

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
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WWW.WELLESLEYMA.GOV
BLYTHE C. ROBINSON
EXECUTIVE DIRECTOR OF GENERAL GOVERNMENT

SELECTMEN'S MEETING *TENTATIVE AGENDA - REVISED* Wellesley Town Hall – Juliani Room **6:00 P.M. Tuesday, August 21, 2018**

1. 6:00 Citizen Speak
2. 6:05 Quarterly Traffic Update
 - Public Hearings
 - i. 15 Minute Parking Signs Denton Road
 - ii. No Parking Signs Avon Road
 - Approve Pedestrian Light – Walnut/Damien Road
 - Discuss and Approve Great Plain Avenue Design Funding
3. 6:35 Approve Appointment – Police Officer
4. 6:45 Discuss Linden Street Brick Crosswalks
5. 7:05 Approve Schaller Street Grant of Utility Easement
6. 7:10 Discuss Tailby/Railroad Working Group Report
7. 7:30 Discuss Capital Planning Process
8. 7:50 Execute Warrant for October Special Town Meeting
9. 7:55 Review Boston Marathon Invitational Entry Policy
10. 8:10 Discuss Veterans Grave Officer position and funding
11. 8:25 Review Selectmen FY18 Annual Report
12. 8:30 Discuss Proposed Public Comment Policy
13. 8:45 Executive Director's Report
 - Approval of Minutes
 - Acceptance of Gifts - COA
14. 8:50 New Business and Correspondence

Next Meeting Dates: Tuesday, September 11, 2018 7:00 pm
Monday, September 17, 2018 7:00 pm

Board of Selectmen Calendar – FY19

Date	Selectmen Meeting Items	Other Meeting Items
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 MassBay CC updates Tailby/RR - Continue Discussion of Working Group Recommendation HPP Discussion of draft plan Approve Capital Policy Appoint Historic District Commission Member Babson - One Day License	
9/17 <i>Monday</i>	Meeting Diversity Program w/WOW? HPP Joint Meeting with Planning Board	
9/24 <i>Monday</i>	Meeting Middle School Study Results Presentation w/School Comm. Joint Mtg with Planning Board to adopt HPP	
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)	
10/9 <i>Tuesday</i>	Meeting	
10/15 <i>Monday</i>	Meeting	
10/22 <i>Monday</i>	Meeting	
10/29 <i>Monday</i>	Meeting	
11/5 <i>Monday</i>	No Meeting – Wellesley Club	
11/6 <i>Tuesday</i>	Election Day	
11/12 <i>Monday</i>	TOWN HALL CLOSED – Veterans Day	
11/13 <i>Tuesday</i>	Meeting	

8/16/2018

<i>Date</i>	<i>Selectmen Meeting Items</i>	<i>Other Meeting Items</i>
<i>11/19 Monday</i>	Meeting	
<i>11/22 Thursday</i>	TOWN HALL CLOSED - Thanksgiving Day	
<i>11/26 Monday</i>	Meeting	
<i>Saturday 12/1</i>	Meeting BOS Operating Budget Meeting	
<i>12/3 Monday</i>	Meeting	
<i>12/10 Monday</i>	Meeting	
<i>12/15</i>	900 Worcester Anticipated Rink Completion	
<i>12/17 Monday</i>	Meeting	
<i>12/24 Monday</i>	No Meeting	
<i>12/25 Tuesday</i>	TOWN HALL CLOSED – Christmas Day	
<i>12/28 Friday</i>	Close ATM Warrant	
<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	
<i>1/14 Monday</i>	Review ATM Warrant	
<i>1/21 Monday</i>	MLK – Town Hall Closed	
<i>1/22 Tuesday</i>	Execute ATM Warrant	
<i>1/28 Monday</i>		
<i>2/4 Monday</i>		
<i>2/11 Monday</i>		
<i>2/18 Monday</i>	President’s Day – Town Hall Closed	
<i>2/9 Tuesday</i>		
<i>2/25 Monday</i>		

8/16/2018

<i>Date</i>	<i>Selectmen Meeting Items</i>	<i>Other Meeting Items</i>
<i>3/4 Monday</i>		
<i>3/11 Monday</i>		
<i>3/18 Monday</i>		
<i>3/25 Monday</i>	Start of ATM	

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*

AUGUST 21, 2018 MOTIONS

2.

Amend Schedule I – Fifteen Minute Parking

Location	Side	From	To
Washington Street	Southerly	Denton Road Easterly Intersection (excluding 20' corner clearance)	Denton Road Westerly Intersection (excluding 20' corner clearance)

Amend Schedule I - No Parking

Location	Side	From	To
Avon Road	Northerly	Weston Road	95 feet

2. **MOVE** that the Board authorize the use of the State ride sharing funds in the amount of \$17,500 to install a signalized pedestrian crossing light (Pilecki Light) on Walnut Street at Damian Road with the remaining balance of \$10,550 coming from Traffic and Parking.

2. **MOVE** that the Board authorize amendments to the FY19 traffic and parking budget to enable staff to execute a contract with VHB Engineering for \$172,375 to complete a design and cost estimate for the reconstruction of the Great Plain Avenue/Wellesley Avenue intersection.

3. **MOVE** that the Board vote to appoint Derek Harris effective August 21, 2018 to the position of Police Officer with the Town of Wellesley contingent upon the successful completion of the pre-screening process which includes a physical evaluation, psychological evaluation and physical abilities test as well as the successful completion of the police academy and subsequent one-year probationary period.

5. **MOVE** to approve a grant of location to Eversource to install 70' of two-inch gas main between the Natick Town line and #17 Schaller Street as a main extension.

8. **MOVE** that the Board execute the warrant for the October 2, 2018 special town meeting.

10. **MOVE** to approve the position description for the Veterans Graves and Ceremonial Officer.

11. **MOVE** to approve the Board's Annual Report for fiscal year 2018.

12. **MOVE** that the Board vote to adopt the attached Public Comment Policy.

13. **MOVE** that the Board approve the minutes of the July 31st meeting.

13. **MOVE** that the Board approve the following gifts to the Council on Aging:
 - \$1,000 from Maryanne Miller in appreciation of the COA bus
 - \$722 in donations for the July Senior Lunch Program with Express Gourmet

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As we have planned, the meeting is being held on Tuesday will begin at 6:00 PM.

1. Citizen Speak

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MEMORANDUM

DATE: August 17, 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.

- We have placed an order for a replacement copy machine in our office. Cay took the lead on this and has done a great job selecting a machine that offers a faster speed than the current version and incorporates a fax machine so we can do away with a separate machine. Best of all the new machine will cost almost \$3,000 less than we had budgeted.
- Along those lines we have issued a purchase order to install the new office layout to go from four office cubicles to three, at a cost of \$7,240. We will be re-using the existing desks and under counter file drawers in order to save some money, and refurbished walls and other necessities. Funds will come from a gift account we have in Fund 29. Hopefully that will be installed in about four weeks with the help of FMD and IT.
- As you may recall, earlier this year we received \$19,337.70 from the State as part of the Commonwealth Transportation Infrastructure Fund approved by the legislature in 2016. The funds dedicate ten cents from each ride from a company such as Uber and Lyft that originates in a community to that community to be spent on transportation network services. This week I met with DPW, Traffic & Parking and COA staff to discuss how to utilize the funds from 2017 prior to the end of the calendar year. We jointly agreed to use the monies for two purposes. First, the "Pilecki light" that is on your

agenda for Walnut Street would be paid for from this fund, with the cost to install it borne by Traffic/Parking and DPW. The balance of the funds (\$2,000 - \$3,000) will be utilized by the COA to provide transportation for seniors to medical appointments and similar outside of the area currently served by the COA. Last year the COA had a grant of about \$3,200 for such purposes and used it all in about five months to pay for rides to appointments in Boston. They don't anticipate receiving that grant again, and believe they can easily expend this amount of dollars this year to meet similar needs. Going forward the group will meet annually to determine how to best expend the dollars.

