goal setting is the SMART method. The purpose of SMART goal setting is to help employees and supervisors develop goals that are specific, achievable and have a positive outcome. By using the SMART method, your goals will be easier to achieve and give you the ability to demonstrate your success throughout the process.

Sample Goal *By December 1st, I want to get healthier by losing 25 pounds and reducing my cholesterol level to under 190. I will do this by eating vegetables at every meal and spending 2 hours at my health club at least 3 times per week.*

Specific Goals should be simplistically written and clearly define what the employee is going to do. “Specific” is the What, Why and How of the SMART model. Identify a location. Establish a time frame. Identify requirements and constraints. Identify specific reasons or the benefits of accomplishing the goal.

What: “losing 25 pounds and reducing my cholesterol level to under 190”

How: “eating vegetables at every meal and spending 2 hours at my health club”

Why: “I want to get healthier”

Measurable Establish concrete standards, dates and benchmarks for measuring progress toward the attainment of each goal. To determine if your goal is measurable, ask questions such as: How much? How many? How will I know when it is accomplished?

The **Sample Goal** clearly gives specific metrics that will objectively tell if that goal has been met; losing 25 pounds, reduce cholesterol to under 190, visit health club 3 times per week.

Achievable Goals should be achievable by the next performance review. The goals should be able to push the employee enough so they feel challenged, but defined well enough so that the goals can be achieved. The achievement of the goal should utilize their current knowledge, skills and abilities, or make acquiring the necessary knowledge, skills or abilities part of the goal setting process.

Relevant The goal needs to tie into the employee’s key responsibilities and be important to the mission of the department.

The **Sample Goal** uses health as a motivating factor, and would be relevant to any person’s lifestyle. Likewise, the goal should be focused on bettering the employee and the department.

Timely Goals should be linked to a timeframe that creates a practical sense of urgency, or results in tension between the current reality and the vision of the goal. Without such tension, the goal is unlikely to produce a relevant outcome.

The **Sample Goal** gives the specific deadline of December 1st for accomplishing the goal.

John Whitmore, Coaching for Performance: GROWing Human Potential and Purpose—The Principles and Practice of Coaching and Leadership (fourth edition), October 10, 2009.

<http://www.oracle.com/us/media1/goal-setting-fresh-perspective-ee-1679275.pdf>

http://www.hr.virginia.edu/uploads/documents/media/Writing_SMART_Goals.pdf

Goal Assessment Form

Type of goal: Personal Growth/Improvement Job Function/Responsibility Special Project

Goal:

Describe the expected impact on the employee's performance and/or departmental function:

Explain how this goal will be considered achieved:

Expected achievement date:

Steps to achieve goal

List detailed steps, dates and/or benchmarks required to accomplish the stated goal. Use additional pages if needed.

- 1.
- 2.
- 3.
- 4.
- 5.

Progress Update

Set a date to review the progress of the goal

Progress review date:

Progress report:

- No progress** – There has been little to no evidence of progress towards the goal. **Some progress** – The employee is on track to achieve the goal. **Near completion** – The employee is near to completing the goal.

Notes:

PLEASE RETAIN A COPY FOR YOUR FILES AND TO REVIEW WITH THE EMPLOYEE THROUGHOUT THE YEAR

Goal Assessment Form

Type of goal: Personal Growth/Improvement Job Function/Responsibility Special Project

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Notes:

PLEASE RETAIN A COPY FOR YOUR FILES AND TO REVIEW WITH THE EMPLOYEE THROUGHOUT THE YEAR

Goal Evaluation Form

Status: Achieved Partially Achieved Not Achieved

Goal:

Evaluating the success of a goal is more than determining if it has been achieved or not. Evaluate the employee's performance in the steps taken to complete the goal and indicate the impact that accomplishing the goal has had on the department and/or the employee.

1 = Unsatisfactory

2 = Successful

3 = Exemplary

Communication: How effective was the employee's communication skills in achieving the goal?

① ② ③ N/A

Quality of Work: Did the employee meet the expected quality of work?

① ② ③ N/A

Productivity: Did the employee consistently meet the set benchmarks and deadlines?

① ② ③ N/A

Improvement: Did achieving the goal demonstrate a positive outcome for the employee and/or department?

① ② ③ N/A

Adaptability: How successfully did the employee manage changes, setbacks or interruptions in accomplishing the goal?

① ② ③ N/A

Comments:

Number of Questions Completed:

Score:

Goal Evaluation Form

Status: Achieved Partially Achieved Not Achieved

Goal:

Evaluating the success of a goal is more than determining if it has been achieved or not. Evaluate the employee's performance in the steps taken to complete the goal and indicate the impact that accomplishing the goal has had on the department and/or the employee.

1 = Unsatisfactory

2 = Successful

3 = Exemplary

Communication: How effective was the employee's communication skills in achieving the goal?

① ② ③ N/A

Quality of Work: Did the employee meet the expected quality of work?

① ② ③ N/A

Productivity: Did the employee consistently meet the set benchmarks and deadlines?

① ② ③ N/A

Improvement: Did achieving the goal demonstrate a positive outcome for the employee and/or department?

① ② ③ N/A

Adaptability: How successfully did the employee manage changes, setbacks or interruptions in accomplishing the goal?

① ② ③ N/A

Comments:

Number of Questions Completed:

Score:

Goal Evaluation Form

Status: Achieved Partially Achieved Not Achieved

Goal:

Evaluating the success of a goal is more than determining if it has been achieved or not. Evaluate the employee's performance in the steps taken to complete the goal and indicate the impact that accomplishing the goal has had on the department and/or the employee.

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Communication: How effective was the employee's communication skills in achieving the goal?

① ② ③ N/A

Quality of Work: Did the employee meet the expected quality of work?

① ② ③ N/A

Productivity: Did the employee consistently meet the set benchmarks and deadlines?

① ② ③ N/A

Improvement: Did achieving the goal demonstrate a positive outcome for the employee and/or department?

① ② ③ N/A

Adaptability: How successfully did the employee manage changes, setbacks or interruptions in accomplishing the goal?

① ② ③ N/A

Comments:

Number of Questions Completed:

Score:



TOWN OF WELLESLEY

457 WORCESTER ST.
WELLESLEY, MA 02481
Telephone 781-235-1300



FIRE RESCUE DEPT.

RICHARD A. DeLORIE
FIRE CHIEF
Fax 781-237-3161

MEMORANDUM

TO: ELLEN GIBBS
CHAIRMAN, BOARD OF SELECTMEN

FROM: RICHARD A. DELORIE
FIRE CHIEF

SUBJECT: FY 2018 ACCOMPLISHMENTS

DATE: June 13, 2018

I would like to take this opportunity to thank the Board of Selectmen for their continued support of the Fire Rescue Department. As a result of your support we provide our community with excellent fire prevention/ inspectional services, fire suppression, safety education programs, community outreach programs and quality emergency medical services working with our Cataldo medics. I have also forwarded the Human Resources Evaluation Documents for FY18 review and FY19 goals. This memo is to provide the board with some additional information beyond the specific scope of my goals and make you aware of other departmental initiatives and activities.

FY18 Summary:

The additional information is simply a list of significant events or issues that were not part of the goals lists for FY18 but have merit to be referenced:

1. Wellesley was fortunate not to have any major fires, however our firefighters responded to mutual aid fires and multiple alarm fires in Natick, Newton, Weston, Waltham, and Needham and our firefighters work was outstanding.
2. Live Fire Training at Boston Fire Academy in December. This was the first time this type of training has been done by this department and was a major success. A thirty-year veteran firefighter said "this was the best training experience since recruit training".

3. I was selected as the Chairman of Metro fire this past year. Metro fire is an association of 35 fire departments encircling and including Boston Fire. Our major function is the coordination of the mutual aid system of the 35 departments and developing common practices and procedures. We have sponsored "train the trainer" for Active Shooter Hostile Events Response (ASHER). Deputy Donahue and Sergeant Brian Spenser attended the training representing Wellesley. The goal is training is to standardize the response among our 35 member communities and we will continue to develop and share best practices.
4. After serving two terms as President of the Fire Chiefs Association of Massachusetts, I was appointed as FCAM's liaison to Governor Baker and Secretary of Public Safety Dan Bennett. Having had the opportunity to meet and establish strong working relationships with the Governor and Secretary, this newly created position enables me to continue representing FCAM working with the Baker administration.
5. Lt Matt Corda serves on the School Departments Critical Incidents Crisis Team.
6. The established position of Lieutenant in Fire Prevention to support the demands of the Fire Prevention Office has been a very productive decision for inspections, education, training, etc.
7. This year we completed our second promotion since leaving civil service with Lieutenant Jim Claflin. After leaving civil service, Jim was hired from Ashland Fire. Under our new hiring process, he was given significant consideration for having been an existing or former Wellesley employee. Jim had been an excellent dispatcher in Wellesley before leaving to join Ashland fire, returned to Wellesley as a firefighter and has now several years' latter been promoted.
8. IPAD's for commercial property pre-fire planning and code enforcement inspections were introduced from an emergency preparedness grant and has been under the direction of Asst. Chief Peterson and Lt Mortarelli
9. Assistant Chief Peterson as the Co-Chairman worked with many other town departments to maintain full certification of our Local Community Planning Committee by Massachusetts Emergency Management Agency. Jeff is always engaged and is truly a tremendous asset to our department and community.
10. Firefighters Dana Gerrans and Ben Hampton are actively training with the Norfolk County Technical Rescue Team. Massachusetts Statewide Technical Rescue Team has significant capability from Cape Cod to the Berkshires as a result of these teams.
11. Firefighter Joan Cullinan and Gerard Jones were accepted to and are actively training with the Federal Emergency Management Agency (FEMA) Search and Rescue Team.
12. Adopt a Hydrant Program continues to be a big asset and continues to be an effective tool to engage the residents in community service
13. We assisted the Recreation Department with the safe ice skating program by building and filling the skating rinks and adding surface water as needed. Our objective is to support this safe skating initiative that keeps people off the local ponds.

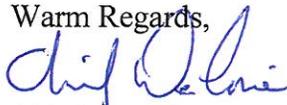
14. Deputy Kevin Donahue and Deputy Chuck Digiandomenico attended with me the National Fire Instructors Conference in Indianapolis. This conference is the largest display of fire service training and equipment worldwide. We each attended numerous programs to capture best practices and see the latest in firefighting equipment.
15. Firefighters trained again this year along with State and local Police to safely and promptly remove demonstrator devices. If you recall the protesters blocking Route 93 (2015) using devices in which they reach in and lock their wrists inside 1200lb. concrete drums, this tactic is extremely disruptive. The firefighters can now assist in the “rescuing” of people under arrest by safely removing them from the devices using our cutting tools, this required additional training. This protest tactic was a concern during the Boston Marathon and Police/ Fire crews were ready to respond, if needed.
16. Senior Fire Officer Forums: As part of regular meetings with my senior staff, I moved the location to the Fire Academy. We discuss department issues before or after the training program. This process has resulted in senior staff having attended a number of professional development programs at the Fire Academy covering topics from train derailment, new firefighting tactics, to managing a difficult employee and conducting our regular update on department issues.
17. Working to develop our future leaders, 4 personnel attended various supervisory training programs to prepare them for future responsibilities. Succession planning is critical and training our personnel is the key, more needs to be done.
18. The firefighters continue to train with the Recreation Dept. staff at Morse’s Pond and review procedures with the life guards to ensure a safe and efficient response during any emergency at the pond.
19. Lt Delaney and Lt Corda will conduct the 16th year of the Fire Departments Summer Youth Rescuer Program for over 20 local children.
20. Steve Audette, our fleet mechanic is both a talented mechanic as well as extremely competent in training staff on details of apparatus and various tools operational capabilities.
21. Lastly, it’s important to recognize my administrative assistant Joan Miller who is the fire departments unsung hero, she is so incredibly productive keeping our administrative operation organized and efficient.

The fire department continues to participate in many community events such as our Youth Fire/ Rescuer Summer Program, Senior Thanksgiving Dinner, Spelling Bee, Community Helpers, Camp Bail Out (a multi community summer program for young women interested in the fire service), Community CPR, Boston Marathon, July Jubilation, open house, parade, and many other programs. The Wellesley Fire Department operates in many nontraditional areas to enhance the safety of our community and positively engage our residents with every opportunity.

The morale of the Department is high, the officers and firefighters have embraced accountability and training to meet required competencies in all the various skill sets and most importantly the effectiveness of the department to respond to any challenge is strong. We all appreciate the Board of Selectmen for supporting our current funding and the increase in overtime to manage earned time off and important training. We do need to enhance training in all areas; fire

suppression, responding to new types of motor vehicles, terrorism, active shooter, officer development and overall succession planning for the future to keep our personnel safe to deliver effective services to our community. I consider myself fortunate to be your Fire Chief, and have the opportunity to work with such quality individuals from the newest firefighters to the most senior elected officials in town and in the state. Lastly our hiring process continues to demonstrate its ability to identify quality candidates using a fair process that provides opportunity to residents, existing or past town employees and veterans. Our process has enhanced opportunities for female and minority candidates as reflected in our hiring. Please let me know if you wish to discuss this review of Fiscal 2018 and my proposed goals for FY19.

Warm Regards,



Chief DeLorie



This form should be used for all 50/60 series employees for their annual performance evaluation. Please fully complete the form and answer all questions. Please use additional pages if there is not enough space and attach them to this form. For a 6 month review, please disregard Part II, the goal evaluation section.

Richard A. DeLorie	Fire Chief	Fire Rescue
Employee to be reviewed	Title	Department
Ellen Gibbs	Chairmen	Board of Selectmen
Reviewer	Title	Department/Board/Commission
	mfreiman@welleseyma.gov	
Reviewer's Primary Phone Number	E-mail Address	

Review Period (Fiscal Year or 6 month review)

Evaluation Results

Part I: This portion is used to evaluate the standardized performance dimensions for a 50/60 series employee. **Not all dimensions will apply to all employees.** Please use your best judgment and only use the dimensions that you feel apply to the employee and the position. **You are encouraged to use your own dimensions for #6 through #8.**

	Number of Completed Questions	Score
Job Knowledge / Core Competencies	5	13
Administrative Abilities	5	11
Communication	5	10
Quality of Work	5	10
Planning / Initiative	5	12
Leadership	5	12

Part II: Goal setting is an important part of the performance evaluation process. Please take the time to fully complete each Goal Assessment Form using the S.M.A.R.T system and G.R.O.W method. It is vital to the process that the reviewer and employee set specific follow-up dates and benchmarks to measure each goal. Please retain a copy of the Goal Assessment Form for you to review throughout the year and to use in progress meetings with the employee.

	Number of Completed Questions	Score
Goal Assessment #1	5	13
Goal Assessment #2	5	12
Goal Assessment #3	5	10
TOTAL (add Part I and Part II):	45	103

Please divide the **Score** total by the total **Number of Completed Questions:**

2.29

1.00 – 1.49	1.5 – 2.49	2.50 – 3.00
Unsatisfactory (improvement plan required) – Fails to meet the minimum performance or expectations for the role in general	Successful – Employee is an excellent performer and demonstrates a high standard for the quality of work and leadership	Exemplary – Performance exceeds expectations and is beyond the usual quality of work

Additional Comments

Additional Goal:

Separate Letter of FY18 Accomplishments dated June 13, 2018.

Acknowledgements

I have reviewed the above performance evaluation and discussed it with my manager/supervisor and have received a copy of it. My signature shall not be construed to mean either agreement or disagreement with the evaluation but, rather, acknowledgment that I have seen the evaluation and discussed it with my manager/supervisor. I also understand that I have the right to submit my own statement regarding the results of the evaluation.

Richard A. DeLorie *Richard A. DeLorie* 6-14-18

Employee Name Employee Signature Date

I have completed and discussed this performance evaluation with the employee and provided them with a copy of it.

Reviewer Name Reviewer Signature Date

Core Competencies / Job Knowledge

1 = Unsatisfactory

2 = Successful

3 = Exemplary

1. Possesses appropriate expertise to perform the job at a professional level	<input type="radio"/> ①	<input checked="" type="radio"/> ②	<input type="radio"/> ③	N/A
2. Participates in professional development programs, continuing education opportunities and expands on his/her knowledge of the position	<input type="radio"/> ①	<input type="radio"/> ②	<input checked="" type="radio"/> ③	N/A
3. Remains current and knowledgeable on all new professional/technical skills and training associated with the job	<input type="radio"/> ①	<input type="radio"/> ②	<input checked="" type="radio"/> ③	N/A
4. Follows fiscal guidelines, regulations, principles, and standards when committing fiscal or departmental resources	<input type="radio"/> ①	<input checked="" type="radio"/> ②	<input type="radio"/> ③	N/A
5. Applies laws, rules and regulations in a way that the public and employees perceive as fair, objective, uniform and reasonable	<input type="radio"/> ①	<input type="radio"/> ②	<input checked="" type="radio"/> ③	N/A
6.	<input type="radio"/> ①	<input type="radio"/> ②	<input type="radio"/> ③	N/A
7.	<input type="radio"/> ①	<input type="radio"/> ②	<input type="radio"/> ③	N/A
8.	<input type="radio"/> ①	<input type="radio"/> ②	<input type="radio"/> ③	N/A

Please provide specific examples and additional information for any metric receiving a 3:

2&3 President of Fire Chiefs Association of Massachusetts for two terms and currently serve as Chairmen of Metro Fire 35 member Greater Boston Metro Fire Departments. I attend all appropriate professional development opportunities at the local, state and national level. I make a significant effort for continuous professional development to improve my knowledge and set an appropriate example for our staff.

4. Always follows the rules/ regulations and has a significant history of professionalism and fairness.

Number of Questions Completed:

5

Score:

13

Administrative Abilities

1 = Unsatisfactory

2 = Successful

3 = Exemplary

1. Manages the department's budget, funds, contracts, compensation changes and purchase orders	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	N/A
2. Complies with all by-laws, collective bargaining agreements and state and federal employment laws	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	N/A
3. Effectively manages department's vacation and sick leave	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	N/A
4. Maintains all records in accordance with state and federal regulations and laws	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	N/A
5. Provides board members or commissioners agenda items and necessary information in a timely manner	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	N/A
6.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	N/A
7.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	N/A
8.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	N/A

Please provide specific examples and additional information for any metric receiving a 3:

2. The department is required to follow by-laws, town/ state/federal employment and we always comply. In regards to the union contract (all grievances settled by Chief. One grievance in 9 years that went to an arbitrator, settled in the towns favor.