- COA Board Meeting – I attended this meeting on Thursday afternoon. I would characterize it as a very positive meeting, during which there was much more dialogue and discussion amongst the members on various topics. Only six were present, as the others were on vacation (Frank, Ann Marie, Barbara), however they made good headway approving their EOE grant submission for the year, setting up a calendar of reporting on various topics before the Board. I spoke mostly on the topic of TPC closeout and our efforts to resolve the items needed to resolve the kitchen.
- Stephanie Hawkinson started today! She will be focusing on the website to start, building relationships with other departments and the local press, and then turning her efforts to social media. We're excited to have her with us, and it has been nice to receive positive feedback from all parts of the organization that she was chosen for the job.
- If you'd been down Central Street in the last week you might have noted the signs CVS affixed to the light poles in front of their store. We have alerted MLP and I have no doubt that they will soon be removed!
- We have had a number of meetings this week regarding the draft layout of the interior of Town Hall. The architect has been leading those and I have been attending to help everyone understand the reasoning behind what is proposed thus far. Overall those are going very well, we've only been making minor tweaks and adjustments to address suggestions that have been brought up. We hope to wrap these up next week.

2. Quarterly Traffic Update

- Public Hearings
 - i. 15 Minute Parking Signs Denton Road

Lieutenant Showstead and Meghan will be present on behalf of the Traffic Committee which was last discussed by the Board in December, 2017. St. Andrew's Montessori School is looking for a modification to the existing no parking signs in front of the School along Washington Street between the ends of Denton Road. The school families currently use the area for drop off/pick up, and the residents exiting Denton Road state they have difficulty during drop off/pick up pulling out due to sight distances. The Board took no action at that time. The Traffic Committee reached out to the Denton Road neighbors and St. Andrews and held a neighborhood meeting in May 2018. The group came to consensus that the 15-minute parking would be acceptable along the stretch of Washington Street, with the exception of the 20-foot corner clearance between Washington Street and Denton Road. The Traffic Committee recommends approval of this request. In your packets is a map indicating the area for 15-minute parking and the minutes of the past meeting.

- ii. No Parking Signs Avon Road

The Traffic Committee received a request from the property owners at 237 Weston Road, whose driveway fronts on Avon Road. This segment of Avon Road is where it meets Weston Road. A no-parking here to corner sign was located at the corner clearance mark of 20 feet on the northern side of Avon Road. The request is to move the no parking sign back 90 feet to improve the ability of the property owner at 237 Weston Road from exiting their driveway. Cars parked in the 95-foot stretch of Avon Road from Weston Road make backing out of the driveway difficult. The Traffic Committee was supportive of the request. In your packet is a map indicating the no parking zone.

MOVE that the Board vote to:

Amend Schedule I – Fifteen Minute Parking

Location	Side	From	To
Washington Street	Southerly	Denton Road Easterly Intersection (excluding 20' corner clearance)	Denton Road Westerly Intersection (excluding 20' corner clearance)

Amend Schedule I - No Parking

Location	Side	From	To
Avon Road	Northerly	Weston Road	95 feet

- Approve Pedestrian Light – Walnut/Damien Road

The Traffic Committee received a request from the neighborhood to install a “Pilecki” pedestrian light along Walnut Street at Damian Road. The area has a very high pedestrian crossing rate with children walking to school and families walking down to the Warren Building. The funds to pay for this will be appropriated from the “Uber/Lyft” ride sharing funds that have come to the Town from the State earlier this year.

Hardware, including poles, cabinet and lights	\$13,500
Infrastructure, bases, sidewalks, curbing, ramps	\$ 4,000
Electricity, conduit, wire, electrician	<u>\$ 8,000</u>
Subtotal	<u>\$25,500</u>
10% contingency	<u>\$ 2,550</u>
Total	<u>\$28,050</u>

MOVE that the Board authorize the use of the State ride sharing funds in the amount of \$17,500 to install a signalized pedestrian crossing light (Pilecki Light) on Walnut Street at Damian Road with the remaining balance of \$10,550 coming from Traffic and Parking

Proposed No Parking – AVON

Proposed No Parking Zone identified in Red. Green Dot to indicate installation of sign, but before a telephone pole. This map is from the 2017 GIS Orthophotography. The house to the north of the redline has been renovated and the driveway has been doubled in size. There previously was a no parking sign in this location (see below), but the regulations do not show any record of it. This proposal would officially make the modification and extend it to the end of the new driveway.



Historic sign location at about 70 feet from Weston Road.



15- Minute Parking on Washington Street

The redline marks the area where 15-minute parking would be allowed for the pickup and drop off of for the Montessori School. The 15-minute parking zone would not include the corner clearances which measure 20' from either end of Denton Road along Washington Street. The area is currently No Parking Monday-Friday.



Board of Selectmen Meeting: December 11, 2017

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

Also Present: Robinson, Jop

PORTION OF MINUTES

Add 15 Minute Parking on Washington Street at Denton (7:40 pm)

Mr. Connolly reviewed the request for 15-minute parking in front of St. Andrew's Church on Washington Street at Denton Street. This would be going both easterly and westerly to add 15- minute parking to accommodate the Montessori school drop off. The neighbors wanted no parking Mon-Friday. The proposal is a compromise between the school and the neighbors.

Mr. Morgan asked for clarification of the current parking situation. It was confirmed that currently there is no parking at this location, however this is not enforced against cars with drivers who are waiting to pick up or drop off students.

Chief Pilecki noted accident data was reviewed and there was no correlation of accidents with the space in front of the church. Mr. Connolly reviewed the history of the parking with the church. Chief Pilecki further noted this area is similar to school drop off and pick up issues elsewhere in Town, where there is a rush in the morning and a rush in the afternoon. The goal is to manage the chaos of this rush.

Ms. Kimberly O'Sullivan, 14 Denton Road, came before the Board to bring up a few issues. She noted that when exiting her street onto Washington Street, cars are parked the whole length of the street which does not allow for visibility of the cars traveling fast down Washington Street. She suggested to allow egress with visibility there should be no parking for 1/3 of the walkway. She noted that in regards to accidents in that area, she has nearly been hit multiple times. She noted that the Montessori School is not like a regular school. They have two sessions, in the morning and afternoon, as well as pick up times that extend to 6:00 PM. This lends to people coming throughout the day. She believes that it would not be effective to put in meters. The parking needs to be for the school and the church. She further noted that for people driving on Washington Street that are turning left before the school, it would be helpful to put in a lane and to turn it into two lanes.

Chief Pilecki noted that there would be no parking within 20 feet of the intersection. They are not planning on placing meters, just signage.

Ms. Kim Mare, 66 Denton Road, came before the Board to voice her concern about the parking changes. She noted that the parents, when parked, line up so they are almost directly in front of the parking lots. She noted that there are accidents in this area because of the confusion. It is difficult to see when you are coming out onto Washington Street. She noted that both she and her neighbors are concerned about the parking in front of the parking lot. She is concerned that the 15-minute parking will not be enforced. She noted that they do not want the change as they do not like the lack of visibility.

Mr. Steven Mare, 66 Denton Road, noted this is a complicated intersection. During the winter there is limited visibility. He noted that he opposes the request for 15-minute parking in front of the church. He noted there is currently no enforcement and is concerned that there will continue to be no enforcement. He noted that the parents leave their cars parked on the street while inside the church. The church lot is always empty and the Town lot also has vacancies from time to time.

Mr. David Himmelberger, 387 Linden Street, came before the Board noting he is a former Montessori parent. He noted that the Town allows parking along Washington Street further down on both side. It seems that the residents in the area further down are able to get out onto Washington Street. He feels that it is difficult to say access to Washington Street is an impossibility. He noted that the cars are standing in a pickup line, where the school brings the child out to the car and picks up from car. This would be hard to enforce given it is not parking, rather standing. Pulling in to pick someone up may not constitute parking, but rather mean standing only. During the primary pick up you are not allowed to get out of your car and go into the building. It seems to make sense to post no parking, standing only and change the Bylaw to allow for standing.

Mr. Ted Jeanioz, 55 Denton Road, came before the Board to address his concerns, noting this is a dangerous intersection and is made more dangerous by parking. He noted the Cottage St and Denton Road area is especially difficult. Cars are coming down Washington Street with a lot of speed. There is also a crosswalk right there which cannot be seen until you are well into the area. He noted that there is plenty of parking in the neighborhood that does not involve parking on Washington Street. He further noted that he feels Sunday morning is the difficult time and he would advocate for a police officer there during that time. He would not support 15-minute parking in this area.

Mr. Morgan suggested a neighborhood meeting be arranged to discuss the options and see whether an appropriate solution for all parties can be identified.

- Discuss and Approve Great Plain Avenue Design Funding

Since the Board discussed the concept plan for this intersection, staff has received a cost proposal from VHB of \$172,375 to develop the full design of a roundabout. As we had not anticipated this project when developing the Traffic & Parking FY19 budget, we needed to revisit the expenditures planned for this year to determine if we can move forward. The Traffic Committee has done so and has identified the following changes to the budget that if approved by the Board, would free up the funds needed to sign a contract with VHB to start this work. The initial cost estimate for the construction is also included in your packet and is \$1,038,000. Those budget changes include:

- Tailby Commuter Lot repaving - \$100,000
- Traffic and Parking unappropriated funds \$72,375

Included in your packet are the design proposal from VHB and the current Traffic & Parking budget. Lieutenant Showstead and Meghan are meeting with Sheryl Strother on Monday, and will send a revised Traffic and Parking budget on Monday.

MOVE that the Board authorize amendments to the FY19 traffic and parking budget to enable staff to execute a contract with VHB Engineering for \$172,375 to complete a design and cost estimate for the reconstruction of the Great Plain Avenue/Wellesley Avenue intersection.

**AGREEMENT FOR PROFESSIONAL SERVICES
BETWEEN
VANASSE HANGEN BRUSTLIN, INC.
AND
TOWN OF WELLESLEY**

**WELLESLEY AVE AT GREAT PLAIN AVE AND SEAVER ST
INTERSECTION IMPROVEMENT PROJECT
Wellesley, MA**

VHB PROJECT NO. 13676.xx

August 2018

This Agreement is composed of Parts I and II. Part I includes compensation, details of the services to be performed and timing of the services. Part II (attached) contains the General Terms and Conditions of Agreement, which are the general terms of the engagement between the Town of Wellesley, hereinafter called the "TOWN," and Vanasse Hangen Brustlin, Inc., hereinafter called "VHB."

PART I

COMPENSATION - TIME AND EXPENSES

1. The total estimated compensation for performing the Scope of Services described in detail in this Agreement is estimated below:

Labor Fee*	<u>\$166,600</u>
Estimated Direct Costs	<u>\$5,775</u>
 TOTAL ESTIMATED COSTS	 <u>\$172,375</u>

* Labor fee is defined as the fee for direct labor, overhead, and profit exclusive of direct costs.

2. The breakdown of the Labor Fee is as follows:

Tasks	Estimated Labor Fees
100 Survey	<u>\$16,100</u>
200 Preliminary (30%) Design Submission	<u>\$48,100</u>
300 Final (90%) Design Submission	<u>\$47,800</u>
400 Environmental Permitting Assistance	<u>\$7,400</u>
500 Final PS&E Submission	<u>\$7,700</u>
600 Design Phase Meetings	<u>\$14,000</u>
700 Bidding Assistance	<u>\$2,700</u>
800 Great Plain Ave Sidewalk Design and Permitting	<u>\$22,800</u>
 TOTAL ESTIMATED LABOR FEE	 <u>\$166,600</u>

3. VHB will not exceed the total estimated cost as stated herein without the written approval of the TOWN.

4. The total Labor Fee for services rendered in Tasks 100 through 800 will be invoiced monthly as a percentage of completion.
5. All direct non-labor costs (reimbursable expenses) for items such as printing, reproduction, supplies, photography, transportation, soils and materials testing, equipment rental, mail, deliveries, sustenance, and tolls will be invoiced to the TOWN at cost. An initial upset limit for direct costs of \$5,775 has been established.

PERIODS OF SERVICE

1. VHB agrees to render services for Tasks 100 through 800 within 12 months of the date of execution of this Agreement.
2. A schedule of services and fees for Construction Phase Services will be negotiated upon the completion of design activities.
3. The specific period of performance, schedule, and compensation are subject to PART II - GENERAL TERMS AND CONDITIONS, 3.0 PERIODS OF SERVICE.

**APPROVED FOR
VANASSE HANGEN BRUSTLIN, INC.
(VHB)**

**APPROVED FOR
TOWN OF WELLESLEY
(TOWN)**

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Date: _____

AGREEMENT REVIEW

Project Manager Initials: _____

Reviewer Initials: _____

SCOPE OF SERVICES

DESCRIPTION OF SERVICES

The TOWN has requested that VHB prepare a scope to produce preliminary and final design documents and environment permitting for the proposed project involving the design of roadway reconstruction at the intersection of Wellesley Ave at Great Plain Ave and Seaver St. The TOWN has asked VHB to prepare this scope of work document to outline the various tasks and develop baseline budgets associated with each task.

PROJECT LIMITS

The project limits are:

- Wellesley Avenue – 850 L.F. (400 L.F. West & 450 L.F. East of Intersection)
- Great Plain Avenue – 600 L.F. (600 L.F. South Intersection)
- Seaver Street – 250 L.F.

The improvements will conform to the concept plans titled "Roundabout Concept" prepared by Vanasse Hangen Brustlin, Inc. and dated March 9, 2018.

It is understood that the Scope of Services under this Agreement may be changed by actions of the TOWN. Changes to the project scope may require additional compensation or adjustments to VHB's fee.

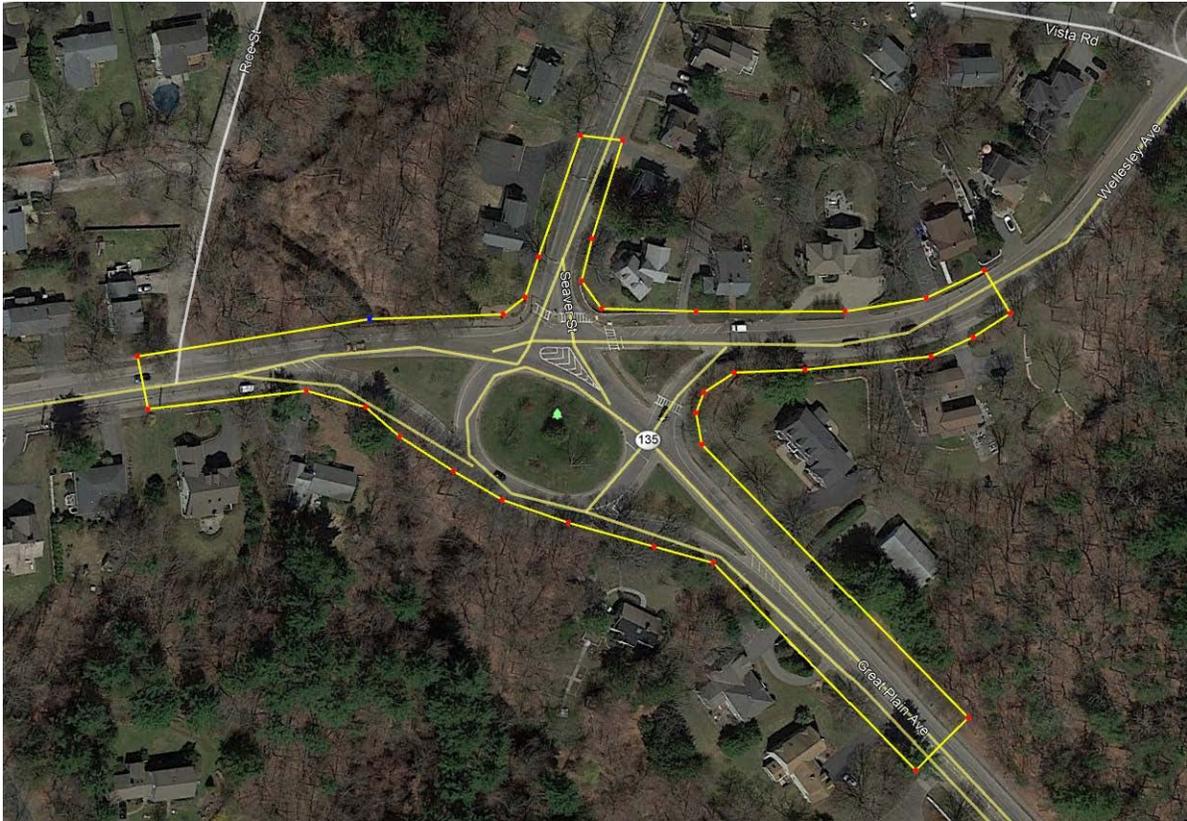
PROJECT ASSUMPTIONS

The following assumptions have been used in the development of the scope of services. Changes to these assumptions will require an evaluation and adjustment in scope, fee, and schedule:

- The project will be designed in accordance with the current American Association of State Highway Transportation Officials (AASHTO) standards, and the manual on Uniform Traffic Control Devices for Streets and Highways (MUTCD) and the MassDOT Project Development and Design Guidelines (PDDG).
- A Functional Design Report/Memorandum will not be required.
- No MassDOT review or permits.
- The Town shall be responsible for coordinating meetings with the respective utility companies to establish relocation and/or modification procedures for existing utilities to be compatible with the proposed improvements.
- The Town will relocate any street light poles, luminaries, handholes, wiring, etc that restrict ADA clearances.
- The Town shall be responsible all correspondence with property owners.

100 SURVEY

VHB will conduct a topographic survey within the project limits (see attached sketch) based on the concept plans titled "Roundabout Concept" prepared by Vanasse Hangen Brustlin, Inc. and dated March 9, 2018.



101 Field Survey: VHB will perform the following:

- Perform a field survey to locate existing ground features along the roadway and 5 ft. from the edge of the Right of Way (ROW). The survey will include the locations of such features as; paved areas, curbing, landscaping, sidewalk, walls, surface utilities, wetlands, etc. that are located within the limits of work.
- Ground elevations will be taken at sufficient locations to produce one-foot (1') contours throughout the project limits.
- Horizontal and vertical control will be based on the Massachusetts Grid System of 1983 and NAVD of 1988. Benchmarks will be set approximately 500' intervals throughout the length of the roadway.

102 Utility Research: VHB will obtain plans from private and public utilities within the project limits and plot the information on the prepared base plans. Subsurface utilities will be located based on record data and will be approximate. Pipe sizes, invert and rim elevations, and detail sketches for drainage and sanitary structures will be obtained and drafted.

103 Right of Way: The Right of Way will be determined from record layout plans. If a layout plan is not available, the Right of Way will be shown graphically from research performed at the Town and Registry. Property lines will be shown graphically from

existing town layouts or assessor maps, including abutter names. Abutter names will be shown on the base plan with recording and assessor information. Any monuments found will be shown on the base plan.

- 104 Wetland Delineation: VHB will delineate and flag the boundaries of wetland resource areas adjacent to the project in accordance with the Massachusetts Wetland Protection Act Regulations (WPA) and the U.S. Army Corps of Engineers (ACOE) flagging procedures. VHB will prepare Massachusetts Department of Environmental Protection (DEP) wetland forms for a maximum of 2 transects, if needed.

The survey base drawings will meet current MassDOT English standards including horizontal and vertical control. The base plan will be drafted in an AutoCAD Civil 3D 2018 drawing format.

200 PRELIMINARY (30%) DESIGN SUBMISSION

VHB will prepare the 30% highway design for review and comment by the Town. In the development of the 30% design, VHB will perform the following project tasks:

- 201 Preliminary Design Plans:
VHB will prepare a preliminary traffic and roadway set of plans based on the approved concept plan. The plans shall be created in Autocad at a 1"=20' scale in plan view and 1"=4' for profiles. VHB shall perform the following services:
- Prepare graphic geometrics of roadway and intersection alignment.
 - Prepare preliminary horizontal and vertical alignments.
 - Perform a corridor study - Conduct iterative horizontal and vertical geometry refinements for critical cross sections based on the interface with the proposed roadway cross-section and existing features.
 - Design typical roadway sections.
 - Define project limits, construction materials and conceptual details.
 - Provide basic Temporary Traffic Control Details.
 - Provide basic landscaping layout.
 - Preliminary Drainage Study – Establish preliminary limits of proposed open and closed drainage system improvements and outlet locations to meet the requirements needed for compliance with the Massachusetts Stormwater Handbook.
 - Outline land-takings, easements and Right of Entries required for the construction of the proposed improvements.
 - Prepare a preliminary plan set. The set will consist of:
 - Title & Legend Sheets
 - Key Plan

- Typical Sections
- Construction Plans
- Alignment Plans
- Utility Plans
- Construction Details (only critical details)
- Temporary Traffic Control Plans

202 Utilities: VHB will identify public or private utility relocations required for the construction of the project improvements. The Town shall be responsible for coordinating with the respective utility companies to establish relocation and/or modification procedures for existing utilities to be compatible with the proposed improvements. The disposition of the utilities will only be preliminary at this stage. VH will provide color plans and a project description for the Town to provide to the utility companies.

203 Preliminary Cost Estimate: A preliminary construction estimate will be prepared for use in budgeting the project. Cost at this stage will be approximate only. Unit prices for standard items will be estimated based on the current data available on the MassDOT website.

204 Design Basis Memorandum: VHB will prepare a Design Basis Memorandum to assist the Town in reviewing the Preliminary Design Submission. The memo will document the design decisions and the rationale behind aspects of the design.

Deliverables for Preliminary Design:

The following items will be provided at the Preliminary Design Submission:

- Design Plans
- Conceptual Construction Cost Estimate
- Design Basis Memo

300 FINAL (90%) DESIGN SUBMISSION

VHB will prepare the 90% highway design for review and comment by the Town. Comments made by the Town during the previous design submission will be considered and responded to, as appropriate, during this task.

In the development of the 90% design, VHB will perform the following project tasks:

301 Intersection and Roadway Design: Provide design plans and calculations for:

- Typical Sections
- Construction Plans with dispositions and materials
- Alignment and Grading Plans
- Utility Plans (with drainage improvements)
- Signage and Pavement Marking Plans
- Sign Summary
- Landscaping Plans and Details

- Construction Details
 - Wheelchair Ramp Details
 - Temporary Traffic Control Plans
- 302 Utilities: VHB will identify public or private utility relocations required for the construction of the project improvements. The Town shall be responsible for coordinating with the respective utility companies to establish relocation and/or modification procedures for existing utilities to be compatible with the proposed improvements.
- 303 Special Provisions: VHB will prepare Special Provisions to the Standard Specifications in accordance with procedures and based on the MassDOT Standard Specifications for Highways and Bridges. The special provisions will also be developed in conformance with Town contract standards and material and installation standards.
- 304 Temporary Traffic Control Plans: VHB will develop traffic management plans that will permit access to adjacent properties, and manage traffic through the construction zones.
- 305 Response to Comments: VHB will prepare a formal written response to all comments received regarding the Preliminary review.
- 306 Office Calculation Booklet: The Team will prepare an Office Calculation Booklet and a Construction Cost Estimate.
- 307 Design Basis Memo: VHB will update the Design Basis Memo to assist the Town in reviewing the 90% Submission. This memo will cover design aspects that have changed since the 30% Submission.
- 308 Constructability Review: VHB will review the proposed project to verify that the project does not present unusual matters that would unduly increase the cost of the project or present potential scheduling delays during construction resulting in claims for extra work.
- 309 Quality Control (QC) Review: VHB will perform review of the quality and accuracy of the documents such that key aspects of the information presented are prepared in accordance with industry standards.

Deliverables for Final Design:

The following items will be provided at the Final Design Submission:

- Design Plans
- Construction Cost Estimate & Calculation Booklet
- Special Provisions
- Response to Preliminary Design Comments
- Design Basis Memorandum

400 ENVIRONMENTAL PERMITTING ASSISTANCE

The construction of the project will require work within wetland resource areas or the buffer zone in Wellesley, Massachusetts. Due to the work within the regulated wetland resource areas and state/local regulated 100-foot buffer zone, and locally regulated 25-foot buffer zones, the filing of a Notice of Intent (NOI) with the Wellesley Wetlands Protection Committee and the Massachusetts Department of Environmental Protection (DEP) will be required for this project.