Number of Questions Completed:

5

Score:

11

Communication

1 = Unsatisfactory

2 = Successful

3 = Exemplary

1. Communicates effectively in all forms and methods	①	●	③	N/A
2. Conveys messages using appropriate method of communication (email, phone, in person)	①	●	③	N/A
3. Keeps all departments informed of major developments and provides the necessary information	①	●	③	N/A
4. Effectively uses email and electronic communications, such as text messages, website postings, shared network folders, MUNIS, etc.	①	●	③	N/A
5. Willingly accepts and gives feedback, opinions, criticism, new ideas and comments	①	●	③	N/A
6.	①	②	③	N/A
7.	①	②	③	N/A
8.	①	②	③	N/A

Please provide specific examples and additional information for any metric receiving a 3:

Number of Questions Completed:

5

Score:

10

Quality of Work

1 = Unsatisfactory

2 = Successful

3 = Exemplary

1. Work product, tasks and responsibilities are completed in a timely, efficient manner meeting the expected standards of the position	①	●	③	N/A
2. Functions within the Town in a professional manner and is prepared and punctual for all required meetings	①	●	③	N/A
3. Offers creative solutions, new ideas and explores alternative methods to accomplish department tasks	①	●	③	N/A
4. Provides regular status updates for major projects and initiatives	①	●	③	N/A
5. Employee's overall work product meets the standard for the position	①	●	③	N/A
6.	①	②	③	N/A
7.	①	②	③	N/A
8.	①	②	③	N/A

Please provide specific examples and additional information for any metric receiving a 3:

Number of Questions Completed:

5

Score:

10

Planning / Initiative

1 = Unsatisfactory

2 = Successful

3 = Exemplary

1. Recognizes and participates in Town-wide objectives, projects and goals	①	●	③	N/A
2. Adopts new methods or best practices within the department	①	②	●	N/A
3. Shares responsibility for multi-departmental tasks, responsibilities, projects and goals and participates in strategic plans	①	②	●	N/A
4. Provides employees within his or her department with the necessary tools, resources and professional development to succeed	①	②	●	N/A
5. Has a defined vision for the future of the department, identifies future problems and recommends solutions	①	●	③	N/A
6.	①	②	③	N/A
7.	①	②	③	N/A
8.	①	②	③	N/A

Please provide specific examples and additional information for any metric receiving a 3:

- 2. First dept in the area to adopt air bags in fire apparatus.
- 2. Staff trained in ballistic gear, hemorrhage control in a mass casualty active shooter hostile event incident.
- 3 Actively involved in the coordination effort to organize a state wide standard protocol for school bomb threat response and the Metrofire District Active Shooter Hostile Event Response training (fire service) in greater Boston area and specifically working with Wellesley Police.
- 4 We ordered ballistic gear; vests & helmets for the initial response, we will eventually have gear for all personnel on duty.

Number of Questions Completed:

5

Score:

13

Leadership

1 = Unsatisfactory

2 = Successful

3 = Exemplary

- | | | | | |
|---|-------------------------|------------------------------------|------------------------------------|-----|
| 1. Fosters a work environment that builds trust and mutual respect | <input type="radio"/> ① | <input checked="" type="radio"/> ② | <input type="radio"/> ③ | N/A |
| 2. Advocates for programs, policies and procedures for the employee's department | <input type="radio"/> ① | <input checked="" type="radio"/> ② | <input type="radio"/> ③ | N/A |
| 3. Presents a positive image to Town residents, employees, volunteers and visitors | <input type="radio"/> ① | <input type="radio"/> ② | <input checked="" type="radio"/> ③ | N/A |
| 4. Supports team work and building relationships to achieve goals/projects/objectives that involve multiple departments | <input type="radio"/> ① | <input type="radio"/> ② | <input checked="" type="radio"/> ③ | N/A |
| 5. Makes decisions in a timely manner that are clear, consistent and transparent | <input type="radio"/> ① | <input checked="" type="radio"/> ② | <input type="radio"/> ③ | N/A |
| 6. | <input type="radio"/> ① | <input type="radio"/> ② | <input type="radio"/> ③ | N/A |
| 7. | <input type="radio"/> ① | <input type="radio"/> ② | <input type="radio"/> ③ | N/A |
| 8. | <input type="radio"/> ① | <input type="radio"/> ② | <input type="radio"/> ③ | N/A |

Please provide specific examples and additional information for any metric receiving a 3:

- Spelling Bee, Senior Thanksgiving Dinner, School safety visits, Open houses, Youth Rescuer Camp, CERT, CPR training of school nurses and multiple community groups, and senior staff are always present at all town's major events.
- Train with life guards for the pond and in the winter build ice rinks with Rec recreation dept. We regularly coordinate with police on many topics and multiple agencies during the Marathon. The Fire Dept/ Emergency Management Coordination (Asst Chief) manages the Local Emergency Planning Committee that includes fire, police,MLP, health, DPW, school admin, nurses, transportation, colleges, and many others entities.

Number of Questions Completed:

5

Score:

12

Goal setting is a vital component to the performance evaluation process. Take the time to complete the goal setting forms which will help you to construct impactful goals, use benchmarks and schedule follow-up meetings.

How to develop goals using the GROW model

The GROW model was developed and used extensively in the U.K. as well as in the U.S. over the past 20 years and offers a time-tested and effective model for coaching employees about goal setting and performance. The model offers a highly useful set of probes that can help lead employees to write and execute effective goals.

If you need assistance in developing your goals, the GROW model can help to focus your ideas and plan your goals.

Goals: First, define and agree on a goal or desired outcome to be achieved. Use the following questions to better focus and define the goal so that it is specific, measurable and realistic.

- What is it you would like to focus on?
- What would you like to achieve?
- What would you like to happen that is not happening now?
- How would you know you were being successful if you achieved your goal?
- How could you break this goal down into manageable chunks?
- What are all the things that would need to be done to achieve the goal?

Realities: Next, explore the current situation within your department and discuss facts related to your goal.

- What is happening at the moment to derail your progress toward the goal?
- When and how often does this happen? Be precise if possible.
- What effect does this have?
- What other factors are relevant?
- Who else is relevant?
- What is that person's perception of the situation?
- What have you tried so far?
- What else is conflicting with achieving the goal?

Options: Determine what choices and decisions you have to make in reaching your goal. Explore possible alternatives that may be available throughout the process and where you can obtain support and resources.

- What possibilities for action do you see?
- Who might be able to help?
- Which options do you like the most?
- What are the benefits and pitfalls of these options?
- Which options are of interest to you?
- Rate from 1 to 10 your assessment of the practicality of each of these options.
- Would you like to choose an option to act on?

Will: Commit to determining what actions are necessary, set deadlines and establish benchmarks on the path to achieving your goal.

- What are your next steps?
- Precisely when will you take them?
- What might get in the way?
- What support do you need?
- Can you see some real benefit coming from this for yourself and others?
- Are you excited by the prospect?

Writing SMART Goals

One of the most commonly used and accepted methods of goal setting is the SMART method. The purpose of SMART goal setting is to help employees and supervisors develop goals that are specific, achievable and have a positive outcome. By using the SMART method, your goals will be easier to achieve and give you the ability to demonstrate your success throughout the process.

Sample Goal *By December 1st, I want to get healthier by losing 25 pounds and reducing my cholesterol level to under 190. I will do this by eating vegetables at every meal and spending 2 hours at my health club at least 3 times per week.*

Specific Goals should be simplistically written and clearly define what the employee is going to do. "Specific" is the What, Why and How of the SMART model. Identify a location. Establish a time frame. Identify requirements and constraints. Identify specific reasons or the benefits of accomplishing the goal.

What: "losing 25 pounds and reducing my cholesterol level to under 190"

How: "eating vegetables at every meal and spending 2 hours at my health club"

Why: "I want to get healthier"

Measurable Establish concrete standards, dates and benchmarks for measuring progress toward the attainment of each goal. To determine if your goal is measurable, ask questions such as: How much? How many? How will I know when it is accomplished?

The **Sample Goal** clearly gives specific metrics that will objectively tell if that goal has been met; losing 25 pounds, reduce cholesterol to under 190, visit health club 3 times per week.

Achievable Goals should be achievable by the next performance review. The goals should be able to push the employee enough so they feel challenged, but defined well enough so that the goals can be achieved. The achievement of the goal should utilize their current knowledge, skills and abilities, or make acquiring the necessary knowledge, skills or abilities part of the goal setting process.

Relevant The goal needs to tie into the employee's key responsibilities and be important to the mission of the department.

The **Sample Goal** uses health as a motivating factor, and would be relevant to any person's lifestyle. Likewise, the goal should be focused on bettering the employee and the department.

Timely Goals should be linked to a timeframe that creates a practical sense of urgency, or results in tension between the current reality and the vision of the goal. Without such tension, the goal is unlikely to produce a relevant outcome.

The **Sample Goal** gives the specific deadline of December 1st for accomplishing the goal.

John Whitmore, Coaching for Performance: GROWing Human Potential and Purpose—The Principles and Practice of Coaching and Leadership (fourth edition), October 10, 2009.

<http://www.oracle.com/us/media1/goal-setting-fresh-perspective-ee-1679275.pdf>

http://www.hr.virginia.edu/uploads/documents/media/Writing_SMART_Goals.pdf

Goal Assessment Form

Type of goal: Personal Growth/Improvement Job Function/Responsibility Special Project

Goal:

Enhance Firefighter Experiences and Safety: Increase actual firefighter experiences of new personnel with live fire training. This training will help the department remain strong as our experienced senior staff with significant fire ground experiences migrate toward retirement. The live fire training is in addition to the fire, emergency equipment and EMS training that is scheduled every day.

Describe the expected impact on the employee's performance and/or departmental function:

Live fire experience will make our personnel safer being better prepared for the most dangerous activity of firefighting. In today's world the number of fires are lower, however the growth or speed of the fire has increased due to contents being more petroleum based synthetics or plastics, as well more dangerous to our personnel as increased exposure to carcinogens in the smoke. Additionally lightweight wood construction practices have reduced the time frame to when a building collapses due to fire conditions

Explain how this goal will be considered achieved:

We will schedule and conduct live fire training to strengthen our personnel experiences and after the training review areas for improvement.

Expected achievement date:

FY2018

Steps to achieve goal

List detailed steps, dates and/or benchmarks required to accomplish the stated goal. Use additional pages if needed.

1. Schedule training dates at the State Fire Academy or Boston Fire Academy
2. Select two fire scenarios in which the firefighters will be engaged to attack and suppress.
3. Develop preplanned standard operating responses for our personnel to a specific fire scenario (ie basement fire)
4. Conduct the two fire scenarios with each of the four groups.
5. Develop a review process to evaluate the various roles and actions on scene

Progress Update

Set a date to review the progress of the goal

Progress review date: September 2017

Progress report: Dates for the program have been confirmed is the most critical component.

No progress – There has been little to no evidence of progress towards the goal. **Some progress** – The employee is on track to achieve the goal. **Near completion** – The employee is near to completing the goal.

Notes:

PLEASE RETAIN A COPY FOR YOUR FILES AND TO REVIEW WITH THE EMPLOYEE THROUGHOUT THE YEAR

Goal Assessment Form

Type of goal: Personal Growth/Improvement Job Function/Responsibility Special Project

Goal:

Succession Planning and Officer Development: Increase Officer development to prepare personnel to assume leadership roles with the expected retirement of experienced senior staff. The current senior officers have significant fire ground and emergency response experiences and it's imperative to prepare our new leaders to keep our personnel safe and effectively respond to emergencies within our community. Succession Planing is critical to the long term success of our operation and appropriate funding enables sufficient training to be conducted.

Describe the expected impact on the employee's performance and/or departmental function:

Having a strong pool of qualified officers candidates to fill the pending change of command staff and supervisory roles make our department strong and effective. We encourage all our personnel to reach their greatest professional potential. We support in-service training, on line training, supervisor programs at Mass Fire Academy and National Academy for senior officer candidates. We continue to offer opportunities for firefighters on the active officer candidates lists to serve as "Acting Officers" when possible.

Explain how this goal will be considered achieved:

Maintaining a significant pool of qualified promotional candidates, presently 6 Deputy Chief/ 6 Lieutenant candidates that completed a comprehensive written and assessment center process. We will continue to provide training on the job and encourage outside professional development. We will measure the number of training programs attended by personnel.

Expected achievement date:

FY18

Steps to achieve goal

List detailed steps, dates and/or benchmarks required to accomplish the stated goal. Use additional pages if needed.

1. Promotional testing process completed May 2017, promotional ranking lists of candidates are established.
2. Provided "Acting Lieutenant" position for spring /summer 2017/18 when possible
3. Meet with promotional candidates to encourage their development and make recommendations for training 2017/18
- 4.
- 5.

Progress Update

Set a date to review the progress of the goal

Progress review date: December 2017

Progress report:

- No progress** – There has been little to no evidence of progress towards the goal. **Some progress** – The employee is on track to achieve the goal. **Near completion** – The employee is near to completing the goal.

Notes:

PLEASE RETAIN A COPY FOR YOUR FILES AND TO REVIEW WITH THE EMPLOYEE THROUGHOUT THE YEAR

Goal Assessment Form

Type of goal: Personal Growth/Improvement Job Function/Responsibility Special Project

Goal:

Fire Administration will work to operate within the appropriated FY18 Budget, and specifically develop an FY19 budget that addresses overtime and increased training needs.

Describe the expected impact on the employee's performance and/or departmental function:

The fire departments budget is primarily personal services. I will work with the Executive Director and Financial Services Director to operate within the budget. FY17 has been a challenging budget given the number of uncharacteristic and unfortunate long term illnesses and injuries.

Explain how this goal will be considered achieved:

Managing to operate within the FY18 budget and accomplish the staffing and training needs of the department. Identify the overtime issues and training needed to execute a successful succession plan for new officers to take over the department.

Expected achievement date:

FY18

Steps to achieve goal

List detailed steps, dates and/or benchmarks required to accomplish the stated goal. Use additional pages if needed.

1. Monitoring the budget / Staffing levels weekly and compare to prior years trends.
2. Transfer staff to adjust any staffing imbalances on a given shift as a result of illnesses or injuries.
3. Attainment of any grants to assist the budget and enhance the operations of fire prevention outreach of the department
4. Always looking for efficiency opportunities to provide or enhance services to our community, while developing our staff.
- 5.

Progress Update

Set a date to review the progress of the goal

Progress review date:

Progress report:

- No progress** – There has been little to no evidence of progress towards the goal. **Some progress** – The employee is on track to achieve the goal. **Near completion** – The employee is near to completing the goal.

Notes:

PLEASE RETAIN A COPY FOR YOUR FILES AND TO REVIEW WITH THE EMPLOYEE THROUGHOUT THE YEAR

Goal Evaluation Form

Status: Achieved Partially Achieved Not Achieved

Goal:

Enhance Firefighter Experiences and Safety: Increase actual firefighter experiences of new personnel with live fire training. This training will help the department remain strong as our experienced senior staff with significant fire ground experiences migrate toward retirement. The live fire training is in addition to the fire, emergency equipment and EMS training that is scheduled every day.

Evaluating the success of a goal is more than determining if it has been achieved or not. Evaluate the employee's performance in the steps taken to complete the goal and indicate the impact that accomplishing the goal has had on the department and/or the employee.

1 = Unsatisfactory

2 = Successful

3 = Exemplary

Communication: How effective was the employee's communication skills in achieving the goal?

① ● ③ N/A

Quality of Work: Did the employee meet the expected quality of work?

① ② ● N/A

Productivity: Did the employee consistently meet the set benchmarks and deadlines?

① ② ● N/A

Improvement: Did achieving the goal demonstrate a positive outcome for the employee and/or department?

① ② ● N/A

Adaptability: How successfully did the employee manage changes, setbacks or interruptions in accomplishing the goal?

① ● ③ N/A

Comments:

The firefighters conducted live fire training at Boston Fire in December 2017. The live fire training at Boston Fire Academy, quoting a firefighter with over 30yrs stated that this was "the best training experience of his career since initial fire academy training". It's budgeted for FY19 and will keep firefighters safer due to this valuable realistic fire ground experience. We schedule significant training on hemorrhage control for mass casualty from a hostile event. We will continue to train to manage the new challenges and threats to be able to respond to hostile event scenes.

Number of Questions Completed:

5

Score:

13

Goal Evaluation Form

Status: Achieved Partially Achieved Not Achieved

Goal:

Succession Planning and Officer Development: Increase Officer development to prepare personnel to assume leadership roles with the expected retirement of experienced senior staff. The current senior officers have significant fire ground and emergency response experiences and it's imperative to prepare our new leaders to keep our personnel safe and effectively respond to emergencies within our community. Succession Planning is critical to the long term success of our operation and appropriate funding enables sufficient training to be conducted.

Evaluating the success of a goal is more than determining if it has been achieved or not. Evaluate the employee's performance in the steps taken to complete the goal and indicate the impact that accomplishing the goal has had on the department and/or the employee.

1 = Unsatisfactory

2 = Successful

3 = Exemplary

Communication: How effective was the employee's communication skills in achieving the goal?

① ● ③ N/A

Quality of Work: Did the employee meet the expected quality of work?

① ● ③ N/A

Productivity: Did the employee consistently meet the set benchmarks and deadlines?

① ② ● N/A

Improvement: Did achieving the goal demonstrate a positive outcome for the employee and/or department?

① ② ● N/A

Adaptability: How successfully did the employee manage changes, setbacks or interruptions in accomplishing the goal?

① ● ③ N/A

Comments:

Many officers attended professional development programs. 4 firefighters on the current promotional list were provided opportunities to be " Acting Lieutenants " to develop valuable experiences May - Aug 2017. Two Deputy Chiefs attended a national educational conference for Fire Instructors in Indianapolis. A second firefighter from Wellesley was added to the Mass Dept Fire Services / Metro Fire District Hazmat Team, first time having two personnel on the team since its inception 26 years ago. The Hazmat techs training is covered by the state including any backfill or overtime associated with their responses. Deputy Chief Donahue and Police Sergeant Brain Spenser completed " train the trainer" for Active Shooter Hostile Event Response (ASHER). We have had a number of requests to attend senior fire officer training and will continue to develop our staff in FY19. 2 firefighters are trained and serve on the FEMA National Response Team.

Number of Questions Completed:

5

Score:

12

Goal Evaluation Form

Status: Achieved Partially Achieved Not Achieved

Goal:

Fire Administration will work to operate within the appropriated FY18 Budget, and specifically develop an FY19 budget that addresses overtime and increased training needs.

Evaluating the success of a goal is more than determining if it has been achieved or not. Evaluate the employee's performance in the steps taken to complete the goal and indicate the impact that accomplishing the goal has had on the department and/or the employee.

1 = Unsatisfactory

2 = Successful

3 = Exemplary

Communication: How effective was the employee's communication skills in achieving the goal?

① ● ③ N/A

Quality of Work: Did the employee meet the expected quality of work?

① ● ③ N/A

Productivity: Did the employee consistently meet the set benchmarks and deadlines?

① ● ③ N/A

Improvement: Did achieving the goal demonstrate a positive outcome for the employee and/or department?

① ● ③ N/A

Adaptability: How successfully did the employee manage changes, setbacks or interruptions in accomplishing the goal?

① ● ③ N/A

Comments:

FY18 Budget has had numerous challenges, we may face a deficit and need for transfer of funds to conclude this fiscal year. We had a number of injuries and long term illness, the funding gap in the fire department overtime is a known issue. Toward the end of the fiscal year staffing was reduced to 11 per shift to minimize the deficit but this is not an ideal/safe or long term solution. The FY19 budget was approved over guidelines as the town recognized the structural deficit and the additional overtime funding will help in reducing this challenging budget problem.

Number of Questions Completed:

5

Score:

10

Goal Assessment Form

Type of goal: Personal Growth/Improvement Job Function/Responsibility Special Project

Goal:

Chief DeLorie / FY19 Goal One:

Have all personnel complete Active Shooter Hostile Event Response Training (ASHER) and provide the proper equipment.

What is the expected impact on the employee's performance and/or departmental function:

To have public safety police/ fire coordinated to respond effectively to ASHER events in Wellesley or provide mutual aid to our partner communities .

How will this goal be considered achieved:

Provide Staff ASHER Training: Fire will focus on Rescue Task Force (RTF), which is medical services being provided while under the armed protection of the police and all personnel wearing ballistic gear.

Provide Staff with proper protective gear and medical supplies.

.Joint training with fire and police

Expected achievement date:

End of Summer/ Early Fall

Steps to achieve goal

List detailed steps, dates and/or benchmarks required to accomplish the stated goal. Use additional pages if needed.

1. Schedule Sgt. Spencer and Deputy Donahue to train staff on RTF.

2. We have 7 sets of ballistic gear / will purchase for all staff with state funds.

3. Conduct joint exercises with WPD to become a seamless operation.

4. Conduct joint training with school staff and other community entities.

- 5.