401 Notice of Intent (NOI): The Notice of Intent will be prepared to comply with the provisions of the Massachusetts Wetlands Protection Act and the Wellesley Wetlands Protection Bylaw. VHB will prepare the following Notice of Intent documentation:

- The State Notice of Intent Form (Form 3);
- Site Description;
- Project Description;
- Regulatory Compliance;
- Drainage and Stormwater Management Report and
- Project Plans.

The NOI will be provided to the Town for review prior to submission to the Wellesley Wetlands Protection Committee and DEP. Abutters will be notified of the first public hearing by mail with return receipt requested. VHB will attend up to 2 Wetlands Protection Committee public hearings and a site walk if necessary (under the Meeting Task). Rendered (in color) boards of the project plans will be prepared for use in the presentation to the Wetlands Protection Committee.

500 FINAL PLANS, SPECIFICATIONS AND ESTIMATE (PS&E)

VHB will prepare the final roadway design for the Town to use in advertising for construction. Comments made by the Town during the previous design submission shall be considered and responded to, as appropriate, during this task.

In the development of the final design, VHB will update the contract plans, special provisions, cost estimate and calculation book from the previous submission.

This scope assumes that the Town is responsible for soliciting bids for the construction of the improvements. VHB’s role will be limited to furnishing electronic copies (pdf) of the final plans and specifications to the Town.

Deliverables for PS&E Design:

The following items will be provided at the Final Design Submission:

- Design Plans
- Construction Cost Estimate & Calculation Booklet
- Special Provisions
- Response to Design Comments

600 DESIGN PHASE MEETINGS

The meetings anticipated for this project are outlined below to develop a budget. Should the estimate for meetings be exceeded, additional compensation will be required. VHB will

attend project meetings with the Town, agencies, organizations, and other groups as requested by the Town. Services include preparation, travel, attendance and supporting graphics (when required).

- 601 Working sessions with Town: VHB has assumed there will be two (2) working session meetings with the Town with two VHB staff members in attendance at each. VHB has assumed a total of 16 hours be allocated for this task.
- 602 Wellesley Wetlands Protection Committee: VHB will attend up to two (2) Wetlands Protection Committee public meetings and a site walk, if necessary. Rendered (in color) boards of the project plans will be prepared for use in the presentation to the Wetlands Protection Committee. VHB has assumed a total of 16 hours be allocated for this task.
- 603 Natural Resource Commission: VHB will attend one (1) Natural Resource Commission meeting regarding impacts to any public shade trees impacted by the proposed project. VHB has assumed 1 meeting with two VHB staff members in attendance for a total of 8 hours.
- 604 Utility Meeting: VHB will attend a site meeting with the Utility companies organized by the Town prior to the Final Submission. VHB has assumed one (1) meeting with two VHB staff members in attendance for a total of 8 hours.
- 605 Selectman Meeting/Public Meeting: VHB will attend up to two (2) public meetings with the Selectman or neighborhood groups to present the Final Design Plans prior to completion of PS&E documents. VHB has assumed attendance by two VHB staff members at each meeting and a total of 16 hours have been allocated for this task.
- 606 Town Meeting: VHB will attend one (1) Town Meeting session to present and answer questions related to the proposed project design, schedule and estimated cost. Rendered (in color) electronic files of the project plans will be prepared for use in the presentation at Town Meeting in addition to updated traffic simulation videos. VHB has assumed a total of 16 hours for this task.

700 BIDDING PHASE SERVICES

After acceptance by the TOWN of VHB's final design drawings, specifications and documents and upon written authorization from the TOWN, VHB will prepare the following:

- 701 Bid Tabs: VHB will prepare the bid tabs for the TOWN to include in the bidding documents for the Contractors.
- 702 Addenda: VHB will prepare addenda to interpret and/or clarify the bidding documents while the project is out for bidding. For the purposes of this agreement, VHB has assumed 10 hours for this task.

800 GREAT PLAIN AVENUE SIDEWALK DESIGN AND PERMITTING

The TOWN has requested that VHB prepare a scope to produce preliminary and final design documents and environment permitting for the proposed project involving the design of

sidewalk along Great Plain Avenue from the intersection with Seaver St to Brook St for approximately 1,600 linear feet.

Assumptions:

- The Town will relocate any street light poles, luminaries, handholes, wiring, etc. that restrict ADA clearances.
- The guardrail approaching Brooks St does not meet current standards and will need to be upgraded. The shoulder may be reduced to accommodate the sidewalk and guardrail to meet current standards. Great Plain Ave may need to be restriped and drainage may need to be adjusted accordingly.
- The intersection of Brook St may need to be reconfigured to provide a for a safer pedestrian crossing.
- The proposed sidewalk will meet existing sidewalk on Great Plain Ave and is not turning onto Brook St.
- No wetland impacts or mitigation.
- No Right of Way impacts.
- No retaining wall design.
- No major drainage modifications.

VHB has assumed that this will be incorporated into the roundabout project and will not be a standalone project. VHB will perform the following tasks:

801 Field Survey: VHB will perform the following:

- VHB will perform a field survey to locate existing ground features along Great Plain Avenue from bottom of slope to centerline of eastbound roadway. The survey will include the locations of such features as; paved areas, curbing, landscaping, sidewalk, walls, surface utilities, wetlands, etc. that are located within the limits of work. In addition, ground elevations will be taken at sufficient locations to produce one-foot (1') contours throughout the project limits. Benchmarks will be set approximately 500' intervals throughout the length of the roadway. Horizontal and vertical control will be based on the Massachusetts Grid System of 1983 and NAVD of 1988.
- The Right of Way will be determined from record layout plans. If a layout plan is not available, the Right-of-Way will be shown graphically from research performed at the Town and Registry. Property lines will be shown graphically from existing town layouts or assessor maps, including abutter names. Abutter names will be shown on the base plan with recording and assessor information. Any monuments found will be shown on the base plan.
- Surface utilities within the limit of the roadway will be field located. Underground utilities will be shown from plans of record supplied by the utility companies. Drainage and sewer rims and inverts will be determined and shown on the base plan.
- The survey will meet current MassDOT English standards including horizontal and vertical control. The base plan will be drafted in an AutoCAD Civil 3D 2018 drawing format.

- VHB will delineate and flag the boundaries of wetland resource areas adjacent to the project in accordance with the Massachusetts Wetland Protection Act Regulations (WPA) and the U.S. Army Corps of Engineers (ACOE) flagging procedures. VHB will prepare Massachusetts Department of Environmental Protection (DEP) wetland forms for a maximum of 2 transects, if needed.
- 802 Preliminary, Final and PS&E Design Plans: VHB will prepare roadway plans depicting the sidewalk along the southern leg of Great Plain Ave.
- Perform a cross section study.
 - Design typical roadway sections.
 - Define project limits and construction materials.
 - Construction details
 - Construction Cost Estimate & Calculation Booklet
 - Special Provisions
- 803 Notice of Intent (NOI): VHB will incorporate into the NOI (prepared under Task 400) the necessary information required for the proposed sidewalk Great Plain Avenue.

SERVICES NOT INCLUDED

The following services are not anticipated and, therefore, not included in this Agreement at this time:

- Any pavement testing or design
- Functional design report
- Construction phase services
- Structural design including evaluation, analysis or reports on existing structures including bridges, culverts, retaining walls, and mast arm foundations.
- Major drainage studies and design of major storm drains. (It is to be assumed that proposed drainage will be connected to existing drainage lines and that no major drainage study or design beyond the limits of work will be required).
- In accordance with Land Court procedures, preparation of right-of-way plans, layout plans, taking plans, and descriptions involving the alteration of Land Court parcels.
- Meetings with abutters.
- Investigation, identification testing, or analysis of hazardous waste issue.
- Historical/archaeological studies or surveys.
- Floodplain analysis or flood studies.
- Roadway Safety Audit (RSA)
- Revisions to design submittal if the TOWN request that VHB advance the design before town review of the Project are complete.