Progress Update

Set a date to review the progress of the goal

Progress review date: Dec 2018

Progress report:

- No progress** – There has been little to no evidence of progress towards the goal. **Some progress** – The employee is on track to achieve the goal. **Near completion** – The employee is near to completing the goal.

Notes:

As Chairman of Metrofire, we are coordinating the 35 member communities working with Police Chiefs and Fire Chiefs to adopt standardized response practices to ASHER.

Goal Assessment Form

Type of goal: Personal Growth/Improvement Job Function/Responsibility Special Project

Goal:

Chief DeLorie / FY19 Goal Two:

Identify specific individuals for training programs that enhance managerial and leadership skills of senior officers and supervisory personnel.

What is the expected impact on the employee's performance and/or departmental function:

Develop leadership vision to plan for the future and help these individuals prepare for assuming the top leadership positions within the department

How will this goal be considered achieved:

These officers should begin to express innovative ideas, identify efficiency opportunities and put best practices into operation.

Expected achievement date: May 2019

Steps to achieve goal

List detailed steps, dates and/or benchmarks required to accomplish the stated goal. Use additional pages if needed.

1. Select and encourage senior/ supervisory staff to attend professional development training.

2. Identify leadership programs at the Mass Fire Academy Chief Officer Program/ Endicott College Chief Fire Officer Academy/ National Fire Academy

3. Assist individuals with admission to these selective programs with recommendations, funding , etc .

- 4.

- 5.

Progress Update

Set a date to review the progress of the goal

Progress review date: Dec 2018

Progress report:

- No progress** – There has been little to no evidence of progress towards the goal. **Some progress** – The employee is on track to achieve the goal. **Near completion** – The employee is near to completing the goal.

Notes:

Goal Assessment Form

Type of goal: Personal Growth/Improvement Job Function/Responsibility Special Project

Goal:

Chief DeLorie / FY19 Goal Three:

Radio System improvements by the addition of a second channel called Metro South.

What is the expected impact on the employee's performance and/or departmental function:

The addition of a second channel provides fire personnel operating at an incident to function on a single channel and other non-related radio traffic to operate on the other radio channel. A separate incident channel enhances communications and safety of all personnel.

How will this goal be considered achieved:

Metrofire owns the Metro South frequency and has invested funds to provide the build out of the radio system in the Wellesley region.

Expected achievement date: 2018/ 2019

Steps to achieve goal

List detailed steps, dates and/or benchmarks required to accomplish the stated goal. Use additional pages if needed.

1. Antenna and related reliever/ transmitter have been added to Magus Hill and Metro fire paid / provided all the necessary equipment.
2. WBZ tower has some Metrofire radio equipment and Metro South is being added to enhance regional radio transmissions.
3. All Wellesley Fire radio equipment programmed to incorporate uses of Metro South.
4. Wellesley Dispatch radio equipment programmed to incorporate uses of Metro South.
5. Draft radio policy to incorporate the use second radio channel for specific operations/ incidents.

Progress Update

Set a date to review the progress of the goal

Progress review date: Dec 2018

Progress report:

- No progress** – There has been little to no evidence of progress towards the goal. **Some progress** – The employee is on track to achieve the goal. **Near completion** – The employee is near to completing the goal.

Notes:

6. Discuss FY19 Board & Committee Appointments

Although the Board has had this item on several agendas over the past month or so, there are still some appointments left to be made. A copy of the latest version of the appointments spreadsheet is included for your information. The following are on your agenda either for discussion or action:

- School Building Committee – appoint Marjorie Freiman to take Jack Morgan’s position on this committee
- Cultural Council – there are three vacancies for this Committee. We have reached the outgoing Chair and understand that the state grant cycle takes place in the fall. They have been working to recruit candidates and are also considering the names submitted through the website. They will be in touch in early September to ask the Board to take up the appointments to fill the vacancies.
- Council on Aging – staff anticipates that the Board will want to discuss this item now that the COA has voted its officers for FY19.

MOVE that the Board appoint Marjorie Freiman to the School Building Committee

7. Discuss Draft Capital Policy

Since the passage of the debt policy by the Board earlier this year, we have been working on a draft capital policy for the purpose of enabling the Town to prioritize in an objective manner the expenditure of capital dollars for projects in the future. To that end, included in your packet is a new version of the budget manual adopted last year with a chapter developed to this subject.

As you recall, when we began consideration of the debt policy, we did with the intent that a capital policy was the next step so that there was a way to prioritize projects within budget constraints annually, and enable the Town to plan its future costs. Very simply put, if we can't afford to complete every project when each board would like it to be done, how do we fairly determine the order of projects and how does that align with the goals of the community?

Our process to develop this document started with researching how other communities have approached this and the criteria they used. We utilized this at a Unified Plan meeting to ask small groups to discuss and prioritize the criteria and to identify others their group came up with. Sheryl and I made further refinements and then reviewed it with staff from the three departments that spend the lion's share of the capital dollars in any given year – Public Works, Schools and FMD. This group considered a few points:

- Whether the criteria made sense
- Whether or not to refine the rating process beyond criteria to utilize a point factor system
- The minimum dollar threshold for capital expenditures in the future
- The implementation process for the policy

The group agreed that the criteria are appropriate and most have been guiding principles for in development of their individual capital plans. Both the schools and public works have used a point factor system in the past to prioritize their expenditures, but found that it did not materially affect the outcome, and they no longer do. As to the dollar threshold, there was consensus that \$10,000 is reasonable (if not low), however there was also recognition that some smaller departments might find it a burden to shift lower priced items to their operating budgets. Finally, the group discussed implementation. It was important to the group that since this is a significant change to how the Town has approached the capital budget up to now, that prior to the BOS adopting a formal policy, this be implemented the first year as a chapter in the budget manual. Thus we recommend taking a less formal approach the first year and learning from that will be valuable, after which a policy document could be adopted.

Their input and our research also has led us to recommend the following:

- A hierarchy be developed so that projects which are identified as “high priority” or an “imminent threat” be budgeted as soon as possible. If a project doesn't meet this

threshold, then the nine criteria be used to determine its placement in a department's capital request

- Any project that is included in the 5-year plan for the first time must be listed in the fifth year only. The rationale being that unless a department can identify an imminent threat or opportunity, then the projects already in the plan have already been considered and should come first
- Department must provide more narrative as to how their capital requests align with the listed criteria
- Utilize a staff-driven committee to review all proposals annually and make a recommendation to the Selectmen. The resulting committee is designed to represent the major cost centers of the budget as well as the overall IT and Finance picture of the Town.

The resulting document is based on this research and input. We've also provided you with a sample of what a point factor system could look like to rate projects in case the Board believes that is a useful tool. Please note that there are some unfinished areas of the budget manual at this point in time, mostly due to decisions the Board will make in early fall as to budget guidelines for FY20.

Sheryl and I would like to go over this document with you at the meeting and gather your first impressions and answer your questions. We anticipate that this will be a multi-step process for the Board to do its review, and then we would disseminate it to the rest of the boards/departments for their thoughts before bringing it back to you for approval.

NO MOTION

Town of Wellesley

**Fiscal Year 2020
Budget Preparation Manual**



Finance Department

July 1, 2018

Budget Preparation Overview

Boards and Committees

The Town of Wellesley strives to provide excellent services to its citizens through its numerous elected and volunteer Boards and departmental managers. Each board/department has a mission statement and work plan which forms the basis for its annual operating and five-year capital request.

The Town has long valued its fiscal strength, stability, and financial leadership, as evidenced by its continually maintained Aaa bond rating, multi-year financial awards, formal reserve and investment policies, and commitment to funding its past service liabilities (Pension, OPEB). The Board of Selectmen is charged with bringing forth a balanced annual town-wide budget (in addition to articulating a longer term town-wide financial plan (TWFP)) that maintains this fiscal strength. Guidelines are an important method of allocating the resources available after providing for long-term financial responsibilities.

The current method of allocating available resources begins with the Board of Selectmen's review and analysis of current revenues and revenue enhancement opportunities presented by the Finance Director. After factoring in fixed costs, such as issued debt and past service liabilities, the Selectmen develop budget guidelines to help allocate remaining available funds to all of the departments. Each Board is expected to develop a budget falling within guideline. New initiatives and costs beyond guideline will be discussed and further evaluated by the Advisory Committee and the Board of Selectmen during the budget cycle. Other funding mechanisms (such as an override or debt exclusion) may ultimately be proposed if a critical initiative cannot be funded within the current year's resources.

Under the Town's bylaws, the Board of Selectmen are responsible for coordinating the annual budget submissions for all boards; coordinating the timing of capital requests and determining methods for financing capital needs; estimating available revenues; and developing the Town-Wide Financial Plan and Five-Year Capital Budget Program. In order to accurately create (1) the "Sources and Uses" format required by Article 19.16.1, (2) the Town-Wide Financial Plan, and (3) the Five-Year Capital Budget Program, the Finance Department, under the direction of the Board of Selectmen and Executive Director, has developed standard formats for receiving departmental requests. The format includes a departmental narrative outlining departmental responsibilities and current objectives with emphasis on current year needs, a revenue summary, and detailed operating budget requests showing a four-year history. The Finance Director, under Article 19.42 c of the bylaws assists "in the development of budgets and reviewing all budgets for format, completeness, and accuracy before submission to the Advisory Committee".

The purpose of this manual is to describe how to apply Board of Selectmen budget guidelines to annual departmental operating requests, and to give instructions on how to communicate and prioritize capital needs. The Manual includes details on how to prepare the standard templates for both operating and capital requests, and includes the Selectmen's recommended budget submission schedule.

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Application of Operating Budget Guidelines

Introduction

Operating budget guidelines are established by the Board of Selectmen in early Fall for the upcoming fiscal year. The Selectmen make this determination after evaluating the Town's financial position as prepared by the Finance Director, and with input from other boards and committees regarding their anticipated priorities. In recent years there has been a separate budget guideline for school and non-school departments, but this may not always be the case. Guidelines are also provided for operating expenses and may or may not be the same as for personal services.

All departments must create budgets that meet the stated guidelines after all factors (contracts, steps, longevity, merit pay, etc.) are taken into consideration. For FY20 the Board of Selectmen have set the operating budget guideline at a **3.5% increase in the School department budget, and a 2.5% increase in all other Town budgets**. Departmental initiatives that cause requests to exceed guideline should be quantified and vetted during the budget cycle discussions. The Board of Selectmen may or may not recommend an override for initiatives that cannot fit within the guidelines.

1.0 Personal Services

1.1 Overview

There are five types of employees to consider when calculating wages increases for the upcoming year.

- 40-series employees who typically receive a set percentage increase, recommended by the HR Board, which is based upon analysis of market conditions.
- 50/60 series employees who are compensated through a merit pay plan which is administered and appropriated by the Human Resources Department.
- Unionized employees – there are 13 town and school unions which have agreements that specify the percentage Cost of Living Adjustment (COLA) received by these groups each year.
- Contract employees – Executive level positions whose compensation is set by their respective Board.
- Non-union unclassified positions – positions are generally part-time, temporary and or seasonal positions. Wage increases for these positions are developed through a request made by a department head to the Human Resources to set a wage schedule for the ensuing fiscal year.

1.1.1 Budget templates

Locate the department's operating budget template. Each year, Finance updates the basic information on the templates and places them on the H-drive under the "FIN" folder. This allows department heads and their boards to spend more time budgeting for the fiscal year instead of changing formatting details and entering previous year actuals. From there, find the folder labeled "FY20 Operating Budgets" and locate the department's template under either the "Selectmen" or "Non-Selectmen" sub-folder. Please make a copy of that excel file and save it to your personal F or G drive. The template is made up of three tabs: Salaries, Personal Services & Expenses, and Summary. In these three tabs, the salary tabs links to the PS&E tab, which links to the summary tab. Updating the salaries on the salary tab and the expenses on the PS&E should be enough to link your items correctly. It is important to check the template to ensure all the items are linking correctly once you have finished working. Do not forget to periodically save the template while updating it. This will prevent any changes from being lost.

1.2 Pay Weeks

Please keep in mind that you must budget for a varying number of work weeks each year. In FY20, you will need to budget 52.4 weeks of pay in your operating budget. From year to year this number changes, so please ensure that your operating template reflects the correct number of weeks. To the right you will see the work weeks that will be used in the operating budgets for the next four years. In the operating templates that Finance updates initially, this calculation should already be completed. However, it is the responsibility of department heads to ensure that this is correct before submitting the budget. If you wish to check that the formula in your template is correct, you can view the work week multiplier in the total column on the salary tab of your operating budget document.

FY20	52.4
FY21	52.2
FY22	52.2
FY23	52.2

1.3 Employee Job Classes

As outlined in the overview, there are five main types of employees in the Town and each group has special budgeting requirements. The requirements are detailed below:

- 40-series employees are the hourly clerical “town” staff. The amount of increase for these employees is determined by the Human Resources Board and the percentage increase will be communicated to all departments by Finance once the guidelines are finalized. This salary increase amount remains in department operating budgets throughout the budget process and is never removed. These employees may be eligible for longevity increases as well. Please consult the (40 Series) longevity table to the right and add longevity increases to the budget where appropriate.

Years of Service	Amount
30 or more	\$ 800.00
25-29 years	\$ 700.00
20-24 years	\$ 600.00
15-19 years	\$ 500.00
10-14 years	\$ 300.00

- 50/60-series employees are salaried “town” staff eligible for increased compensation through the merit pay plan, based upon the result of their annual performance review. The HR Board recommends a pool of funds for fiscal-year merit bonuses, usually as a percentage increase in payroll costs. Because the results of performance evaluations are unknown at the time the budget is created, departments must factor into their calculations providing this increase for their eligible employees. After budgets are turned in, the Finance Department removes the funds from these budgets and appropriates a like amount in a separate article at Town Meeting. This process enables all relevant parties to see the estimated true cost of employee salaries.
- Unionized employees receive their compensation based upon their respective union agreement with the Town and Schools. All COLA, steps, lanes, certifications, stipends, longevity and any other benefits associated with the contracts must be calculated in the operating budget submission. Some bargaining agreements also have mid-year steps that departments will have to budget for as well. These amounts remain in the operating budget through the process and are not accounted for separately.
- Contracted employees There are six “town” employees under contract (Executive Director, Finance Director, Police Chief, Deputy Police Chief, Fire Chief and Assistant Fire Chief) as well as a number of School department personnel. Estimated increases for these positions must be built into the operating budget and the increase does not get removed. Departments must include monies for this purpose based either on the language of the employee’s contract, or on what the Board estimates might be an increase in compensation for the ensuing year.
- Non-Union Unclassified Positions are generally hourly part-time, seasonal or temporary hires. Examples of such positions include recreation seasonal staff, crossing guards, part-time “on call” staff and per diem employees. Department heads should contact the Human Resource Director to discuss hourly rates and wage schedules as part of the budget development process.

There are several other points to consider in budgeting for personal services:

- **Unsettled union contracts:** Union contracts are typically three years in length, and because they expire on a fiscal-year basis, it is very likely that they will not be settled and the COLA will not be determined prior to development of the next year’s budget. To account for this, the department must estimate an increase to show the potential impact of a settled contract to that department’s budget. Department staff must work with the Executive Director, Finance Director, and Human Resource Director to determine what this estimated amount should be. That amount for all applicable employees must be calculated into the department’s budget so they can fully assess whether they have met the budget guideline or exceeded it. Prior to Town Meeting that salary estimate will be removed and appropriated separately in another warrant article so as to not impact the Town’s bargaining position with its unions. When the new fiscal year begins, the Finance Department will make the adjustment to add the needed funds to that department’s operating budget. In an unsettled contract year, the guideline for COLA increases is zero. Only existing step progressions or longevity terms should be budgeted.
- For Fiscal Year 2020, all contracts except the Schools have been settled, so budgets will be developed using the contractual parameters and the paragraph above will not apply.

1.4 Vacant Positions

Departments are encouraged to budget vacant positions at the mid-point of the salary range. If a department has a long-time employee who was at the top of the range in their job class that has recently retired, replacing the position with a less senior employee may generate a savings. As the salary tables are created by the Human Resources Department, and are based on comparable industry standards, this method of budgeting allows for fair compensation of employees while helping control the growth rate in a department’s budget.

1.5 Salary Tab

The salary tab of the operating budget is where all of the personal services calculations will be entered. Please list all employees by name and title. Then show each employee’s current year weekly salary followed by his/her starting weekly salary amount in the budget request year. Itemize any additional stipends and add to a total weekly pay amount. For union or 40 series employees who have a mid-year step, list their new weekly mid-year amount, followed by their stipends and add to a total weekly amount. For those who do not have mid-year steps, simply take the weekly amount and multiply that by the number of the pay weeks for that fiscal year. If there is a mid-year step, it will be necessary to calculate how many weeks the employee will be at the first weekly salary and how many weeks at the second weekly salary to come to a grand total for the fiscal year. The examples below show a regular 60-series employee with no stipends or steps followed by a union employee with an education stipend and a mid-year step increase. Please also keep in mind that 40-series employees and union employees are eligible for a step increase six months after they begin working for the town. This six-month anniversary then becomes the one-year anniversary for subsequent step increases.

Job Title Employee Name	FY19 Rate as of 6/30/19	Group - Step	FY20 Starting Rate 7/1/2019	Ed. Stipend	Weekly	Group-Step	Step Rate	Ed. Stipend	New Weekly	Total Budget Request
Municipal Zoo Director Don Duquette	\$ 2,200.00	62	\$ 2,244.00	N/A	N/A	N/A	N/A	N/A	N/A	117,586
Municipal Zoo Coordinator Anthony Tigre Date of hire 6-1-18	\$ 1,000.00	Z50-1 7-1-18	\$ 1,020.00	\$ 15.00	\$ 1,035.00	B40-2	1,040.40	15.00	1,055.40	54,764

1.6 New Employees

Requests to add new employees generate additional costs and therefore require additional steps. First, the Human Resources Board must approve any new position by December 1st. This process allows enough lead time for HR to evaluate the position, prepare job descriptions and go through its internal process. The Human Resources Board encourages any department contemplating a new position to begin the process as early as possible in the budget season. The Human Resources Board's process includes discussing the need for the position, approval of the final job description, and by doing so sets the grade for the position which dictates the salary range to which it is assigned. Second, the Advisory Committee must be provided sufficient time to review the new position request. Lastly, once the new position is approved, the position must be added to the operating budget with an extra \$20,000 to show the true cost of a full-time benefited employee. The \$20,000 budget was developed several years ago to account for all of the benefits provided to a full-time position. The assumptions include various insurances: (family health plan, long-term disability, life, dental insurance and worker's compensation) as well as Medicare taxes. For employees less than full-time, please provide a prorated benefits cost. The benefited amount, along with merit pay, will be removed prior to Town Meeting and budgeted with other like costs. However, operating budgets must be evaluated versus guideline with benefits included in the department total.

In order to assist departments with planning for a new position, a new form has been included (Appendix B) which should be used to project work space and tools needed by a new employee. Examples of this include: a new computer, phone, office supplies, and anything else relevant for that employee to complete his/her specific job. This form should be completed, signed by the department head or board chair, and submitted with the operating budget. It is pre-populated with typical items and average costs. The items listed on the new employee form should also appear in the operating budget in both the personal services and expense part of the budget request. This form can be found in the H-Drive under the "FIN" folder then "Forms" subfolder.

2.0 Expenses

2.1 Overview

The expense part of the budget can be found on the middle tab of the operating budget template titled "Personal Services & Expenses." On this tab, please add all the necessary items that are not related to salaries. This section includes office supplies, conferences, training and development, travel and anything else the department might need to fulfil its mission. The expense part of the operating budget has four parts in addition to the price for any line item: Munis Org, Munis Object, the account title, and the explanation. All of these pieces should be filled in for each item in the expense budget. Please research costs by calling vendors and evaluating past expenditures to develop a defensible budget. Departments should also be prepared to answer questions from Advisory and provide calculations and backup for specific line items.

2.2 Categorizing Expenses

Expenses should be placed with the corresponding account title and explanation. The account title relates to the Munis Org and Object. For most departments, generic expenses have been set up in Munis and many of the account titles will already be there. However, some departments may have unique expenses that do not fit in with existing Munis codes. For example, a department may have to purchase paper bags for an initiative. Such an item would not appropriately go under office supplies or any other Munis code

description. Therefore, it is recommended that departments work with Finance to determine when it is appropriate to have new accounts created. Finance will create new Munis codes if the situation merits it. Please see appendix “A” for a list of commonly used expense charge codes. When adding a new expense line, please refer to this list to see what is available. The Explanation part of the budget is more of a free-text field where details can be given about the specifics of a line item request. The Munis description “Conferences” can list specific conferences that the staff of a department is planning to attend in the coming year. Please provide as much specificity as possible to better inform those who review the departmental budgets.

2.3 Centralized Expenses

Gas and Utility costs are centrally managed and budgeted by the Facilities Management Department. Fuel costs are managed by the Department of Public Works. The Executive Director’s office prepares centralized Legal, Liability Insurance, and Compensated Absences budgets. Each year, Human Resources will disseminate the IRS per-mile employee reimbursement rate to be used when estimating annual mileage. Employee benefit costs such as Health Insurance, Unemployment, Medicare, Pension, and OPEB are budgeted centrally.

2.4 Budgeting for IT Equipment and Services

The IT Department (ITD) has traditionally budgeted for enterprise software systems used by many/all departments (e.g. MUNIS, MS Office). Following conversion to a new VoIP telephone network in 2015, budgets for basic telephone service were also consolidated into the ITD operating budget. Starting as early as FY18, ITD intends to budget centrally for the preventative replacement of all PCs and printers connected to the Town’s network. Other software and equipment that are specific to a department’s mission should be budgeted by those departments in the account numbers listed below. ITD maintains an inventory of PCs and printers and will work with your department during the budget planning process to establish an appropriate equipment replacement schedule and discuss future needs. All new software and equipment purchases for non-School departments must be made through/by ITD to ensure compatibility with existing systems, and to establish a single point of contact with vendors for billing and technical support.

- **530800** (Computer Software Services), **534080** (Software Licenses), **542060** (Software) – Include licensing, subscription, and maintenance/support contracts for software used exclusively by your department (e.g. AutoCAD, RecTrac, MySeniorCenter, Quickbooks, etc.)
- **534020** (Telephone), **534050** (Telecommunications), **534055** (Cable and Internet) – Include monthly charges for internet or wire-line telephone service from Comcast, Verizon, or another provider. Any expenses related to wireless/cellular phone service.
- **543030** (Computers Maintenance), **543040** (Equipment Maintenance), **583030** (Technology Equipment) – Include new laptops, tablets, scanners, projectors, routers and other devices *not* connected to the Town’s network, including accessories (e.g. docking stations, cables, etc.). Costs will vary greatly by use/configuration and ITD will work with you to obtain quotes for budgeting purposes.

2.5 Encumbrances

When updating the column on the expense tab that represents the most recently completed year, please update the encumbrance amount at the bottom of that column. The total encumbrance amount for the

most recent completed year should be what was actually spent the following year, not the grand total that was encumbered. For example, for the FY20 budget request submission, the most recently completed year would be FY18. The total encumbrance to be updated in FY18 would then be what was actually spent in FY19, not the total amount that was originally encumbered. Therefore, if \$500 was originally encumbered from FY18 but only \$400 was spent, \$400 would be recorded in the FY18 column.

3.0 Narratives

3.1 Narrative Overview

All departments must submit narratives to the Advisory Committee and the Finance Department with the budget requests. The narrative is a department's opportunity to discuss the mission of the Board or Department, past initiatives, current initiatives, future goals, benchmarking, relevant statistical data, and any other aspects that might be of interest to Advisory and the public. The department narrative is where a department should outline current challenges and demonstrate why funding above the guideline is necessary, if applicable. The narrative of each department should be formatted to include the following sections: Mission, department overview/organizational structure, highlights from the past year, upcoming year goals/initiatives, long term goals/initiatives, personal service budget summary, expense budget summary, revenue chart if applicable, and a section explaining why a department needs more resources or cannot comply with guidelines (if necessary).

3.2 Mission Statement

The Mission Statement section of the departmental narrative should describe the department's purpose, the services it provides, and manner in which services are to be delivered. Well-crafted Mission Statements can be communicated at a high level and don't necessarily need to be lengthy.

3.3 Organizational Structure

The department overview/organizational structure will describe the leadership and reporting structure of the department, responsibilities of the various positions, and will include the number of employees.

3.4 Previous Accomplishments

In this section, the department should discuss goals and initiatives completed during the past year and how those achievements have benefitted the Town. This space can be used to describe completed projects and their impact, successful studies that were completed, new programs that were rolled out, and any other relevant statistics or items of interest.

3.5 Department Goals

The next section should describe what the department wishes to accomplish in the coming year. This should include new programs, projects, initiatives, and goals along with how these items will benefit the Town. Should any of your goals result in a financial impact to another board or department, please be specific about the operational and financial impact.

3.6 Warrant Article Requests

Please give consideration to other initiatives that are not typically included in an operating budgets or the capital budget for which you are considering making a request. These might either be cross-departmental

projects, or isolated items for which funds are needed next year. Please include a list of the items and the project budget required so that they can be included as we determine the total amount of funds to be requested at Town Meeting and the ability to finance them.

3.7 Operating Budget Summary

The next two sections should be summaries of the personal service and expense budgets. Departments should describe any special situations that make up their personal service budget (contract employees, union agreements, mid-year steps, etc.) and provide detail on any new staffing requirements. The expense budget section is the opportunity to speak about initiatives that are driving costs and any other details that might raise questions from Advisory or the Board of Selectmen (conferences, mileage, new expense items, etc.). Additionally, departments should explain what is driving their expense budget if the expense budget is not within guideline.

3.8 Revenue Explanation

As part of departmental operations, some departments collect payments for various services or programs. All departments that take in revenue of any kind should create a section in their narratives devoted to an explanation of those activities and a revenue chart showing the total amount of money collected for the last three completed years, a year-to-date total for the current year, and an estimate for the coming year.

Existing departmental revolving funds should be listed and any newly requested funds should be highlighted. New revolving funds must be supported by new revenue sources, rather than redirecting existing resources.

3.9 Out of Guideline

The final section of the operating budget narrative provides the opportunity, if necessary, for the department to request more resources and explain in further detail why it cannot comply with guidelines. **To clarify, out of guideline is defined as the percentage increase in a budget being higher than a 2.5% increase in "Town" budgets and a 3.5% increase in School budgets from what was approved in FY19** including the \$20,000 benefit provision for any proposed new employees. In this section, departments will make their case to the Board of Selectmen and Advisory if they are requesting additional staff, unplanned capital, or increases in expense budgets that push their budgets over guidelines. The total financial impact of this 'over guideline' initiative should be clearly quantified. Much consideration should be given to this section so that the requests being made by the department are clear. All sections of the narratives should be written so that a person who has no familiarity with municipal government can understand what is being described. This reduces the number of questions relevant parties might have and makes for a much less complicated request process.

Capital Budget Process

The purpose of the capital budget process is to provide a means for planning for the maintenance and/or improvement of capital assets and infrastructure for the Town of Wellesley. Through a process of review, planning and coordination the Town will maintain the capital assets and infrastructure that is vital to the delivery of high quality services that Town residents expect. This process is applicable to all capital expenditures “inside the levy”. This includes items financed with cash where appropriate, and other sources that may be available (grants, gifts, or the CPA surcharge), and projects that are borrowed but paid for inside the Town’s levy. Debt that is issued as a result of a voter-approved debt exclusion is not applicable to this policy, but these projects should be included on the Five Year Capital Plan document.

A policy regarding capital expenditures will endeavor to:

1. To objectively prioritize the Town’s capital expenditures so as to promote a systematic, organized replacement and acquisition schedule.
2. To ensure that, given limited resources, the capital needs of the community are met.
3. Within the limits of the Town’s Debt Policy, to assure timely planning for the most economical method of financing capital projects. Further, to provide predictability for all Boards and Departments as to when their project can move forward.
4. To insure wider participation in the planning of projects and to reduce the pressure to fund a project which may not present as great a need as another project.
5. To promote a more effective administration and coordination of capital projects.

In order to implement the policy, the required procedures are:

1. All Town Boards and Departments must annually submit to the Board of Selectmen details of their proposed capital expenditures for the forthcoming five (5) year period on such forms that the Board requires and on the schedule set annually. Capital requests should support the department’s strategic direction, and the financial and operational impact of each requested capital purchase should be quantified
2. All new projects that a board/department proposes to add to the five-year plan MUST be included in the ONLY in the fifth year of the plan. If funding is available without compromising the priority of other Town projects, a project may move forward more quickly.
3. With their submission, each Board and Department must also utilize the prioritization criteria and rating process contained in this policy to self-evaluate their project or expense.
4. A committee comprised of the Finance Director, School Superintendent, DPW Director, FMD Director and Town IT Director will review all of the projects and ratings for each to either confirm or revise each project or procurement’s score.

5. Within the constraints of the Board’s debt policy and annual town budget, the Board will seek to budget for all projects from highest priority to lowest priority over the ensuing five years. The Financial Team will recommend to the Board of Selectmen a combination of cash capital and borrowed debt that falls within the guideline set by the Board in order to appropriately finance the projects prioritized by the Town in each budget year.

Annually the Board of Selectmen will set a threshold of the portion of the budget that will be dedicated to cash capital items. **In FY20 the threshold is \$_____.** Prioritization of projects will assist us in ensuring the projects most needed receive funding in that order.

PRIORITIZATION CRITERIA:

The Town shall use the following criteria to evaluate the priority of capital expenditures:

First, any high priority project that either addresses an imminent threat to the health and safety of citizens/property **OR** enables the Town to react to a time sensitive opportunity would be addressed as soon as practical and in some cases other projects may need to be delayed depending on the financial implications of addressing the priority. Examples include:

- a. Projects that would protect against a clear and dire risk to public safety, public health or continuous operation of the department.
- b. Land acquisition which is time sensitive – creates an opportunity to secure an asset for the town that improves the usefulness of a town parcel or enables the Town to further its goals in a particular area.

For all other projects, boards and departments must utilize the following criteria to prioritize their projects within the five-year capital plan.

1. Meets a requirement of State or Federal Law/Regulation
Projects such as fuel tank replacement or asbestos removal in which a replacement date has been mandated, or a law/regulation has been newly implemented which affects the asset.
1. Systematic replacement of capital assets
2. Projects that would replace or upgrade a facility or piece of equipment as part of a systematic replacement program.
3. Improves the operating efficiency of a department
Projects that substantially and significantly improve the operating efficiency of a department, or an expenditure that has a very favorable return on investment with a

promise of reducing existing or projected future increases in operating expenses. Presents an opportunity for a town-wide initiative that may reduce the overall budget.

4. Improves Services or operations
Acquisition or replacement of the capital asset improves services to the community or operations of a department(s).
5. Addresses a deteriorated facility
Projects that reconstruct or rehabilitate a facility to avoid or postpone replacing it with a new, costlier facility or piece of equipment.
6. Coordination – required as part of another CIP Project
Projects that are necessary to ensure coordination with another CIP project (such as scheduling a sewer project to coincide with a street reconstruction project so that the street is not dug up a year or two after it is completed). A project may be necessary to comply with requirements imposed by others. Quantifiable and verifiable savings must be demonstrated. The magnitude of the savings may impact the rating.
7. Contributes to achieving the values outlined in the Unified Plan Either enables a department to implement its internal strategic plan or contributes to the vision and values contained in the plan.
8. Sustainability - protects and/or improves Town resources – natural or built
Makes progress towards the requirements of the Green Community Program and/or meets a standard of sustainability such as LEED. Improves or protects a natural resource of the Town.
9. Impact to Learning or Work Environment
Repair or replacement of the asset will contribute to the educational environment. Impact to the work environment may create are more effective or efficient environment.

DEFINITIONS:

1. “Capital” expenditures are depreciable assets with a useful life greater than five (5) years and a cost of more than \$10,000. Vehicles, roads, buildings, acquisition of land, athletic fields, and equipment are examples of capital items.
2. Studies may be considered as capital expenditures as they are not an operating budget expenditure and the result of the study may lead to a future capital expenditure such as a feasibility study.
3. Two specific exclusions to the definition of capital expenditures are police cruisers and school computers. Police cruisers have a useful life of less than five years. School computers are treated as capital due to the sheer number required to be purchased annually, the volatility

of the school's needs from one year to the next, and different laws governing school expenditures. All other Town computer expenditures must be included in the operating budget.

Budget Submission Timeline

- July 1, 2018 Fiscal Year begins
- Early August – Input by Departments, Advisory, and Finance on budget guidelines
- Mid-August – Capital templates are distributed by Finance with instructions
- Late August – Finance recommends budget guidelines to BOS
- September 7th – Advisory Committee announces work schedule
- September 25th – Operating Budget guideline finalized
- September 27th – Inter-board meeting to review guidelines/go over budget document
- September 28th – Operating budget manual & forms sent out
-
- October 10th – HR Board provides guideline for 40/50/60 series
- October 19th – Capital budget requests submitted to Finance from all departments
- ATM draft warrant articles due from all Departments/Boards
- November 16th – Operating budgets due from Selectmen's departments
- November 19th – Finance begins budget compilation & tax classification hearing
- November 30th – Final day to submit warrant articles for ATM
- December 1nd – Selectmen's budget workshop
- December 3th – Operating budgets due to Finance from non-school departments
- December 14th – School operating budget due
- December 17th – Determine budget gap & begin closing process

Operating Budget Checklist

1	Review Guidelines
2	Obtain template from the H Drive under Finance
3	Save template to personal F or G drive
4	Save your template periodically as you work
5	Confirm that salaries are correct in the current year column on the salaries tab
6	Confirm that union employees and 40-series employees have the agreed to increases in the budget request year on the salaries tab
7	Confirm that the 50/60 series has the correct estimate for the merit pay increase in the budget request year on the salaries tab
8	Confirm that the "Total Salary Request" column on the salary tab is multiplying all employee salaries by the correct amount of pay weeks
9	Confirm that all employees who are eligible for longevity by July 1st of the current fiscal year have their longevity budgeted on the salary tab
10	Confirm that the actuals are correct in the previous fiscal years on the Personal Services and Expense tab (PSE)
11	Confirm that the current year budget column is correct on the PSE tab
12	Confirm that the formulas are correctly pulling the salaries from the salaries tab into the budget request column on the PSE tab
13	Confirm that the "Variance" columns are correct for personal services on the PSE tab
14	Confirm that the personal service subtotals are correct on the PSE tab
15	Enter expense requests in the budget request year column on the PSE tab
16	Confirm that the "Variance" columns are correct for Expenses on the PSE tab
17	Confirm that the Expense subtotals are correct on the PSE tab
18	Confirm that the encumbrance request amounts are correctly in the years they were spent in on the PSE tab
19	Confirm that the "Department Total" are correct on the PSE tab
20	Confirm that all totals on the "Summary Schedule" tab are correctly flowing from the PSE tab by the descriptions on the left side of the page
21	Confirm that the Subtotal for Personal Services and Expenses is correctly adding from the information above it on the Summary Schedule tab
22	Confirm the "Total" at the bottom of the Summary Schedule tab is correctly adding the two subtotals on that page
23	Confirm the Permanent Staffing totals at the bottom of the Summary Schedule tab

Capital Budget Checklist

1	Review Procedures
2	Obtain template from the H Drive under Finance if template was not sent to you directly
3	Inform Finance if you need assistance adding additional project tabs to your template
4	Save template to personal F or G drive
5	Save your template periodically as you work
6	Confirm that projects and dollar amounts from the previous fiscal years are the same and change them where necessary on the individual project tabs
7	Confirm that all project reference numbers and descriptions on the Summary tab match the project reference numbers and project descriptions on the individual tabs of your template
8	Confirm that all descriptions of current projects are still relevant on all project tabs of your template
9	Create and fill in any new project tabs on your template
10	Check that all the fiscal year total columns on all your project tabs link to the summary page in the matching fiscal year
11	Confirm that the formulas in the Total Capital Requests row and the 5 Year Total column are adding correctly on the Summary tab

Appendix A

Common Munis Expense Accounts

Object	Description
521030	FUEL OIL
524010	BUILDING MAINTENANCE
524020	VEHICLE MAINTENANCE
524030	EQUIPMENT MAINTENANCE
524040	OFFICE EQUIPMENT MAINTENANCE
524045	COPIER MAINTENANCE
524050	COMPUTER EQUIPMENT MAINTENANCE
524060	COMMUNICATIONS MAINTENANCE
524090	OTHER CONTRACTUAL SERVICES
527010	BUILDING RENTAL/LEASE
527030	EQUIPMENT RENTAL/LEASE
527050	COPIER MACHINES RENTAL/LEASE
527090	OTHER RENTALS/LEASES
530100	LEGAL SERVICES
530500	TRAINING AND DEVELOPMENT
530600	APPRAISALS AND SURVEYS
530700	ARCHITECTS AND ENGINEERS
530750	PROJECT MANAGEMENT SERVICES
530800	COMPUTER SOFTWARE SERVICES
530900	OTHER PROFESSIONAL SERVICES
534010	POSTAGE
534020	TELEPHONE
534030	ADVERTISING - GENERAL
534035	ADVERTISING - EMPLOYMENT
534040	PRINTING AND MAILING EXPENSE
534050	TELECOMMUNICATIONS
534055	CABLE AND INTERNET
534060	PHOTOCOPYING
534080	SOFTWARE LICENCES
534090	OTHER COMMUNICATIONS SERVICES
538090	OTHER PURCHASED SERVICES
541010	GASOLINE
541020	DIESEL FUEL
542010	OFFICE SUPPLIES
542020	COPIER SUPPLIES
542060	SOFTWARE
542090	OTHER GENERAL SUPPLIES
542110	UNIFORMS
542130	WORK CLOTHING
543010	BUILDING MAINTENANCE/REPAIR SUPPLIES
543030	COMPUTERS MAINTENANCE/REPAIR SUPPLIES
543040	EQUIPMENT MAINTENANCE/REPAIR SUPPLIES
543060	CUSTODIAL MAINTENANCE/REPAIR SUPPLIES
543090	OTHER MAINT/REPAIR SUPPLIES
545000	CUSTODIAL SUPPLIES
549095	PROMOTIONAL MATERIALS
554200	OTHER PURCHASED PRODUCTS
555160	SUPPLIES
566010	SALES TAX
566020	FUEL TAX
566030	MEALS TAX
571010	TRAVEL - MILEAGE
571110	CONF/MTGS - ADMINISTRATORS
571120	CONF/MTGS - PROFESSIONAL STAFF
571130	CONF/MTGS - SUPPORT STAFF
571140	CONF/MTGS - COMM/BOARD MEMBERS
573090	DUES - OTHER
583030	TECHNOLOGY EQUIPMENT

Appendix B

New Position Form

This form to be used when a Department is requesting a new position. Positions must be approved by Human Resources by December 1st, so please allow adequate lead time (check with HR). Once this is done, use this form to calculate the true cost of a new position by entering all the information requested below. Have your Department Head or Board Chair Person sign off on the completed form and submit this form with your operating budget.