- Geotechnical engineering
- Street lighting modifications or design

Should services be required in these areas, or areas not previously described, the Consultant will prepare a proposal or amendment, at the Town's written request, that contains the Scope of Services, Compensation, and Schedule to complete the additional services.



**Progress Print
For Review Only
March 9, 2018**

**Roundabout Concept
(retain existing circle)
Wellesley Avenue at
Great Plain Avenue and
Seaver Street**
101 Walnut Street
Watertown, Massachusetts

No.	Revision	Date	App'd.

Issued for: [Redacted] Date: March 9, 2018

Not Approved for Construction
Drawing Title





101 Walnut Street
 Watertown, MA 02472
 Telephone (617) 924-177
 Fax (617) 924-2286
www.vhb.com

**ORDER OF MAGNITUDE
 CONSTRUCTION COST ESTIMATE
 Great Plain Ave Roundabout
 Wellseley, MA**

**Job Number: 13676.03
 Date: August 3, 2018
 Preparer:
 Checked by:**

Description	Unit Price	Quantity	Total Cost
Full Depth Pavement	\$95.00 /SY	895 SY	\$85,048.72
Full Depth Pavement Less Than 4'	\$122.00 /SY	SY	\$0.00
Milling and Overlay	\$19.00 /SY	7,500 SY	\$142,500.00
Cem Conc Walkway	\$86.00 /SY	1,500 SY	\$129,000.00
Cem Conc Drive/ WCR	\$126.00 /SY	85 SY	\$10,710.00
HMA Driveway	\$65.00 /SY	200 SY	\$13,000.00
Loam & Seed	\$8.50 /SY	2,300 SY	\$19,550.00
Granite Curbing	\$106,000.00 /LS	1 LS	\$106,000.00
Signing & Striping	\$20,000.00 /LS	1 LS	\$20,000.00
Drainage & Sewer Modifications	\$162,400.00 /LS	1 LS	\$162,400.00
Water Modifications	\$7,120.00 /LS	1 LS	\$7,120.00
Landscaping	\$10,000.00 /LS	1 LS	\$10,000.00
Guardrail	\$0.00 /LS	1 LS	\$0.00
Lighting R&R	\$4,000.00 /EA	5 EA	\$20,000.00
		Subtotal:	\$725,328.72
		Mobilization (3%):	\$21,759.86
		Construction Staking (3%):	\$21,759.86
		Construction Traffic Management (5%):	\$36,266.44
		Police Detail (7%):	\$50,773.01
		Contingencies (25%):	\$181,332.18
			\$1,037,220.06
R&R UP	\$15,000.00 /EA	EA	\$0.00
		Total:	\$1,037,220.06
		SAY:	\$1,038,000.00



Town of Wellesley

FY2019 Budget Request

Traffic & Parking Operating Request

Fund: 27

Department #: 293

Department Head: Chief Jack Pillecki

The mission of the Traffic and Parking Department is to facilitate vehicular and pedestrian safety and orderly movement throughout the community through the appropriate application of traffic regulatory and warning devices. The Department also maintains municipal parking lots and on-street parking meters. This budget is funded from parking meter receipts.

DEPARTMENT EXPENDITURES	FY15 Actual	FY16 Actual	FY17 Actual	FY18 Budget	FY19 Request	\$ Variance FY18-19	% Variance FY18-19
Personal Services							
Full Time	\$ 91,523	\$ 96,497	\$ 99,092	\$ 98,712	\$ 102,958	\$ 4,246	4.30%
Part Time/Temp/Seasonal	81,698	83,724	79,813	96,068	92,792	(3,276)	-3.41%
Other (Meter/Sign Repair)	57,449	49,514	57,941	52,500	52,500	-	0.00%
Subtotal, Personal Services	230,670	229,734	236,846	247,280	248,250	970	0.39%
Expenses	420,703	531,560	595,762	1,301,670	798,086	(503,584)	-38.69%
P/S & Expenses TOTAL	\$ 651,373	\$ 761,295	\$ 832,609	\$ 1,548,950	\$ 1,046,336	\$ (502,614)	-32.45%

*NOTE: (Traffic Officer/Clerk Asst)

	Cash Capital	Debt Service	Included in Expenses	General Fund Transf and Debt Svc Subtotal
	11,750	11,250	10,950	10,325
	11,750	11,250	43,830	50,883

GRAND TOTAL (Operating + Debt)	\$ 663,123	\$ 772,545	\$ 876,439	\$ 1,593,009	\$ 1,097,219	\$ (495,790)	-31.12%
Revenues - Parking Charges							
Annual Permits	148,370	161,330	169,138	146,000	169,138		
Debit Card Sales	124,029	103,298	100,225	120,000	100,225		
Ticket Machines	254,483	272,979	278,579	260,000	278,579		
Lot Meters	147,287	125,938	105,714	145,000	105,714		
Street Meters	206,435	284,282	240,555	205,000	240,555		
Passport	-	-	24,567	-	24,567		
Other Revenue (Rental, etc)	6,631	9,665	2,418	6,000	2,418		
Total Revenue	887,235	957,492	921,196	882,000	921,196		

PERMANENT STAFFING (FTEs) Full Time-Equivalent Employees

Position Titles:

	FY15 Actual	FY16 Actual	FY17 Actual	FY18 Budget	FY19 Request
Administrator	0.5	0.5	0.5	0.5	0.5
Parking Clerk	1.0	1.0	1.0	1.0	1.0
Meter/Sign Repair	0.5	0.5	0.5	0.5	0.5
Parking Attendants	<u>2.6</u>	<u>2.6</u>	<u>2.6</u>	<u>2.6</u>	<u>2.6</u>
Total Number of Positions	4.6	4.6	4.6	4.6	4.6

Traffic & Parking Operating Request

Org	Obj	Munis Object # Account Title	Explanation	FY15 Actual	FY16 Actual	FY17 Actual	FY18 Budget	FY19 Request	\$ Variance FY18-19	% Variance FY18-19
<u>PERSONAL SERVICES</u>										
27293100	511220	Other Professional	Parking Clerk	\$ 91,523	\$ 96,497	\$ 99,092	\$ 98,712	\$ 102,958	\$ 4,246	4.30%
			37% Police Lieutenant							
27293100	511240	Meter Attendants	5 part-time positions	81,263	83,439	78,284	94,068	90,792	(3,276)	-3.48%
			18 hours/week							
27293100	514010	Meter Maint. Shift Diff	\$2.00/hour stipend	435	285	1,529	2,000	2,000	-	0.00%
27293100	511350	Meter/signal Repairs	HWY sign/meter repair/maint	57,449	49,514	57,941	52,500	52,500	-	0.00%
			MLP traffic signal maint							
01210100	511230	Traffic Officer	One Patrolman in Police paid 50% from Traffic and Parking	-	-	32,880	33,409	35,958	2,549	7.63%
			Stipend for Treasurer Clerk to assist with parking ticket payment/concerns							
01145100	511370	Clerk Assistance	Less General fund transfer for 50% patrolman and TRS clk stipend	-	-	-	-	4,600	-	0.00%
								(40,558)		
				230,670	229,734	269,726	280,689	248,250	(32,439)	-11.56%

EXPENSES

27293200	536100	DPW-Public Works Services	Fringe per DPW Transfers	13,101	21,749.40	10,849	20,000	12,000	\$ (8,000)	-40.00%
		Parking Clerk	Benefits	-	-	-	-	13,486	\$ 13,486	0.00%
27293200	542010	Office Supplies	Office Supplies for Parking Clerk	398	582	747	400	600	200.00	50.00%
			Parking Lot Lighting							
			CALE parking machines							
			traffic signals							
27293200	521010	Electricity	pedestrian lights	10,885	10,964	10,837	12,000	12,000	-	0.00%
27293200	524015	Grounds Maintenance	Municipal Parking Lots monthly	14,990	25,565	35,574	27,000	27,000	-	0.00%
27293200	524030	Equipment Maintenance	Yearly replacement parking meter batteries	3,694	1,468	2,068	5,000	5,000	-	0.00%
27293200	528010	Vehicle Use		340	-	-	-	-	-	0.00%
27293200	581550	Traffic Calming	Various traffic calming projects	20,406	27,661	31,914	25,000	30,000	5,000.00	20.00%
27293200	529030	Snow Removal and Clearance	Municipal parking Lots	60,376	25,395	49,434	55,000	55,000	-	0.00%
27293200	530700	Architects and Engineers ³	On-call traffic consultants	44,858	57,200	54,935	75,000	75,000	-	0.00%
			Violation Processing							
27293200	530900	Other Professional Service	Meter collection	74,178	91,026	90,711	90,000	90,000	-	0.00%