1. Employee Job Title	2. Employee Job Class	3. Hourly Rate	4. Hours Per Week	5. Pay Weeks	Personal Services
					\$ -

New positions require \$20,000 standard benefit assessment

n/a

Subtotal Personal Services

#VALUE!

	Y	N	Amount	
6. Work Space for new Employee?	<input type="checkbox"/>	<input type="checkbox"/>	_____	Consult IT for wiring costs
7. New Computer for Employee?	<input type="checkbox"/>	<input type="checkbox"/>	-	
8. New Telephone for Employee?	<input type="checkbox"/>	<input type="checkbox"/>	-	
9. New Chair for Employee?	<input type="checkbox"/>	<input type="checkbox"/>	_____	Enter cost manually
10. Conferences	<input type="checkbox"/>	<input type="checkbox"/>	_____	Enter cost manually
11. Dues	<input type="checkbox"/>	<input type="checkbox"/>	_____	Enter cost manually
12. Travel/Mileage	<input type="checkbox"/>	<input type="checkbox"/>	_____	Enter cost manually
13. Misc Office Supplies for Employee?	<input type="checkbox"/>	<input type="checkbox"/>	_____	Enter cost manually

New Employee Grand Total

#VALUE!

Wellesley Capital Improvement Plan (CIP): Project Prioritization and Selection Evaluation Criteria and Scoring Matrix													
	Cost/Benefit (ex. Energy Efficiency)	System Repair or Replacement	Improve Service and Operations	Environmental and Sustainability	Regulatory Mandates	Safety or Security	Impact to Learning	Required Part of Other CIP Project	Consistent with Unified Plan (UP)				
Points	20	20	20	10	20	20	20	10	10				
20	Positive cost/benefit (11-20)	Damaged or <i>past useful life now</i> (11-20)	Operations critical (16-20)	Critical (6-10)	Currently overdue (20)	Critical safety or security issue (16-20)	Critical impact to learning (16-20)	Essential part of other CIP project (6-10)	Fully consistent with UP (6-10)				
19					Due <i>during</i> CIP (11-15)					Major safety or security issue (11-15)	Major impact to learning (11-15)		
18													
17													
16													
15			Major operational improvement (11-15)		Moderate operational improvement (1-10)	Yes (1-5)	Due <i>after</i> CIP (1-10)			Moderate safety or security issue (1-10)	Moderate impact to learning (1-10)	Desired part of other CIP project (1-5)	Partially consistent with UP (1-5)
14													
13													
12													
11													
10	Neutral (10)	Past useful life <i>during</i> CIP (6-10)	Moderate operational improvement (1-10)	Critical (6-10)	Due <i>after</i> CIP (1-10)	Moderate safety or security issue (1-10)	Moderate impact to learning (1-10)	Essential part of other CIP project (6-10)	Fully consistent with UP (6-10)				
9	Negative cost/benefit (0-9)									Past useful life <i>after</i> CIP (1-5)	No operational improvement	No impact	No mandate
8													
7													
6													
5													
4													
3													
2													
1													
0		No replace	No operational improvement	No impact	No mandate	No safety or security issue	No impact to learning	Not required	Not consistent with UP				

8. Executive Director's Report

Included in your packet are gifts to both DPW and the Recreation Commission that require approval by the Board. There are also a number of sets of minutes for approval, and expenditures from the SPED stabilization fund.

- Acceptance of Gifts

Included in your packet is an email from Cricket Vlass informing us about a gift for a teak bench and bronze plaque to be installed on the knoll at Centennial Park, as well as a letter from the Recreation Department regarding a gift from Edge Sports Group in support of the summertime concert series.

MOVE that the Board accept the following gifts:

- A donation from the Wellesley Garden Study Group of \$875 for the purchase of a teak bench and bronze plaque to be installed at Centennial Park, and
- A donation from Edge Sports Group of \$1,000 for the summertime concert series.

Robinson, Blythe

From: Jop, Meghan
Sent: Monday, June 25, 2018 12:51 PM
To: Vlass, Cricket
Cc: Robinson, Blythe; Quinn, Mike
Subject: RE: Donation

Cricket – We will put this on for July 10th.
Meghan

From: Vlass, Cricket
Sent: Monday, June 25, 2018 10:43 AM
To: Jop, Meghan <mjop@wellesleyma.gov>
Cc: Robinson, Blythe <brobinson@wellesleyma.gov>; Quinn, Mike <mquinn@wellesleyma.gov>
Subject: Donation

We have received a donation from the Wellesley Garden Study Group for \$875.00 to purchase a new Kingsley Bate teak bench and bronze plaque. This bench will be installed on the knoll at Centennial Park.

Contact information: Ellen Korpi (ellenkorpi1@gmail.com).

Thanks,
Cricket

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

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

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

TOWN OF WELLESLEY



RECREATION DEPARTMENT

WARREN BUILDING
90 WASHINGTON STREET
WELLESLEY, MASSACHUSETTS 02481

DIRECTOR
MATTHEW G. CHIN

TELEPHONE: 781-235-2370
FAX: 781-237-3558
WWW.WELLESLEYMA.GOV/RECREATION

DEPUTY DIRECTOR
BRANDON G. FITTS

June 26, 2018

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

To the Wellesley Board of Selectmen,

On behalf of the Recreation Commission, we ask the Wellesley Board of Selectmen to accept the donation received from **Edge Sports Group in the amount of \$1,000**. This check has been deposited and a thank you has been sent.

This donation is for the SUMMERTIME 2018 Concert series and Special Events.

Thank you in advance for your assistance.

Matthew G. Chin
Director of Recreation

- Approve SPED Stabilization Expenditures

Included in your packet is an authorization form for expenditures from the SPED Stabilization fund. As you may recall, expenditures from the fund require approval from both the School Committee and the Board. In this case the School Committee has already voted to authorize two payments to New England Medical Billing totaling \$4,852.42 at their meeting on June 27th. We are requesting that the Board do the same at this meeting.

MOVE that the Board approve payments from the SPED Stabilization Fund to New England Medical Billing dated June 20, 2018 totaling \$4,852.42.

Authorized Special Education Stabilization Fund expenditures

<u>Vendor Name</u>	<u>Vendor Numbe</u>	<u>Invoice Number</u>	<u>Date</u>	<u>Amount</u>	<u>Charge to:</u>
New England Medical Billing		WELLS1803	6/20/2018	\$ 1,236.41	83982203-578010
New England Medical Billing		WELLCR2017	6/20/2018	\$ 3,616.01	83982203-578010
					83982203-578010
					83982203-578010
					83982203-578010
					83982203-578010
					83982203-578010
					83982203-578010
					83982203-578010
Total Authorized				\$ 4,852.42	

Approved School committee: *S. P. H. Chow* **Meeting Date** 6/27/2018
Approved Board of Selectmen: _____ xx/xx/xxxx

SPED Stabilization authorized ATM 2017 under enabling legislation -Municipal modernization
 Exepnsitures require School Committee and Board of Selectmen approval



N • E • M • B
 NEW ENGLAND MEDICAL BILLING
 19 Norfolk Avenue
 South Easton, MA 02375

Invoice

DATE	INVOICE NO.
6/20/2018	WELL-S1803

BILL TO

Wellesley Public Schools
 40 Kingsbury ST
 Wellesley, MA 02481
 Attn: Judith Belliveau
 Asst Superintendent

TERMS
Due on receipt

DESCRIPTION	NET RECEIPTS	RATE	AMOUNT
School Administrative Medicaid Claiming Fees submitted in qtr ending 3/31/18: pmt date 6/19/18	25,714.29	0.045	1,157.14
School Medicaid Direct Service submitted for qtr ending 3/31/18: pmt date 5/19/18	1,761.48	0.045	79.27

Thank you for your business			
For questions - call Nancy Dolgin at (508)297-2068 x232		Total	\$1,236.41



N • E • M • B
NEW ENGLAND MEDICAL BILLING
19 Norfolk Avenue
South Easton, MA 02375

Invoice

DATE	INVOICE NO.
6/20/2018	WELLCR2017

BILL TO

Wellesley Public Schools
40 Kingsbury ST
Wellesley, MA 02481
Attn: Judith Belliveau
Asst Superintendent

TERMS

Due on receipt

DESCRIPTION	NET RECEIPTS	RATE	AMOUNT
Annual Direct Service Cost Report FY 2017; payment date 6/19/18	80,355.72	0.045	3,616.01
Thank you for your business			
For questions - call Nancy Dolgin at (508)297-2068 x232			
Total			\$3,616.01

- Approval of Minutes

Included in your packet are several sets of minutes for approval by the Board from the meetings of: June 4, June 5, June 11, June 18, and June 25th.

MOVE that the Board approve the minutes of the June 4, 5, 11, 18 and 25th, 2018 meetings.

1 **Approved:**

2
3 **Board of Selectmen Meeting: June 4, 2018**

4 **Present: Gibbs, Freiman, Sullivan Woods, Morgan, Ulfelder**

5 **Also Present: Robinson, Jop**

6
7 **Warrants approved: 2018-046 - \$1,619,835.79**

8 **2018-047 - \$5,744,702.54**

9 **Minutes approved:**

10 **BOS Meeting: 5/7/18**

11 **BOS Meeting: 5/14/18**

12 **BOS Meeting: 5/21/18**

13
14
15 **Meeting Documents:**

- 16 1. Agenda
- 17 2. BOS calendar
- 18 3. Motions
- 19 4. Executive Director's weekly report
- 20 5. Memo from Meghan Condon re: MWRA
- 21 6. MWRA Sewer Bond Selectmen's Vote
- 22 7. MWRA Bond
- 23 8. Redline Hunnewell-Morgan Palmer Conservation Restriction
- 24 9. Letter from John Hancock
- 25 10. PowerPoint Presentation: Wellesley Office Park
- 26 11. Draft BOS minutes: 5/7/18
- 27 12. Draft BOS minutes: 5/14/18
- 28 13. Draft BOS minutes: 5/21/18
- 29 14. State Auditor's Report – Wellesley Housing Authority
- 30 15. Monthly Budget Report
- 31 16. MA Department of Veteran's Services Letter
- 32 17. MassHousing Letter re: 136-140 Worcester Street
- 33 18. Registry of Deeds Invitation
- 34 19. Correspondence from Miguel Lessing re: COA
- 35 20. Volunteer Form
- 36 21. Citizens Letter: Enku Kebede-Francis
- 37 22. Water Management Act Court Decision
- 38 23. Correspondence on Commuter Parking at Linden Square

39
40
41 **1. Call to Order and Citizen Speak**

42
43 Ms. Gibbs, Chair, called the meeting to order at 7:01pm.

44 Ms. Gibbs thanked and congratulated the Celebrations Committee and the parade organizers for the past
45 weekend and the series of events for the Wonderful Wellesley Weekend.

46 Ms. Sullivan Woods announced the World of Wellesley will be hosting the second annual Race Amity
47 Day that was put into effect by Governor Baker last year. The event is cohosted with Needham and this
48 year it will be held Sunday, June 10th at Warren Park.

49

50 **Citizen Speak:**

51 None.

52

53 **2. Approve MWRA Bond**

54 Ms. Robinson introduced the background of the 5-year bond. It is interest free from MWRA for DPW to
55 undertake inflow and infiltration (I&I) work. The work is performed on sewer pipes to limit storm water
56 being subject to sewage treatment. She noted that a grant is also associated with the bond from the MWRA
57 for the work.

58

59 Mr. Cohen from DPW joined the Board to provide further detail on the work and the processes. Ms.
60 Freiman asked Mr. Cohen to explain I&I. He explained that it is water that infiltrates sewer pipes; if water
61 gets into the system the Town is paying to treat groundwater. The pipes are sealed to keep the
62 rainwater/groundwater out. He stated the challenge to I&I work is that there are service connections that
63 exist at properties where the Town has no control and are the homeowners' responsibility.

64

65

66 **Upon a motion by Ms. Freiman and seconded by Mr. Morgan, the Board voted (5-0) to approve**
67 **the sale of the \$179,454 Sewer Bond of the Town dated June 11, 2018, to Massachusetts Water**
68 **Resources Authority (the "Authority") is hereby approved and the Town Treasurer or other**
69 **appropriate Town official is authorized to execute on behalf of the Town a Loan Agreement**
70 **and a Financial Assistance Agreement with the Authority with respect to the bond. The bond**
71 **shall be payable without interest on May 15 of the years and in the principal amounts as**
72 **follows:**

73

<u>Year</u>	<u>Installment</u>
2019	\$35,890.80
2020	35,890.80
2021	35,890.80
2022	35,890.80
2023	35,890.80

74

75 **Further Voted: that each member of the Board of Selectmen, the Town Clerk and the Town**
76 **Treasurer be and hereby are, authorized to take any and all such actions, and execute and**
77 **deliver such certificates, receipts or other documents as may be determined by them, or any of**
78 **them, to be necessary or convenient to carry into effect the provisions of the foregoing vote.**

79

80

81 **3. Re-sign Hunnewell-Morgan Palmer Conservation Restriction**

82 Ms. Jop reviewed the changes that were made since the Board approved the original
83 conservation restriction and noted that the changes had been approved by the Natick Board of
84 Selectmen.

85

86 Mr. Santomenna of the Trustees of Reservations joined the Board and provided a brief update on
87 the State's comments on the conservation restriction that were required to be incorporated. He

88 explained that there had been no substantive changes made to the restriction but that the
89 revisions related only to a processing issue.

90
91

92 **Upon a motion by Ms. Freiman and seconded by Mr. Morgan, the Board voted (5-0) to approve the**
93 **revised Conservation Restrictions for parcels 194-24 and 186-4 fronting Pond Road, which are**
94 **partially located within the Town of Wellesley, owned by the Estate of Mary Palmer and the Trustees**
95 **of Hunnewell Estates, to the Trustees of Reservations in perpetuity.**

96

97 **4. John Hancock-Wellesley Office Park Presentation**

98 Ms. Gibbs invited Robert Maulden, Managing Director of Real Estate for John Hancock; Peter Tamm of
99 Goulston and Storrs; David Hall of Hanover Company; and Paul Crowley of John Hancock to join the
100 Board. Ms. Jop introduced the background of Wellesley Office Park under the ownership of John Hancock.
101 The Town had been working with the group over the past few years regarding redevelopment of the site.
102 Mr. Tamm recently approached the Town to discuss potential redevelopment and discussion of goals for
103 the project for both the Town and John Hancock.

104 Mr. Tamm provided background of his work with John Hancock for redeveloping the site, including
105 developing housing on the site. The team had presented this proposal to the Planning Board the previous
106 week. The team would like input and direction from the Town before moving forward. Mr. Maulden
107 introduced John Hancock's interest in redeveloping the site and objectives for the property and indicated
108 that he believed John Hancock and the Town would be working to the same goals. He added that the plan
109 is in its initial stages and they will begin moving forward working with the Town after additional
110 conversations. He gave an overview of the location and layout of the site; it is 26 acres and the buildings
111 were built between 1960-1980. There are a total of eight buildings with approximately 650,000 square feet
112 of office space. They have identified three buildings they believe would remain as office space and five
113 buildings that would be slated for redevelopment. He reviewed their initial design goals for the property
114 including multifamily housing, a hotel and new office development. The design includes concentrated
115 parking, and improving runoff and drainage at the site. One of the project goals is improving energy
116 efficiency. Currently the location has a shuttle and they are looking to improve service as well as offering
117 additional ride-sharing services.

118 Mr. Hall gave a brief overview of Hanover Company, which is a multifamily developer with a national
119 platform. He noted some of the local projects and redeveloped sites including sites in Needham, Westwood,
120 and Plymouth. He noted that typically about 10% of residents in these apartments are school-aged children
121 and will not contribute to a large influx of children to the schools. He added that often the units attract
122 people with varying schedules and do not contribute greatly to rush hour traffic. He noted that from his
123 experience the shared parking garages with office space works well. He compared the current space to
124 Charles River Landing in Needham and University Ave in Westwood.

125 Mr. Tamm addressed how the plan for this site could be approached over several years. He noted that
126 installing parking garages and increasing height of the buildings would require working with the Town as
127 part of the Town's Housing Production Plan. He added that amenities would be aimed at the residents and
128 employees on the site rather than as a destination for the Town. Mr. Tamm believed this project could
129 address out-of-date zoning restrictions on the site and also address the Town's affordable housing shortfall.
130 If the Town adopts overlay zoning on this site, the Town could be eligible for direct payments from the
131 State. He reviewed the State's 40R process; it is an alternative to 40B, and the Town would have additional

132 control over the project as well as the ability to help shape the overlay. He believed that this site meets the
133 State's requirements for 40R. He reviewed the potential benefits for this type of redevelopment of the site
134 and what the Town could gain from this project.

135 Ms. Jop addressed questions regarding feedback received from the Planning Board and noted the Planning
136 Board is both supportive of the project and of moving forward on the proposal. She addressed the 40R
137 process benefits for the Town. She added that there would need to be a meeting with Town staff, DHCD,
138 and others to go over what the next steps would be. She added that this is currently in initial steps and the
139 Town is in the information-gathering stage. The Town would need to learn how to best move forward with
140 40R.

141 Mr. Ulfelder asked when the team would know if the proposed housing would be condominiums or rental
142 use, which would impact the Town's count toward affordable housing. Mr. Maulden stated that one of the
143 housing sites in the office park would be all rental and another would be either condominiums or a hotel.
144 Mr. Ulfelder asked for clarification regarding the site amenities being proposed as the location. He added
145 that the project team would benefit from learning the current goals of the NRC as well as the sustainability
146 goals of the Town.

147 The Board asked questions regarding the proposed redevelopment of the site, initial goals and proposed
148 timeline for the project. Ms. Gibbs noted that housing is an important issue for the Town and believed this
149 project could be an opportunity for the Town to create a model for mixed-use space development in the
150 area. Mr. Morgan noted that it is likely that this project could be voted on at the next Annual Town Meeting.
151 The Board continued to discuss the proposed project and inquired to the next likely steps. The Board showed
152 support for the initial proposal for the redevelopment of the site and discussed speaking in the future about
153 the next steps of the process.

154

155 **5. STM Preparation**

156 Ms. Robinson gave a brief update on the Special Town Meeting scheduled for the following night. An
157 equipment trial was scheduled for the late afternoon before the meeting. Mr. Morgan added that there would
158 be several presentations made that will include various voices from the community regarding the Hunnewell
159 feasibility project.

160

161 **6. Executive Director's Update**

162 Ms. Robinson provided an update on the Town Hall project. Construction will begin over the next two
163 weeks. The expected roof work will begin the first week in July. She added that several resumes had been
164 selected from the pool of communications manager position candidates and the interview process will
165 begin the week of June 18th. She noted the draft meeting minutes before the Board for approval.

166

167 **Upon a motion by Ms. Freiman and seconded by Mr. Morgan, the Board voted (5-0) to approve the**
168 **minutes of the May 7th, 14th and 21st meetings.**

169

170 **7. New Business and Correspondence**

171 Mr. Ulfelder noted the correspondence regarding commuters parking at Linden Square and was happy to
172 see the issue being investigated.

173 Mr. Morgan thanked Ms. Sullivan Woods for her work with the Celebrations Committee.

174 Ms. Jop gave a brief update on the responses received for the Tailby RFP noting the Town received six
175 responses that had been posted online to the Selectmen's page. She briefly reviewed the next steps of the
176 process.