Traffic & Parking Operating Request

Org	Obj	Munis Object # Account Title	Explanation	FY15 Actual	FY16 Actual	FY17 Actual	FY18 Budget	FY19 Request	\$ Variance FY18-19	% Variance FY18-19
27293200	534010	Postage		1,056	1,012	851	700	1,000	300.00	42.86%
27293200	534020	Telephone	Cellular phones parking attendants (3) parking clerk	2,077	1,866	1,740	2,500	2,000	(500.00)	-20.00%
27293200	534030	Advertising - General		-	59	55	-	-	-	0.00%
27293200	534040	Printing and Mailing expense		1,858	383	-	-	-	-	0.00%
27293200	538090	Other Purchased Services	Traffic signal maintenance	19,033	29,537	41,425	30,000	40,000	10,000.00	33.33%
27293200	538091	Police Details		1,162	-	-	-	-	-	0.00%
27293200	542110	Uniforms	Parking Attendants	2,169	5,462	3,253	3,500	4,000	500.00	14.29%
27293200	543040	Equipment M&R Supplies	Meter maintenance supplies	11,251	12,298	7,776	7,000	8,000	1,000.00	14.29%
27293200	543050	Painting M&R Supplies	Line Painting contract	39,000	58,062	68,198	50,000	60,000	10,000.00	20.00%
27293200	543090	Other Maint/Repair Supplies	CALE meter maintenance agreement CALE meter supplies	21,316	23,364	20,475	20,000	20,000	-	0.00%
27293200	552030	Signs Supplies	Regulatory Signs	18,297	19,668	30,581	20,000	25,000	5,000.00	25.00%
27293200	571010	Travel-Mileage	Reimbursement for parking attendants	2,553	2,005	2,476	3,570	3,000	(570.00)	-15.97%
27293200	578020	Credit card processing charges	Credit card fees (max 2.88%) coin count verification from meters	26,040	26,853	28,383	45,000	35,000	(10,000.00)	-22.22%
27293200	581540	Parking Lot Improvements	Landscaping Improvements Fencing Improvements Pothole Repair	2,272	28,809	6,764	15,000	15,000	-	0.00%
27293200	583080	Traffic Enforcement/Radar Units	New speed trailers purchased in FY13 & FY14	-	-	-	-	-	-	0.00%
27293200	581580	Business Area Improvements	StreetScape Improvements	11,864	-	5,367	15,000	15,000	-	0.00%
27293200	583190	Meter Replacement	Rebuild or replace parking meters	17,530	60,570	91,350	100,000	100,000	-	0.00%
27293200	58xxxx	Parking Lot Light Improvements	Install LED and lighting efficiency measures (actual quotes from ESI)	-	-	-	100,000	-	(100,000.00)	-100.00%
27293200	58xxxx	Parking Lot Paving	Paving of Municipal lots (1 of 4)	-	-	-	100,000	-	(100,000.00)	-100.00%
27293200	58xxxx	Brook/Benvenue Intersection		-	-	-	300,000	-	(300,000.00)	-100.00%
27293200	58xxxx	Amherst/Brook		-	-	-	180,000	-	(180,000.00)	-100.00%
27293200	58xxxx	Police Station Parking Lot		-	-	-	-	150,000	150,000.00	0.00%
Expense Total				420,703	531,560	595,762	1,301,670	798,086	(503,584)	-38.69%
P/S and Expenses Total				\$ 651,373	\$ 761,295	\$ 865,489	\$ 1,582,359	\$ 1,046,336	\$ (536,023)	-33.87%

Traffic & Parking Operating Request

Employee Name	Title	FY18 Rate as of 6/30/18	Group - Step	FY19 Starting Rate 7/1/18	Hrs pr week	Step date	Step amt	Funding source:		Salary Request (Dept 293)	Total	
								Police Dept.	Traffic & Parking			
Police Lieutenant	Police Lieutenant	\$ 2,301.00	n/a	\$ 2,356.00				01210100	27293100	44,864	122,512	
Bonita Legassie	Parking Clerk	\$ 1,029.31	52	\$ 1,049.90				77,648		54,595	54,595	
Bonita Legassie	Stipend	\$ 67.30	N/A	\$ 67.30						3,500	3,500	
Vacant	Parking Meter Attendant	\$ 16.00	Gen	\$ 16.00	18.00					14,976	14,976	
Hunt, Lawrence	Parking Meter Attendant	\$ 20.50	Gen	\$ 20.50	18.00					19,188	19,188	
Ryan, Patrick	Parking Meter Attendant	\$ 20.50	Gen	\$ 20.50	18.00					19,188	19,188	
Schultz, William	Parking Meter Attendant	\$ 20.50	Gen	\$ 20.50	18.00					19,188	19,188	
Swinimer, Richard	Parking Meter Attendant	\$ 19.50	Gen	\$ 19.50	18.00					18,252	18,252	
Meter Maint Shift Diff	\$2 per hour									2,000	2,000	
Ricky Phillipppo	Meter Repair Laborer	Work & equipment on signs/meters charged by DPW									52,500	52,500
Katherine Rumsey	Treasurer Clerk	Stipend to assist with parking tickets									4,600	4,600
Patrolmen	Traffic Officer (50% Police Detail)	\$ -	n/a	\$ 1,383.00					35,958	35,958	71,916	
Less General fund transfer for Patrolman and TRS clk									-	(40,558)		
Total Salary										\$ 248,250		

***Note: FY19 Salary is based on a 52 week year.

** 63% charged to Police

*50% Charged to Police

3. Appoint Patrol Officer

The Board appointed Kiley M. Davis on July 31 as a new Patrol Officer pending passing various tests including the Physical Abilities Test (PAT). Ms. Davis recently failed a component of the PAT, which is largely attributed to her small stature. The Police Department is working with Ms. Davis to train her how to pass the particular component of the Physical Abilities Test prior to the start of the Academy. Given the next Academy starts in September, the Chief would like the Board to appoint a third patrol position at this time, so as to insure that 2 patrol officers are in the next Academy as he currently has a number of vacancies. As part of the most recent hiring process, the Chief had identified 4 exceptional candidates. It is our hope that Ms. Davis will be able to attend the upcoming Academy, however if Ms. Davis misses the Academy in September, she would be sent to the next available Academy in March 2019. The same would be true for the third appointed Patrol Officer, if he was appointed and Ms. Davis passed the PAT, he would be sent to the next open Police Academy in March, 2019.

MOVE that the Board vote to appoint Derek Harris effective August 21, 2018 to the position of Police Officer with the Town of Wellesley contingent upon the successful completion of the pre-screening process which includes a physical evaluation, psychological evaluation and physical abilities test as well as the successful completion of the police academy and subsequent one-year probationary period.



TOWN OF WELLESLEY POLICE DEPARTMENT

WELLESLEY, MA 02482
Telephone 781-235-1212

JACK PILECKI
Chief of Police

MEMORANDUM

TO: THE HONORABLE BOARD OF SELECTMEN
FROM: JACK PILECKI
CHIEF OF POLICE
SUBJECT: RECOMMENDATION FOR APPOINTMENT
DATE: August 21, 2018

Ladies and gentlemen:

As the Board is aware, the Wellesley Police Department currently has a couple of vacant police officer positions. As a result of the department's screening process, it is my recommendation that the Board of Selectmen, in their capacity as the appointing authority for police officers for the Town of Wellesley, take the following action:

Derek L Harris

Recommended for Appointment

Mr. Harris grew up in the town of Weston. Mr. Harris is currently employed with the Wellesley Police Department as a dispatcher in the Emergency Communications Center. He has been employed with the town for the past 3 ½ years. He is responsible for answering incoming calls on the business line, Emergency 9-1-1 line, dispatching the appropriate police, fire and medical resources to calls for service, monitoring radio communications for surrounding agencies and assisting individuals that walk into the police station and request assistance. Derek is able to multitask all of these responsibilities, while providing a high level of customer service to the community. He remains calm in stressful situations, is a caring individual and is community oriented. He gets along well with all of his coworkers and supervisors and is a well-respected member of the department.