177

178 The meeting was adjourned at 8:40pm

1 **Approved:**

2

3 **Board of Selectmen Meeting: June 5, 2018**

4 **Present: Gibbs, Freiman, Sullivan Woods, Morgan, Ulfelder**

5 **Also Present: Robinson, Jop**

6

7 **Warrants approved:**

8 **Minutes approved:**

9

10 **Meeting Documents:**

11 1. Agenda

12

13

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

15

16 Ms. Gibbs, Chair, called the meeting to order at 6:30 PM.

17

18 **Citizen Speak:** None.

19

20 **2. STM Preparation**

21 The Board discussed the forthcoming Special Town Meeting and details of the presentation that was to be
22 made regarding the funds for the Hunnewell School Feasibility Study.

23

24

25

26 The meeting was adjourned at 6:58 PM.

1 **Approved:**

2
3 **Board of Selectmen Meeting: June 11, 2018**

4 **Present: Gibbs, Freiman, Sullivan Woods, Morgan, Ulfelder**

5 **Also Present: Jop**

6
7 **Warrants approved: 2018-048 \$9,927,418.12**

8
9 **Minutes approved: None**

10
11
12 **Meeting Documents:**

- 13 1. Agenda
- 14 2. BOS calendar
- 15 3. Motions
- 16 4. Draft Trail Access and Use Agreement
- 17 5. Plan depicting markers and Public Access Path Route
- 18 6. MWRA 8M Permit issued to Wellesley Country Club
- 19 7. Draft changes to Town's regulations re: Alcohol in Town Buildings
- 20 8. Email from Town Clerk re: exemptions to Ethics Training for select appointees
- 21 9. Memo to BOS from Cay Meagher re: appointments
- 22 10. Appointments list
- 23 11. Volunteer forms
- 24 12. Executive Director's Report
- 25 13. GFOA Certificate of Achievement letter
- 26 14. Thank you note from Chris Cimino
- 27 15. Animal Control Monthly Report – April 2018
- 28 16. Planning Board Vacancies Notice
- 29 17. Correspondence from Dick Carls
- 30 18. FY19 Liaison Assignments

31
32 **1. Call to Order and Citizen Speak**

33
34 Ms. Gibbs, Chair, called the meeting to order at 7:00pm

35
36 Ms. Gibbs announced the final community forum will be held the next evening, June 12th, for the Housing
37 Production Plan. The forum will begin at 7:00pm at the Wellesley High School Cafeteria.

38
39
40 **Citizen Speak:**

41
42 None.

43
44 **2. Approve Public Access Path & MWRA 8M Permit: Wellesley Country Club**

45
46
47 Ms. Jop introduced the background of the project. In 2015 the MWRA opened the Sudbury Aqueduct for
48 public access. They approached property owners on whose property portions of the aqueduct crossed,
49 including the Wellesley Country Club for license agreements and 8M permits. The 8M permit allows the
50 Country Club to use the Sudbury Aqueduct subject to making the land open to public access. Over the past
51 few years pedestrian routes had been discussed regarding access, safety, and clear passage as the primary

52 discussion items. After much debate, a route has been agreed upon for safe pedestrian access. Ms. Jop
53 described the area that would be reserved as the access path. This agreement is between the Country Club
54 and the MWRA. The Town is involved due to a condition of the 8M permit that requires Town acceptance
55 of the path. The Country Club is responsible for construction and enforcement.

56
57 Mr. Morgan stated that he is a current member of the Wellesley Country Club and recused himself from
58 considering this agenda item.

59
60 Mr. Les Shea, Counsel for the Country Club and Mr. Marty Ryan, General Manager for Wellesley Country
61 Club joined the Board. Mr. Ulfelder asked if the public path was going to be in the way of members. Mr.
62 Shea addressed the location of the path and the distance from the course and tee boxes. He stated the path
63 is out of the way of members and staff and would be safer than other routes initially discussed. He described
64 the signage that will be placed to guide walkers to remain on the correct path. Ms. Jop noted that this trail
65 will connect to other parts of the Sudbury Aqueduct Trail that have been opened in Town. Ms. Freiman
66 asked about the current pedestrian traffic in the area and the crosswalks available.

67
68 Ms. Jop reviewed the current path and connections in the area that most pedestrians follow. Ms. Jop
69 reviewed the next steps in the permit approval process. The Board discussed the permit process and the
70 agreement with the MWRA.

71
72
73 **Upon a motion by Ms. Freiman and seconded by Ms. Sullivan Woods, the Board voted (4-0) to**
74 **approve the Trail Access and Use Agreement with Wellesley Country Club.**

75
76
77 **3. Review Alcohol in Town Buildings Regulations**

78
79 Ms. Jop reviewed the changes made to the Towns Alcohol Regulations. The draft regulations update
80 language to include for the allowance of alcohol in Town buildings that was recently approved at Annual
81 Town Meeting. Town Counsel will review and draft an update to the remainder of the alcohol regulations
82 in the future. The Board made general inquiries regarding the language and the expectations for the types
83 of events expected to be held on Town properties. The Board made editorial suggestions to the language.
84 A public hearing for these draft regulations is expected to be held at the June 25th meeting.

85
86
87 **4. Discuss and Approve Appointments**

88
89
90 Ms. Jop reviewed the annual appointments and reappointments before the Board. Appointments to be
91 reviewed at the next meeting include, Celebrations Committee, Council on Aging, vacancies on Cultural
92 Council and Historic District Commission, Veterans Advisory Board, and Veterans Graves Office. Mr.
93 Ulfelder addressed the Council on Aging appointment vacancies; one member has asked not to be
94 reappointed and another has resigned. Those positions will be reviewed at the Board of Selectmen's meeting
95 on June 18th, the other four appointments will be held over indefinitely as the COA is working on their
96 policies and procedures and roles of their Board. The Town bylaws allow for the COA Board to continue
97 to vote.

98
99 Ms. Jop added that Ms. Kato, the Town Clerk, had sent provisions for exemptions from education and
100 training provisions for municipal employees and board members, including ethics training. The Town can
101 exempt employees from this training. The only members for consideration for this exemption is the school
102 crossing guards due to their limited hours of work. The Board does not need to vote but consensus to agree

103 to exempt the crossing guards is needed. The Board agreed it made sense to exempt the school crossing
104 guards from the ethics training but asked that the crossing guards be made aware of the Town's gift policy.
105

106 Ms. Sullivan Woods suggested the Ethics Liaison appeared to be linked to open meeting law and it may
107 make sense to appoint the Town Clerk to this position given the requirements for the Clerk's Office. Ms.
108 Jop added Town Counsel has reviewed the requirements for this position and will be following up regarding
109 the State's position for filling this appointment. The Board agreed to hold this appointment to June 18th.
110 Ms. Sullivan Woods stated that she had received feedback last year after the appointments were made in
111 bulk that people had informed her they would prefer to know the names of volunteers on the boards and
112 committees. The Board agreed and Ms. Jop read the names of volunteers for appointment.
113

114 Cultural Council:

115 Maura A. Murphy
116 Vivian Baguer Holland
117 Carole Hughes
118 Michael Scholl
119 Arlene Schultz
120

121 Historic District Commission:

122 David B. Smith
123 Eric Cohen
124 Lisa Abeles
125

126 Historical Commission:

127 Lawrence Mc Nally
128 Rise Shepsle
129 Jan Gleysteen
130

131 Historical Commission Alternate Members:

132 Vin Loccisano
133 Robert Carley
134

135 Kepes Panel Committee:

136 Robert H. Murphy
137 George Roman
138 Salvatore DeFazio, III
139 Dante R. DeGruttola
140 Joel B. Slocum
141 Sylvia Hahn-Griffiths
142

143 Registrar of Voters:

144 George P.D. Porter
145

146 Sustainability Energy Committee:

147 Robert Lamppa
148 Fred Bunger
149

150 Wellesley Constables:

151 Philip M. Juliani
152 Kevin F. Flynn
153

154 Youth Commission:
155 Chris Cavallerano
156 Pam Cozza
157 Liz Licata

158
159 Zoning Board of Appeals:
160 J. Randolph Becker
161 David G. Sheffield

162
163

164 **Upon a motion by Ms. Freiman and seconded by Mr. Morgan, the Board voted (5-0) to appoint**
165 **all employee positions and volunteers as read to Committees included on the appointments**
166 **spreadsheet highlighted in blue, purple and grey excluding the Council on Aging and the Ethics**
167 **Liaison.**

168
169

5. Executive Director's Report

170
171

171 Ms. Jop added the Tailby lot working group will be meeting on June 25th and June 28th in the Great Hall
172 to discuss the proposals. Wednesday, June 13th at 10am there was a scheduled site visit with
173 MassHousing to review the 136-140 Worcester Street project that is currently in Project Eligibility.

174
175

6. New Business and Correspondence

176
177

178 Ms. Sullivan Woods attended World of Wellesley Race Amity Day on Sunday June 10th; and noted it was
179 a well-attended event with good speakers. She thanked the organizers and added the event is gaining
180 momentum for the future.

181
182

The meeting was adjourned at 8:10pm

1 **Approved:**

2
3 **Board of Selectmen Meeting: June 18, 2018**

4 **Present: Gibbs, Freiman, Sullivan Woods, Morgan, Ulfelder**

5 **Also Present: Robinson, Jop**

6
7 **Warrants approved: 2018-049 \$10,722,640.68**

8
9 **Minutes approved:**

10 Meeting 5/11/18

11 Meeting 6/8/18

12
13 **Meeting Documents:**

- 14 1. Agenda
- 15 2. BOS calendar
- 16 3. Motions
- 17 4. Letter of interest and Resume of Albert Berry
- 18 5. Letter of interest and Resume of Sheila Olson
- 19 6. Letter of interest and Resume of Patricia Mallett
- 20 7. STOP sign warrant
- 21 8. Priscilla Circle STOP sign review
- 22 9. Fox Hill Road/Sagamore Road STOP sign review
- 23 10. Public Hearing Notice
- 24 11. Complete Streets Map
- 25 12. 6/1/17 BOS Meeting Minutes Excerpt re: Complete Streets
- 26 13. 8/29/17 BOS Meeting Minutes Excerpt re: Complete Streets
- 27 14. Complete Streets Funding Program Guide
- 28 15. Memorandum to SBC 5/30/18
- 29 16. Draft BOS Meeting Minutes: 5/11/18
- 30 17. Draft BOS Meeting Minutes: 6/8/18
- 31 18. Correspondence from FEMA re: updates to the flood map

32
33 **1. Call to Order and Citizen Speak**

34
35 Ms. Gibbs, Chair, called the meeting to order at 7:00pm

36
37
38 **Citizen Speak:** None.

39
40
41
42 **2. Planning Board Candidate Interviews**

43
44 Ms. Gibbs stated that at the July 17th Selectmen's meeting the Board will be holding a joint meeting with
45 the Planning Board to appoint new Planning Board members to fill the current vacant positions until
46 elections in March. Ms. Jop stated that two full member positions are open and one associate member. The
47 Associate member to be appointed will fully participate but will only be eligible to vote on special permits
48 or if a member recuses himself from voting. Ms. Gibbs noted the Planning Board has been working hard to
49 find good candidates for new Planning Board members. Ms. Johnson, of the Planning Board, stated that
50 on July 17th the Planning Board will not have a current member present and asked if it would be possible
51 to meet with the Selectmen on July 16th.

52
53 Ms. Johnson gave a brief update on the efforts the Planning Board had taken to find new members.
54

55 Mr. Berry of 33 Avon Road and Town Meeting Member came before the Board as a candidate for the
56 Planning Board. He discussed his background in advertising and communications. He stated he would bring
57 a vision of what the Town is and what it can be. He stated he had organized neighborhood outreach efforts
58 and believed the residents of Wellesley are looking for more outreach by Town offices. He became
59 interested with affordable housing and passionate in all of the Town's interests. The Board asked questions
60 regarding Mr. Berry's background and what he feels his contributions to the Planning Board would be.

61
62 Ms. Olson of Elmwood Road, came before the Board. She stated her interest in this position comes from
63 her background as a realtor. She stated she is aware of the demographics of the Town and where the housing
64 gaps are and was particularly interested in the proposed Barton Road redevelopment. She stated that in
65 terms of enrichment she is worried the Town is squandering historical character and aesthetic appeal. She
66 did not believe the Town is not servicing the older citizens as far as offering housing options. The Board
67 asked questions regarding Ms. Olson's background and interest in the Planning Board position.

68
69 Ms. Mallett of 15 Wingate Road came before the Board. She works for MWRA in Chelsea as a civil
70 engineer and has lived in Wellesley for 15 years. She became interested in the Town and planning several
71 years ago when the house next to hers was built and had many issues. She would like more involvement
72 and better oversight by the Town. She stated she had interest in the HHU projects and the enhancing cycling
73 paths. The Board made inquiries to Ms. Mallett's background and her views on the importance of the role
74 of the Planning Board.

75
76 Mary Gard of 21 Laurel Avenue, representing Sustainable Wellesley, came before the Board. She stated
77 she wanted the Board to keep in mind there are a lot of issues regarding sustainability coming up before the
78 Selectmen and the Planning Board. Sustainable Wellesley hopes the Boards are seeking someone with
79 experience and a particular interest in sustainability. She added that Sustainable Wellesley is in favor of the
80 Complete Streets program.

81
82
83 **3. Quarterly Traffic Update**
84

85 The Board was joined by the members of the Traffic Committee and Mike Regan from VHB. Ms. Gibbs
86 opened the Public Hearing on Stop sign requests at 7:53pm.
87

88 Ms. Jop provided a brief update on the traffic regulations and regulations for Stop sign requests. Ms. Jop
89 added a brief background of the Stop sign request at Priscilla Road. Mr. Regan, the Town's traffic
90 consultant from VHB, conducted the traffic study to determine if the location meets standards for signage.
91 He provided background of his review and evaluation of the location. The review included a crash history
92 and a review to see if without traffic control the intersection would be safe. He stated that for Priscilla
93 Road there had been no crash history; however, looking north on Standish Road, the view is restricted due
94 to the curvature of the road and vegetation. The recommendation was to install a Stop sign at that
95 intersection. He stated that since it is not a standard intersection and is unclear which driver has the right
96 of way it made sense to install a Stop sign at the location.
97

98 Ms. Jop then reviewed the Stop sign request at Plymouth Road. Mr. Regan reviewed his analysis of the
99 location at Plymouth Road looking at Foxhill Road and Sagamore Road, noting it is a triangle island with
100 two-way flow. He stated that it functions well and has good visibility with all approaches. The
101 intersection has no crash history. His findings were that there is no need for any traffic control. Looking at
102 Sagamore Road and Plymouth Road, Plymouth Road is restricted with sight distance as you approach

103 Sagamore due to the curve of Sagamore as well as property landscaping. The recommendation was to
104 install a Stop sign on the Plymouth Road approach of Sagamore Road. The Board discussed the
105 Sagamore/Plymouth Road intersection and the safety of adding a Stop sign.

106
107 Mr. Horn of 23 Priscilla Road, stated he is looking forward to a Stop sign at the Priscilla Road and
108 Standish Road intersection. He stated when he moved in there was no vegetation on that road, although
109 that which has since been planted takes away from the sightline of the street. He asked if there was a way
110 to ask the neighbor to trim their vegetation back which would also be helpful. There are many young
111 children in the neighborhood and a Stop sign would help control and slow traffic.

112
113 Mr. Scherrer of 12 Priscilla Circle, stated he appreciates the work the Town had done. He also noted the
114 vegetation growth near the intersection interferes with the sightline. He stated the area has become a cut-
115 through for traffic and there are many blind spots. He asked if there could be additional Stop signs
116 installed.

117
118 Ms. Freiman asked if there was a zoning provision for homeowners to keep vegetation trimmed back
119 from the street. Ms. Jop noted that zoning bylaws call for “corner clearance,” that is, a 25-foot radius for
120 clearance and if vegetation interferes with the clearance, the Town has the ability to tell a homeowner to
121 cut it back. The Town has reached out successfully in the past and homeowners are likely unaware their
122 vegetation is interfering with the sightline. The Town will reach out to the homeowners discussed and ask
123 that they adjust their landscaping.

124
125 Ms. Gibbs closed the public hearing at 8:20pm.

126
127 The traffic committee gave their quarterly update to the Board. Mr. Regan stated that the Great Plain Ave.
128 roundabout community meeting was held on May 22nd and those who attended were supportive of the
129 project. He stated that the neighbors were understanding of the two-lane approach from Needham toward
130 Wellesley Avenue. Ms. Jop noted that design concepts are being finalized and there will be additional
131 public meetings in the fall. Mr. Morgan added that additional sidewalks and a bike lane in the area would
132 be helpful. The Board continued to discuss the area and the need for additional sidewalks and a possible
133 bike lane. The next step will be to have a survey done of the proposed area which will be needed for
134 design.

135
136 **Upon a motion by Ms. Freiman and seconded by Mr. Morgan, the Board voted (5-0) to amend the**
137 **Traffic Regulations by adding to Schedule IV, STOP SIGNS, the following:**

138

Location	At	So as to Face
Priscilla Circle	Standish Road	Eastbound Traffic

139

140 **ADDING TO SCHEDULE IV, STOP SIGNS, the following:**

Location	At	So as to Face
Plymouth Road	Sagamore Road	South Westbound Traffic

141

142

143 **4. Review Draft Complete Streets Policy**
144

145 Ms. Robinson provided an overview of the Complete Streets program. The State is encouraging
146 communities to prioritize streets that would be most relevant to make complete, meaning available for all
147 users of the streets including trucks, bikes and pedestrians. Not all streets are appropriate such as cul-de-
148 sacs. The team had worked to develop the policy; the Board would need to approve the policy and then it
149 would be submitted to the State. If the State deems the policy appropriate the Town is eligible to apply for
150 funding to develop a prioritization plan. At this point there is still State money available; however, the
151 money will run out of the program and if it is something the Town wants to take up it should consider
152 moving ahead soon.

153
154 Mr. Regan added that the program is becoming very competitive and funding for the planning assistance
155 was at one time up to \$50,000 and now it is down to \$35,000 because of the number of communities
156 participating. Ms. Freiman asked how determination is made to which streets are appropriate for truck
157 traffic. Mr. Regan stated that most public streets are approved for all vehicles unless there is a reason for
158 them not to be. If there is a better way for trucks to travel, the Town can impose a truck exclusion. As part
159 of Complete Streets Program the goal is to open more streets to additional users.
160

161 Mr. Ulfelder expressed concerns that the Town wouldn't retain local control over what is appropriate for
162 individual streets. Mr. Hickey stated that the philosophy of the program is to look at what can work and
163 the policy provides for best practices. He added that the funding will assist the Town projects such as
164 missing links in sidewalks including adding ADA ramps to sidewalks. He confirmed that the Town would
165 not lose local control.
166

167 The Board continued to discuss the program and its merits, with a number of questions posed by Ms.
168 Sullivan Woods. Mr. Zehner noted that the Planning Board and Planning Department are supportive of
169 adoption of Complete Streets Program.
170

171 Mr. Hickey updated the Board regarding the Route 9 and Kingsbury intersection. No decisions had been
172 made regarding the guardrail at this time. The paving will take place the whole month of August during the
173 evenings.
174

175 **Upon a motion by Ms. Freiman and seconded by Mr. Morgan, the Board voted (5-0) to approve the**
176 **Complete Streets Policy drafted by the DPW and to submit it to the State for Approval.**
177

178
179 **5. Quarterly Police Update**
180

181 Chief Pilecki and Deputy Chief Whittemore joined the Board to provide a quarterly update.
182 Interviews for the new School Resource Officer were held; there were four candidates and Officer Kathy
183 Poirier was selected for the position. The School Department participated in the interview process which
184 he noted was helpful and went well. He added the workload of the two SROs is being discussed and they
185 will work with the schools to discuss their needs.
186

187 Deputy Chief Whittemore stated that all emergency evacuation drills had been held at all the schools and
188 they all went well. He noted that the Department had produced a video with the high school students and
189 staff that had been shown at the high school. The video will continue to be used for training purposes. Fall
190 evacuation training drills had been scheduled. Chief Pilecki commended the School Department on the
191 process of working on security and noted the partnership works well, they meet every two weeks to
192 discuss school security. Ms. Sullivan Woods added that she had heard only positive remarks from parents
193 regarding the drills.

194
195 Chief Pilecki stated that he is close to updating the Police Memorandum of Understanding with Babson
196 College. The Babson College officers will be able to work details which will add another pool of officers
197 for detail work. He added the Babson officers train and work closely with the Wellesley officers and this
198 has been a good addition. He noted that he had been working with Wellesley College to hold defensive
199 tactics training and they are working to improve the partnership with Wellesley College.
200

201 The Wellesley Police Department held their first Wellesley Community Crisis Intervention Team
202 Initiative on June 11th. The initiative brought together different agencies and staff to assist with elderly
203 and mental health issues and review the best way to help with services. The team includes staff from
204 Police, Council on Aging, Sheriff's Department, Board of Health, Wellesley Village Church and the
205 hospitals.
206

207 The Police will be giving an exam on June 23rd at Wellesley High School and have 100 applicants to sit
208 for the exam. The department is hiring two officers and are looking at hiring another officer that has
209 already been through the academy. He noted the Boston Marathon went well this year, as did the Police
210 Department open house. He added that Lt. Showstead has been doing a great job with parking since
211 taking on the role earlier this year.
212
213

214 **6. Review and Approve Memorandum of Understanding with SBC**

215
216 Mr. Morgan stated the memorandum is not ready for discussion; it will be presented to the Board in July.
217
218

219 **7. Review and Approve Appointments**

220
221 Ms. Sullivan Woods stated the Celebrations Committee has finalized its appointments list. Ms. Robinson
222 noted that she was researching the background of the past Veteran's Graves Officer. The previous position
223 received a stipend, and she will likely ask the Board to approve a small stipend for that appointment. Ms.
224 Gibbs suggested deferring Council on Aging appointments as well as the Veteran's Grave Officer and
225 Veterans Advisory Board to a future meeting.
226

227 **Upon a motion by Ms. Freiman and seconded by Mr. Morgan, the Board voted (5-0) to appoint**
228 **Cynthia Mahr as the School Department Records Access Officer effective July 1, 2018.**
229

230 **Upon a motion by Ms. Freiman and seconded by Mr. Morgan, the Board voted (5-0) to appoint Board**
231 **appoint all employee positions and volunteers to Committees included on the appointments**
232 **spreadsheet highlighted in blue and grey, excluding the School Building Committee and Council on**
233 **Aging.**
234
235

236 **8. Executive Director's Update**

237
238 Ms. Sullivan Woods had made small updates to the draft minutes, the Board agreed that minor changes
239 were acceptable.
240

241 **Upon a motion by Ms. Freiman and seconded by Mr. Morgan, the Board voted (5-0) to approve the**
242 **minutes of the May 11, 2018 and June 8, 2018 meetings.**
243
244

245 9. New Business and Correspondence

246

247 Ms. Gibbs stated that at the Board's offsite meeting on June 8th, the Board elected new officers. Beginning
248 July 1, Mr. Morgan will be Chair, Ms. Freiman will be Vice Chair; and Ms. Gibbs will be Secretary.

249

250 Ms. Sullivan Woods thanked the NRC and MLP for working together and completing the LED streetlight
251 project with the exception of just under 200 lights that abut national habitat areas. She added that this
252 process has resulted in a major cost saving for the Town.

253

254 The meeting was adjourned at 9:40pm.

1 **Approved:**

2
3 **Board of Selectmen Meeting: June 25, 2018**

4 **Present: Gibbs, Freiman, Sullivan Woods, Ulfelder**

5 **Also Present: Robinson, Jop**

6
7 **Warrants approved: 2018-050 \$4,851,201.12**

8
9 **Minutes approved:**

10
11 **Meeting Documents:**

- 12 1. Agenda
- 13 2. BOS calendar
- 14 3. Motions
- 15 4. Executive Director's Weekly Report
- 16 5. Email from Planning Board re: vacancies
- 17 6. PSI application for proposed Wellesley College Science Center
- 18 7. Memo from BETA Engineering re: Wellesley College Science Center PSI
- 19 8. Draft Letter to Planning Board re: Wellesley College Science Center
- 20 9. McGinley Kalsow Presentation slides re: Town Hall Interior
- 21 10. Draft regulation for Alcohol in Town Buildings
- 22 11. Notice of Ground Lease – 900 Worcester Street
- 23 12. Ground Lease Certificate – 900 Worcester Street
- 24 13. Estoppel Certificate – 900 Worcester Street
- 25 14. Email from Finance Director re: WHDC CPA firm selection
- 26 15. Draft Agreement from Baumann and Baumann
- 27 16. Gifts to COA
- 28 17. Gift to Recreation Dept.
- 29 18. Year End Transfers
- 30 19. Letter to COA Board
- 31 20. Commendation for Officer Michael Gerard
- 32 21. GFAO Press Release
- 33 22. Dept. of Environmental Protection Municipal Letter
- 34 23. May Parking Meter Report
- 35 24. May Animal Control Report

36
37 **1. Call to Order and Citizen Speak**

38
39 Ms. Gibbs, Chair, called the meeting to order at 6:45pm

40
41
42 **2. Approve Selection of WHDC CPA Firm**

43
44 Ms. Robinson provided a brief background on the process of Wellesley Housing Development Corp.'s
45 annual selection of a CPA firm to perform an audit and file the IRS 990 Form, per IRS requirements.
46 Baumann & Baumann had been selected several years ago and was selected again this year. She noted Ms.
47 Strother's email which pointed out the CPA firm had been the same for several years and suggested another
48 CPA firm should bid for this work in the future.

49
50

51 **Upon a motion by Ms. Freiman and seconded by Ms. Sullivan Woods, the Board voted (4-0) to**
52 **authorize a contract with Baumann and Baumann for \$2,925 to provide CPA services necessary to**
53 **file a Federal Form 990 on behalf of the Wellesley Housing Development Corporation.**
54
55

56 **Citizen Speak:**
57

58 Mr. D’Ortenzio, precinct B, thanked Ms. Gibbs for her service as Chair this year on behalf of the School
59 Committee.
60
61

62 **3. Joint meeting with Planning Board to Vote on Planning Board Vacancies**
63
64

65 Ms. Gibbs opened the joint meeting with the Planning Board. Ms. Johnson, Ms. Woodward, Mr. Roberti of
66 the Planning Board joined the Board.
67

68 **Upon a motion by Ms. Freiman and seconded by Ms. Sullivan Woods, the Boards voted (7-0) to**
69 **convene a joint meeting with the Planning Board.**
70

71 **Upon a motion by Ms. Freiman and seconded by Ms. Sullivan Woods, the Boards voted (7-0) to elect**
72 **Ellen Gibbs as Chair of the joint meeting.**
73

74 **Upon a motion by Ms. Freiman and seconded by Ms. Sullivan Woods, the Boards voted (7-0) to elect**
75 **Catherine Johnson as Secretary of the joint meeting.**
76

77 Ms. Gibbs stated the purpose of the joint meeting was to vote on candidates recommended by the Planning
78 Board to fill vacancies of Planning Board member for the duration of the terms.
79

80 Ms. Johnson discussed the recommendation of the candidates and their terms. She stated the Boards were
81 meeting to fill vacancies that include Albert Berry and Patty Mallett for full member positions, and Sheila
82 Olson was recommended for the associate member position. She added the associate member does not vote
83 unless needed due to requisite number of full Board members not being present. The terms of the
84 appointments for the full members will be July 1, 2018 to the next election in March; if they choose to run
85 for election, one term is five years and one is for one year. The Associate position is for July 1, 2018 through
86 June 30, 2019. If the associate member chooses they may run for election to the Board after the annual
87 appointment expires. She added that the Board had a wonderful experience looking for these candidates
88 and found them eager, willing, and committed. The Planning Board voted unanimously to recommend these
89 candidates to the Selectmen. Ms. Woodward stated she was pleased that there were three people and each
90 brought special experience and skills that will round out the Board. She wanted to publicly thank them for
91 volunteering for these positions that are time consuming and demanding.
92

93 Ms. Gibbs recognized the challenges of Boards to find suitable candidates to serve. She added that the
94 Boards want to make every effort to proactively reach out to find interested residents with suitable skill
95 sets. The Town has a responsibility to vet candidates and to take into account all of the factors and base its
96 thinking and decisions in the best interests of the Town. She noted there was a lot to consider and the Boards
97 are not going to approve people only because they have been identified or supported. She was supportive
98 of the candidates but stated she had reservations. She added she found the interviews to be disappointing.
99 She found that the candidates spoke very little about the responsibility of the Planning Board and did not
100 show an understanding of the job. She added she did not hear a lot of comments on projects and issues
101 going on in Town other than 40B projects.

102
103 The Boards discussed the candidates and their previous interviews at the Selectmen’s meeting. Mr. Ulfelder
104 added his concerns of the length of time one of the candidates has lived in Wellesley. Ms. Freiman suggested
105 materials for the candidates to study to be successful Planning Board members. Ms. Sullivan Woods noted
106 that members of the Planning Board need to be committed to caring for and understanding the culture of
107 the Town.

108
109 Ms. Johnson stated that the Planning Board staff assists greatly in preparing candidates in Planning Board
110 positions. She noted that Citizen Planners Collaborative offers planning and zoning training for Planning
111 and Zoning Boards. Ms. Johnson stated she believes a fresh eye can provide a new view of a problem and
112 it may offer a creative opportunity. Ms. Woodward stated she appreciated the Selectmen’s candor but
113 wanted to put their minds at ease regarding their concerns. She added that the Planning Boards interviews
114 with the candidates went well and noted Ms. Mallett’s engineering background as well as work on large
115 scale projects with stakeholders with divergent interests. She noted Mr. Berry’s enthusiasm and noted he
116 had gone all over Town to meet with people and learn their perspectives on many issues. She added that
117 Ms. Olson had stated she would be objective and give individuals fair hearings even when she disagrees
118 with them.

119
120 **Upon a motion by Ms. Freiman and seconded by Ms. Sullivan Woods, the Boards were polled (all**
121 **Aye) to appoint to a full Board position beginning July 1st and ending the first Tuesday in March**
122 **with the Town Election Mr. Albert Berry.**

123
124 **Upon a motion by Ms. Freiman and seconded by Ms. Sullivan Woods, the Boards were polled (all**
125 **Aye) to appoint to a full Board position from July 1st until the first Tuesday in March at the annual**
126 **Town Election Patricia Mallett.**

127
128 **Upon a motion by Ms. Freiman and seconded by Ms. Sullivan Woods, the Boards were polled (all**
129 **Aye) to appointed to an associate position to fill the remaining twelve months of the current term**
130 **until June 30, 2019 Sheila Olson.**

131
132 **Upon a motion by Ms. Freiman and seconded by Ms. Sullivan Woods, the Boards voted (7-0) to**
133 **dissolve the joint meeting.**

134
135
136 **4. Review Traffic for Wellesley College PSI**
137

138 Ms. Jop introduced the background of the PSI that is set to open before the Planning Board on July 16.
139 The College is about to begin the construction of the Science Center project which will result in a net
140 loss of approximately 600 square feet. In terms of traffic this project will not generate additional traffic
141 because it will be internal to the school. BETA Engineering reviewed the traffic analysis and made its
142 comments.

143
144 Mr. Singleton of Wellesley College Science Center, Justin Mosca and Nicolette Hastings of VHB, and
145 Kien Ho of BETA joined the Board.

146
147 Mr. Mosca gave a brief update on the state of the projects underway at the College Science Center. This
148 project will be located at Sage Hall. Sage Hall will come down and the square footage will be replaced,
149 and noted that there be ancillary site improvements to be reviewed by the Planning Board and Zoning
150 Board of Appeals. Trailers will serve as swing space for classrooms during the construction. He noted
151 which areas of the current Science Center would be taken down and added that the road would be

152 reoriented which will impact about ten parking spaces temporarily. The College had a parking study
153 performed and the lost spaces will be absorbed and there is excess parking on campus.

154
155 Mr. Ho, traffic consultant for the Town, had reviewed the traffic review prepared for Wellesley College.
156 He provided an update to his comments that were in his report. He noted it was important that there is no
157 increase in student enrollment or faculty, thus traffic will remain the same. He added the applicant had a
158 substantial parking analysis which was completed in May; there are 1,406 parking spaces on campus and
159 based on that study 284 spaces were unused. During construction there will still be over 100 unused
160 spaces. He noted that construction vehicles will not be competing with students for spaces.

161
162 Ms. Gibbs asked how sidewalk access is reviewed and if there would be any impacts to pedestrians. Mr.
163 Ho stated the applicant did a sidewalk analysis through the parking study and based on the results BETA
164 verified the condition of the sidewalks which are in good or excellent condition and are well maintained.
165 Mr. Singleton stated the project will be adding bike racks and bike lockers.

166
167 **Upon a motion by Ms. Freiman and seconded by Ms. Sullivan Woods, the Board voted (4-0) to**
168 **approve the Transportation Evaluation Memorandum prepared by VHB dated May 9, 2018, as being**
169 **professionally prepared and providing sufficient evidence that the traffic conditions resulting from**
170 **the proposed 99,200 square foot building proposed to replace the 99,800 square foot portion of the**
171 **existing Sage Hall and teaching greenhouses will meet the Town's Project of Significant Impact**
172 **standards for traffic, pedestrian and bicycle safety and to recommend the following conditions:**

- 173
174 **1. Recommend the Applicant ensure vehicles are parked in a safe and non-restrictive**
175 **manner by constructing the proposed temporary parking lot for construction vehicles.**
176 **2. Require all construction parking for 80 vehicles to occur within the temporary lot.**
177 **3. Maintain construction routes established under the PSI 17-02 Temporary Trailers.**

178
179
180 **5. McGinley Kalsow Presentation – Town Hall Interior Visioning**

181
182 Ms. Freiman provided a brief background on the work that had been done on the interior space visioning
183 for Town Hall. Mr. Kalsow and Mr. Foster from McGinley Kalsow, who are the architects on both the
184 Town Hall interior and exterior projects, and Mr. Kevin Kennedy from the Facilities Management
185 Department joined the Board.

186
187 Mr. Kennedy introduced the project background including the selection process of the architectural firm.
188 The project had been funded from FY-18 cash capital to focus on the use of the Town Hall building. The
189 goals of the study include what should remain in Town Hall, which functions may need to be relocated and
190 what may need to be modified to meet current standards.

191
192 Mr. Foster reviewed the variances that had been applied for and received. He noted that due to the exterior
193 work that is being done on the building, ADA full compliance is required. Updates on progress must be
194 reported every six months to the Architectural Access Board. There are currently fourteen accessibility
195 items being address that will be corrected by the end of 2018. He provided an overview of the study of the
196 interior program currently being used within the building. He reviewed the floor plan of each floor
197 highlighting each program area. The firm conducted historic research regarding the original floor plan of
198 the building. He identified the many changes between the original layout of the building and the floor plans
199 are today. He noted the differences of each floor from the buildings original design to its current state. The
200 firm interviewed all stakeholders that use the building and received an understanding of what could be
201 improved and what works well. The space leased by the Facilities Management Department was also
202 reviewed as it is a Town Hall function. Approximately one quarter off the building is structures and walls

203 that cannot be modified. The mechanical, electrical, plumbing and fire summary recommendations included
204 new systems with some selective reuse. The current building limitations included the restroom and public
205 space being inaccessible per ADA standards. He detailed the lack of storage space and the lack for personnel
206 growth as well as the size of office space.

207
208 Mr. Foster reviewed the options open for increasing programs. The first option provided for using only the
209 existing programs an additional 6,500 square feet would be needed. The second option provided for
210 including program changes including additional meeting space would require an additional 9,300 square
211 feet. The third option assumes the needs of the second option and including FMD at Town Hall which
212 would require a 13,500 square feet. Making the building ADA accessible would result in the building losing
213 some square footage and would cost over \$1 million dollars. Mr. Kalsow detailed the positives and
214 negatives of each approach and what will be required. For adding an addition to the Town Hall building or
215 a free standing annex, the only optimal space would be located on the north east corner of the building. The
216 group had preliminary discussions with NRC and the Historical Commission. The aqueduct is behind the
217 building and was sold to the Town acts as a property line under the Board of Selectmen, both between and
218 beyond the aqueduct is parkland and subject to Article 97. He explained article 97 briefly, changing
219 parkland to a non-park purpose requires unanimous vote from the NRC, unanimous approval from the
220 Board of Selectmen, 2/3 approval from Town Meeting, 2/3 approval from the MA legislature, and a land
221 swap of three units to one. He stated parking is an obstacle because it would be counted as being on
222 parkland. Mr. Foster noted there is no addition to Town Hall that would not require the use of parkland and
223 would then require compliance with article 97.

224
225 Mr. Kalsow noted the concerns from the NRC regarding the impact of additional parking. He added NRC
226 is willing to continue discussions and they had reviewed the slides regarding the possible addition to the
227 building. Mr. Kennedy reviewed several scenarios of what the additional parking may be and its impact. If
228 any addition beyond 5% would trigger a zoning bylaw requiring adding 26 additional spaces for the current
229 space and additional spaces for the addition. The extra spaces would absorb a large section of current
230 parkland. Mr. Kalsow stated the Historical Commission would be sending a letter to the Selectmen
231 regarding their concerns and comments. He noted that Historical Commission approval is not required but
232 would be very important at Town Meeting. He reviewed the potential obstacles and construction costs
233 associated with the project. In his opinion, a new building in a different location would be less expensive
234 than construction to the current building.

235
236 Ms. Sullivan Woods asked how the residents interact with Town Hall, and if separating some departments
237 from its current space would be advantageous. Mr. Kalsow stated that in Needham all land use departments
238 were relocated to an annex and was well received by the resident, but at this time it has not been reviewed
239 in Wellesley. Mr. Kennedy added that there are two main uses by the residents, either for administrative
240 business or land use business. Ms. Robinson added that electronic permitting should improve residents
241 experience with land use departments and visiting Town Hall. Mr. Ulfelder stated the lack of parking at
242 Town Hall should be reviewed whether or not land use departments are relocated.

243
244 The Board discussed separation of programs and possible changes to the current building and where an
245 annex could be. Mr. Kennedy stated that adhering to ADA requirements is going to be difficult to make up
246 for the missing space within the current building if there will be no addition to Town Hall. Ms. Jop stated
247 that Town Hall is located in a residential district and zoning bylaws would not mandate adding parking.
248 She suggested they discuss this further with the Planning Director. Mr. Kennedy stated there will be a
249 public forum and hoped to hold it in September where the three options would be discussed. He reviewed
250 the next steps of the process for this project. Ms. Freiman reviewed additional challenges the Town would
251 face including finding swing space while interior work is ongoing.

252

253 Mr. Doran, advisor to the Historical Commission came before the Board. He stated the general consensus
254 of their Board is that any addition to Town Hall would detrimentally impact the architectural and historical
255 significance of the building. He added the Historical Commission was caught off guard that there was a
256 plan for interior renovation not restoration. The Historical Commission views the building and the attached
257 land as sacred and the Commission has concerns regarding the separate scenarios and asks for more public
258 involvement.

259
260 The Board discussed holding a public forum in the fall for residents to voice their concerns and hear the
261 options available.

262
263

264 **6. Approve Alcohol Regulations for Town Buildings – Public Hearing**

265
266

Ms. Gibbs opened the public hearing.

267
268

Ms. Jop provided a brief background regarding the draft regulation changes. Mr. Chin of the Recreation
269 Department had asked that language provide for not only for a pairings type course but also to use alcohol
270 to be used in cooking classes or for a bring your own event. Town Counsel reviewed and addressed
271 language to be included and capture what instances could occur for Town departments and additional
272 language that would focus on outside entities requesting use of Town buildings. Ms. Jop stated the
273 approval of the regulations would be the first step, additional steps would need to be taken for
274 departments to work with Town Counsel for providing leases of the premises. She pointed to Needham,
275 which allows departments have separate leases for their own buildings and purposes. She noted the
276 language that was added late had not posted on the website, there had been no other changes to the drafted
277 language that was posted.

278
279

The Board discussed the drafted language changes to the alcohol regulations and possible uses for the
280 licenses.

281
282

Ms. Ann-Mara Lanza from the Library Board of Trustees came before the Board and thanked the Board
283 for bringing these changes before Town Meeting. She said the Library Foundation is excited about these
284 changes as they could assist in fundraising opportunities.

285
286

**Upon a motion by Ms. Freiman and seconded by Ms. Sullivan Woods, the Board voted (4-0) to
288 approve the proposed amendment to the Rules and Regulations governing alcoholic beverages.**

289
290

291
292

**7. Execute Notice of Ground Lease, Ground Lease Certificate and Estoppel Certificate for
293 900 Worcester Street**

294
295

Ms. Jop provided background regarding the lease documents and outlined the purpose for the Town to be
296 involved. The documents verify to the lender that the Town has an existing lease with Wellesley Sports
297 Center. Town Counsel worked with the lender and the builder and approved the language documents.

298
299

**Upon a motion by Ms. Freiman and seconded by Ms. Sullivan Woods, the Board voted (4-0) to
300 approve and execute the Notice of Ground Lease, Ground Lease Certificate, and Estoppel Certificate
301 for 900 Worcester Street as well as the Title Insurance Affidavit.**

302
303

304 **8. Executive Director's Update**

305
306 Ms. Robinson reviewed donations for the Council on Aging and to the Recreation Department. She
307 reviewed the need for the proposed transfers from compensated absences. She noted that after Town
308 Meeting one person who had been out for an injury on duty retired and was owed time. The funds the Town
309 had decided to transfer came from risk management expenses to compensated absences. The second transfer
310 was needed to cover fire department overtime expenses. These funds are covered by transferring from fire
311 expense funds, fire detail funds, and from special police, specifically funding for crossing guards that hadn't
312 been used. She noted that Advisory Committee had met earlier and signed off on both of the requests. The
313 Board discussed the transfer process and possible changes to the process in the future.

314
315 **Upon a motion by Ms. Freiman and seconded by Ms. Sullivan Woods, the Board voted (4-0) to**
316 **accept the following gifts to the Council on Aging:**

- 317
- 318 • **\$1,000 from the Wellesley Postcomers Club for the 2018 Client Assistance Fund**
- 319 • **\$925.00 from the Friends of the COA to the May Senior Lunch Program with Express**
- 320 **Gourmet**
- 321 • **An in kind donation of professional phone editing and digital photo files from Beth**
- 322 **Shedd to the COA valued at \$9,227.50**
- 323 • **\$1,116.60 from Springwell for April Senior Taxi Rides**
- 324

325 **And further that the Board accept a donation of \$2,000 from Wellesley Bank for the Recreation**
326 **summertime concert series.**

327
328 **Upon a motion by Ms. Freiman and seconded by Ms. Sullivan Woods, the Board voted (4-0) to**
329 **approve the following FY18 year-end transfers:**

- 330
- 331 • **To transfer \$22,000 from risk management expense to compensated absences**
- 332 • **To transfer \$110,000 from a combination of fire expense, Special Police Personal Services**
- 333 **and Fire Detail to Fire Personal Services**
- 334
- 335

336 **9. New Business and Correspondence**

337
338 Mr. Ulfelder stated there had been a significant change to the curb at Cliff Road and Chestnut and he had
339 not received an update on the status of the project. He had received a number of calls from residents
340 regarding that issue and wanted to be able to respond. He had asked Ms. Robinson to follow up on the status
341 of the project.

342
343 Ms. Sullivan Woods stated she was grateful for the update on the Mountview Road incident and asked if
344 the Building Inspector had been regularly visiting the property. Ms. Robinson added that he inspector is
345 relying on the engineers' report and is visiting at unannounced times. Ms. Sullivan Woods verified that the
346 COA would receive a letter from Town Counsel per their request.

347
348 Ms. Freiman noted that this is the final meeting of the fiscal year and thanked Ms. Robinson and Ms. Jop
349 for the work they did over the year. She thanked Ms. Gibbs for her work as chair.

350
351 The meeting was adjourned at 9:34pm

9. **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:

- ❖ FY19 Work plan
- ❖ FY18 Town Counsel Expenditures
- ❖ Correspondence from Town Counsel re: employee evaluations
- ❖ Correspondence from Aetna
- ❖ Correspondence from Wellesley Historical Society

Selectmen's Office Work Plan - FY19

Project	Issue or Current Status	Next Steps	Resources Required	BOS Liaison	Staff Assigned	Completion Date
<u>HIGHEST PRIORITY PROJECTS</u>						
Upham/Hardy School - MSBA	MSBA Eligibility through Dec. 2018	STM scheduled October 2nd	STM appr. Of Feas/Schematic \$\$	Marjorie/Tom	SC & BOS	Dec. 2018
Hunnewell School	STM approved, begin feasibility	Select OPM & Architect, begin work	STM appropriation of \$1M	Marjorie/Tom		April, 2019
Wellesley Office Park	John Hancock Proposes Redevelopment	Coordinate 40B LIP Project, 40R Project	Work with DHCD & Developer	Jack/Tom		ATM 2019
North 40 Plan	Phase II Landfill Report Complete	Develop RFP for consultant, charrette - fall	\$\$ for closure-based on plan	Ellen	Blythe, DPW	Dec. 2018
Town Hall Interior Visioning	Project on-going, report due in Sept.	Interior space study, & bldg systems	Budget approved	Marjorie	Blythe, Joe	Sept, 2018
Housing Production Plan	Project underway, gathering info	Draft plan due end of July to working group		Jack/Ellen	Meghan, Michael	Sept, 2018
Budget Process	Update manual, Review existing bylaw	Consider for 2019 ATM		Jack/Marjorie	Blythe, Sheryl	
Capital Policy & Prioritization	Develop system to prioritize projects	Staff drafting proposed policy - July 10th Mtg		Jack/Marjorie	Blythe, Sheryl	July, 2018
Tailby/Railroad Commuter Lot	Committee considering reissuing RFP	Committee to meet July 11		Beth	Michael/Meghan	
<u>OTHER BOS INITIATIVES</u>						
<u>DEVELOPMENT PROJECTS</u>						
900 Worcester	Construction underway	Groundwater issues, abutter concerns	MassDOT - traffic light	Tom	Meghan, Blythe	Fall, 2018
Tailby/Railroad Commuter Lot	Six proposals received, in review	Committee to meet June 25th & 28th	Review submitted proposals	Beth	Michael/Meghan	
<u>HOUSING PROJECTS</u>						
40B Housing Projects	Elig. Appr for Delanson, 148 & 135, 680, 16	Ass't ZBA with comprehensive permits	\$\$ Added to FY19 Legal budget	Ellen	Meghan, Michael	
WHA - Barton Road Property	Redevelop - mixed use	Do assessment w/CPA funds, issue RFP		Ellen		
<u>FINANCIAL PROJECTS</u>						
Unified Plan	Comments being reviewed by staff	Finalize main document		Marjorie/Ellen	Meghan, Michael	ATM - 2018
PBC-FMD Staffing	Discuss in house OPM, project support	Work with FMD Director, review in fall w/PBC		Marjorie	Blythe, Joe	
SPED Stabilization	Discuss methods of financing & use			Jack/Marjorie		
<u>POLICIES/BYLAWS</u>						
Complete Alcohol Reg w/BYOB	Approved at ATM - Finalize regulations	Add draft regulations to BOS agenda	Info from Town Boards, T. Counsel	Beth	Meghan	ATM-2018
Boston Marathon Policy	Revise forward of bibs, exp. Of funds				Blythe	
Demo Delay Bylaw	Review bylaw for possible changes					
Financial Policies/Proced.	Develop some policies, update existing	Review & then meet with Advisory		Jack	Sheryl, Blythe	
Health Insurance Policy	Town needs policy on ins. Eligibility	Draft policy for BOS & SC review	Start after new plans in place	Ellen	Blythe, Scott	
Update HAY HR System	Hay system out of date	Issue RFP to update pay/classific. System		Ellen		
PILOT Agreements	Develop policy for tax exempt properties	Discuss priorities with the Board		Beth	Blythe	
Plowing of Private Ways	Town doesn't follow state law, dev. policy	Discuss DPW Prop. Sts to eliminate-spring			Blythe, M. Pakstis	June, 2018
<u>STAFF MANAGED PROJECTS</u>						
Community Compact	Reviewing 2 Proposals	Select consultant, begin project	\$15,000 in State funding		Blythe	
Electronic Permitting	Contract Executed, developing systems	Go Live Summer 2018, Bldg Dept & others			Blythe, Brian	
Land Availability Inventory						
Website Redesign	Launched 8/7/17, review status	Make ongoing refinements & update pages	New Project/Comm Mgr to do		Brian	10/1/2018
Cochituate Aqueduct Encroachments	Work to identify encroachments, determine resolution	Send notice to all abutting properties	DPW assistance/Engineering		Blythe/Meghan	June, 2019

				BOS	Staff	Completion
Project	Issue or Current Status	Next Steps	Resources Required	Liaison	Assigned	Date
<i>OTHER TOWN PROJECTS</i>						
DPW Work for Others	Program not transparent, value??	Mtg held on 8/16/17, review in spring	N/A	Tom	Blythe, DPW	
Granite Street	Approved at 2018 ATM as a public way	Finalize design, bid & complete upgrade	\$195K for Town Share		Meghan/DPW	
Route 9/Kingsbury Upgrade	Requested no guardrail on south side	Const. completion in spring, guardrail??			Meghan	Aug. 2017
School Security Followup	Convene meetings to discuss next steps					
Wellesley Media	Add Kingsbury Room & Warren Bldg	Est. completion of both by end of July	Wellesley Media funding			July, 2018
Town Hall Envelope Repair	Contract executed, work begins early June	Execute Contract & begin work		Marjorie	Joe	Fall, 2019
<i>POTENTIAL PROJECTS/PROJECTS W/OTHERS</i>						
War Memorial/Great Hall	Discuss with Town Hall Interior Vision					
Revenue Gener. Opportunties	Table for now					
Community Dev. Department	Table for now					
Mass Bay	Table for now					
HR Manual/Handbook	Rough draft in process by HR Board				Scott	
Transportation Adv. Group	Form working group to outline a charge			Ellen	Meghan	
SEC - Re-evaluate	Re-evaluate structure, charge	Consider for 2019 ATM		Tom		
Town Strategic Plan						

Town Counsel Expenses - FY18

<u>Matters:</u>	<u>July</u>	<u>August</u>	<u>September</u>	<u>October</u>	<u>November</u>	<u>December</u>
General	\$ 9,031.00	\$ 6,524.00	\$ 7,289.00	\$ 7,402.50	\$ 3,847.50	\$ 10,578.90
40B Projects		\$ 444.00	2,479.00	481.00	851.00	11,541.00
DPW/Water/Sewer	92.50		323.00			
892 Washington St		\$ 1,727.00	1,387.50			407.00
900 Worcester	1,314.50					481.00
Eminent Domain						
HHU		592.00				
Litigation	37.00	906.50	610.50	148.00	18.50	92.50
North 40	148.00					
Planning Board	629.00	518.00	92.50	74.00	607.50	270.00
PBC/FMD	1,205.50	55.50		37.00	55.50	1,942.50
Public Records	3,057.50	5,448.50	4,262.50	6,997.00	5,139.00	9,964.50
Registration Permit	1,371.50	994.50			2,588.00	581.09
School Dept.	1,716.00	1,083.50		111.00		129.50
Tax Titles	208.00		32.00			
Tolles Parsons Ctr	-		55.50			333.00
Town Hall Project		129.50	259.00			-
Wellesley Real Estate						
	\$ 18,810.50	\$ 18,423.00	\$ 16,790.50	\$ 15,250.50	\$ 13,107.00	\$ 36,320.99

<u>January</u>	<u>February</u>	<u>March</u>	<u>April</u>	<u>May</u>	<u>June</u>	<u>Total</u>
\$ 13,316.50	\$ 10,336.10	\$ 14,833.00	\$ 13,919.00	\$ 14,818.00	\$ 12,108.43	\$ 124,003.93
3,754.50	3,573.50	4,431.50	407.00	2,072.00	2,331.00	32,365.50
			1,202.50			1,618.00
	148.00					
	203.50	351.50	259.00	592.00	1,572.50	4,774.00
			1,091.50			
37.00	148.00	203.50	758.50	2,109.00	518.00	5,587.00
962.00						1,110.00
1,221.00		518.00		129.50		4,059.50
5,624.00	1,332.00		37.00		518.00	10,807.00
7,538.00	448.00	1,408.00	192.00	1,227.50	112.00	45,794.50
289.50			330.82	965.32		7,120.73
388.50		2,684.22	244.00			6,356.72
64.00					18.50	322.50
			18.50		37.00	444.00
	296.00	388.50				
		314.50				
\$ 33,195.00	\$ 16,485.10	\$ 25,132.72	\$ 18,459.82	\$ 21,913.32	\$ 17,215.43	\$ 244,363.38



J. Raymond Miyares Thomas J. Harrington Christopher H. Heep Donna M. Brewer Jennie M. Merrill
Rebekah Lacey Ivria Glass Fried Eric Reustle Blake M. Mensing Katherine E. Stock

July 5, 2018

Ellen Gibbs, Chair
Wellesley Board of Selectmen
525 Washington Street
Wellesley, MA. 02482

Re: Employee Evaluations

Dear Ellen,

You have asked me to discuss the process for the Board of Selectmen's evaluation of its direct reports, particularly in light of a recent decision by the Massachusetts Supreme Judicial Court, *Boelter v. the Board of Selectmen of Wayland*, 479 Mass. 233 (2018). In *Boelter*, a quorum of Wayland's Board of Selectmen submitted written evaluations of the Town Administrator to the chair, who compiled the evaluations into a composite document. The chair then circulated both the individual evaluations and the composite document to other four Board members. All Board members reviewed both the individual evaluations and the composite evaluation, but the Board discussed only the composite evaluation at a subsequent open meeting. The Court held that aggregating comments of a quorum of a public body into a single document and circulating both that document and the individual evaluations on which it was based outside of an open meeting violates the Open Meeting Law. The violation arose as soon as the evaluations were distributed to the members of the public body but not "relatively contemporaneously" made available to the public.

Based on the *Boelter* case, the Attorney General has issued new guidance advising that members of a public body may still create individual evaluations and submit them for compilation into a master evaluation. The Attorney General advises that as a best practice, members should submit the evaluations to someone who is not a member of a public body such as an administrative assistant or executive secretary. However, the documents may be submitted to the chair, if no such employee is available for this purpose. Furthermore, if either the individual evaluations or the composite evaluation are to be distributed to a quorum of the public body, it must be done either (1) at a public meeting, or (2) via the municipal website available to members of the public, with paper copies made available in the clerk's office. Even if the public body posts the evaluations to its website, members may not discuss the documents outside a public meeting.

Ellen Gibbs
July 5, 2018
Page 2 of 2

In Wellesley, if the chair determines that there is no employee able to compile a composite evaluation, then you may compile it. Following the guidance outlined above, you may only share the composite evaluation with the remainder of the Board at a public meeting or via the Town website with copies available at the Clerk's office. The composite evaluation will become a public document as soon as it is shared with a quorum of the Board. Likewise, the individual evaluations will also become public records if and when they are shared with a quorum of the Board.

Sincerely,



Thomas J. Harrington



93 Worcester Street
4th floor
Wellesley Hills, MA 02481

June 29, 2018

Ellen F. Gibbs, Chair
Board of Selectmen
Blythe C. Robinson, Executive Director
Town of Wellesley
525 Washington Street
3rd Floor
Wellesley, MA 02482

RE: Aetna's Intent to Apply for Massachusetts Economic Development Program in the
Town of Wellesley

Dear Ms. Gibbs and Ms. Robinson:

This letter is Aetna's letter of intent as required pursuant to the Economic Development Incentive Program (EDIP) of the Commonwealth of Massachusetts.

Aetna is one of the nation's leading diversified health care benefits companies, serving an estimated 37.9 million people with information and resources to help them make better informed decisions about their health care. Aetna offers a broad range of traditional, voluntary and consumer-directed health insurance products and related services, including medical, pharmacy, dental, and behavioral health plans, medical management capabilities, Medicaid health care management services, workers' compensation administrative services and health information technology products and services. Aetna's customers include employer groups, individuals, college students, part-time and hourly workers, health plans, health care providers, governmental units, government-sponsored plans, labor groups and expatriates.

Aetna is particularly committed to the Town of Wellesley, which serves as the home to our Consumer Health and Services (CH&S) division. CH&S operates as an innovation hub for Aetna, responsible for developing new products, services, technologies and capabilities to transform the consumer health care experience. Aetna recently announced that efforts are underway to expand our presence in Wellesley. To that end, we are in the process of building out 80,000 additional square feet of office space at the company's 93 Worcester Street location.

June 29, 2018

Page 2 of 2

Through this initiative, Aetna will accommodate 250 additional jobs in Wellesley between 2017 and 2020. The capital expenditure associated with this project for 2018 is approximately \$16,000,000.

Aetna is therefore requesting that you accept this letter as the formal letter of intent required under the Economic Development Incentive Program, (EDIP). If you have any questions or would like to discuss further, I may be reached at (781) 943-1199 or VannoniA@aetna.com.

Very truly yours,



Alexander J. Vannoni
V.P., Strategic Operations
Consumer Health & Strategy
Aetna

cc:

Peter Milano, Senior Director, Business Development, MOBD

Wellesley Historical Society

229 Washington Street, Wellesley Hills, MA 02481

Tel. (781) 235-6690 • Fax (781) 239-0660 • E-mail: info@wellesleyhistoricalsociety.org



June 30, 2018

Dear Wellesley Historical Society Member,

As we grow and expand our offerings, we continue to enhance the value of the Wellesley Historical Society (WHS) membership.

The Wellesley Historical Society has begun planning its fall programming. The fall lecture series will kick-off on October 28th with Dr. Robert Savage's talk on the life of Mary Brewster Hazelton, well-known Wellesley artist, whose work features prominently within the Society's collections.

We will also offer walking tours and some new events for you and your family. Among our fall walks is our curator-led Mount Auburn Cemetery tour. We are proud to announce a partnership with Needham History and Museum on a brown bag lunch program, in which members can enjoy lectures conducted by either organization for the month of October or November. Topics will center on the towns and history of Wellesley and Needham.

Beyond our educational programming, we plan to have several new events. A craft beer event in the fall will provide a fun date night. For a more family-friendly activity, on Saturday, December 8, there will be a gingerbread-themed event in partnership with Historic Newton. We also plan to continue Winter Wednesdays.

As a Wellesley Historical Society member, you will continue to receive free and discounted admission to programs and events. I look forward to seeing you there.

Thank you in advance for your prompt reply and membership renewal.

Warmest regards,

A handwritten signature in black ink, appearing to read "Amanda Fisher".

Amanda Fisher
Executive Director