Mr. Harris attended Weston High School and obtained a Bachelor of Science degree in Criminal Justice from Northeastern University. While in college Derek completed internships with the Bureau of Alcohol, Tobacco, Firearms and Explosives, the Massachusetts State Police Department and the Watertown Police Department. He has been interested in the law enforcement field since

he was a child. Prior to being employed in Wellesley he worked as a lifeguard and pool manager for the Town of Weston Recreation Department.

Ms. Harris' references indicated that he is kind, mild mannered and thinks logically in stressful situations. His past and current supervisors describe Derek as a dependable hard worker who can interact well with a wide cross section of people and has an even-keeled temperament. He also interacts well with youth and likes to be involved in the community.

It is without reservation that I recommend Derek L. Harris for appointment to the Wellesley Police Department.

Please see attached resume.

The Wellesley Police Department uses an intensive recruitment and screening strategy, and this candidate has been thoroughly investigated and repeatedly interviewed. He is an outstanding individual and I enthusiastically recommend him for appointment.

RESPECTFULLY SUBMITTED:

A handwritten signature in black ink that reads "Chief Jack Pilecki". The signature is written in a cursive, flowing style.

JACK PILECKI
CHIEF OF POLICE

DEREK L. HARRIS

18 WESTLAND ROAD, WESTON, MA 02493 • 508-395-7452 • DEREKHARRIS09@GMAIL.COM

Education

- Northeastern University
Bachelor of Science in Criminal Justice
Boston, MA
September 2010-June 2014
- Quinnipiac University
Hamden, CT
September 2009-May 2010

Work Experience

- Wellesley Police Department
Dispatcher
Wellesley, MA
December 2014 – Present
 - Answer Emergency 9-1-1 calls, incoming business line calls and dispatch appropriate police, fire and medical resources.
 - Assist individuals that walk into the police station to report incidents, request directions
 - Provide Emergency Medical Dispatch instructions over the phone for individuals who call to report medical emergencies.
 - Enter all calls for service in the IMC computer aided dispatch module.
 - Process inquiries on individuals through the NCIC system
 - Monitor radio traffic for surrounding communities
- Weston Recreation Department
Dispatcher
Weston, MA
June 2011 – December 2014
 - Supervise, organize, and motivate a team of 20+ lifeguards as well as oversee general maintenance of the facility.
 - Act as a liaison between the public, staff, and officer personnel.
 - Oversee and advise the staff during weekly emergency situation training events.
 - Enforce water and facility safety guidelines to insure the patrons and staff's safety

General Maintenance Employee Spring/Fall 2009-December 2014

 - Use power equipment in order to maintain sporting and recreational facilities
 - Purchased supplies for general maintenance projects.
- The Bureau of Alcohol, Tobacco, Firearms, and Explosives
Intern
Boston, MA
Oct. 2013 – Dec. 2013
 - Traced recovered crime firearms back to the initial purchaser.
 - Accompanied and assisted an inspector during the assessment of FFL dealer.
 - Collected intelligence on locations prior to the implementation of a federally funded surge on gun violence.
 - Performed routine office procedures, including organizing and maintaining files.
- Massachusetts State Police
Intern
Devens, MA
July 2012 – Dec. 2012
 - Attended and assisted in the teaching of field sobriety tests at multiple sites.
 - Confirmed the proper functionality of the breath test simulators used to calibrate the BT instruments.
 - Assisted troopers in the recording of information at the roadside sobriety check point.
 - Supported in the acquisition of fingerprints on evidence in multiple cases at the Boston Crime Lab.

DEREK L. HARRIS



➤ Watertown Police Department

Watertown, MA

Intern

July 2011 – Dec. 2011

- Researched and created daily training PowerPoint presentations to be viewed by all officers during roll call.
- Accompanied and observed officers on patrol.
- Performed administrative duties as well as other projects as assigned by the supervisor.
- Participated in use of force training with patrol officers.
- Learned techniques for policing including using radar and lidar guns.

Community Service

- Town of Weston Annual Easter Egg Hunt volunteer
- Assisted with preparation for the Boston Marathon (2012)

Certifications and Licenses

- CPR and AED Certification, Lifeguard Certification
- Emergency Medical Dispatch
- Massachusetts License to Carry Firearms, (Class A)

4. Discuss Linden Street Brick Crosswalks

Late last week we were alerted by the Planning Director of the work being done on Linden Street to remove the brick crosswalks that were installed when the Linden Square development was constructed. Upon investigation we learned that DPW has on its work plan this summer the repaving of Linden Street in this area, and as part of that project had decided to remove these crosswalks. Besides removal of the crosswalks they intend to cold plane the road and then repave the entire section as well as repaint the crosswalks, center line and so on. Unfortunately, they did not share these plans with our office or Planning, as they would have been directed to obtain approval from the DRB and the Board, as these crosswalks were part of the development agreement for Linden Square.

We have spoken with Town Counsel and the DPW Director and agreed that DPW will cease any further work prior to the Board meeting on Tuesday night to discuss this matter. At this point DPW has removed half of each of the crosswalks from the center line to the south side of the road, as well as the concrete bed in the road in which the bricks are laid. As that concrete bed is necessary to hold the bricks in place, it would be costly and time consuming to reinstall it.

We have also been in touch with Federal Realty to bring the matter to their attention. We understand that they are aware of the work being done in the last week or so, but assumed that the Town intended to simply replace in kind what was there. They have expressed concern that the crosswalks not be reinstalled as they were, because they believe that they are part of the overall aesthetic of the area, and that this would impact their ability to charge the rents that they do for the area businesses. They also note that they have maintained the rest of the development on private property in compliance with the design standards that were approved, so for the Town to do less so would be concerning.

Staff, along with Town Counsel and David Webster of Federal Realty will be meeting prior to Tuesday night to discuss the matter and explore options to resolve this matter. As background, please find enclosed exhibit "F" from the original development agreement which speaks to this issue. Should we have a recommendation for you, a motion will be crafted for the meeting on Tuesday. We understand that Mr. Webster will be present your meeting, along with Mike Pakstis from DPW.

NO MOTION



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

PRIVILEGED AND CONFIDENTIAL

**This attorney-client communication is not subject to disclosure
as a Public Record pursuant to *M.G.L. c. 66, §10.***

By Electronic Mail

August 17, 2018

Jack Morgan, Chair
Board of Selectmen
Town of Wellesley
525 Washington Street
3rd Floor
Wellesley, MA 02482

Re: DPW Replacement of Brick Crosswalks on Linden Street

Dear Jack:

As you are aware, the DPW is in the process of resurfacing Linden Street. As part of that project, DPW is removing the brick crosswalks on Linden Street and replacing them with crosswalk lines. You asked me to determine if any additional approvals will be necessary to alter the Linden Street crosswalks.

In Wellesley, the Board of Public Works (“BPW”) serves as the Town’s Road Commissioners¹. Road Commissioners have authority to order repairs and alterations to public ways, such as Linden Street.² The BPW did authorize the resurfacing project and the removal of the brick crosswalks.

However, the brick crosswalks in question were originally installed under a June 3, 2005 Development Agreement (“Agreement”) for the redevelopment of a portion of Linden Street, consistent with the Wellesley Planning Board’s “Linden Street Corridor Master Plan” dated January 2001. The Agreement, at Exhibit F, specifically provides that “the majority of sidewalks throughout the Corridor will be constructed of brick with granite edging.” Wellesley Town Meeting has voted to approve the provisions of the Agreement, including four amendments, most recently at Wellesley’s Annual Town Meeting in 2017.

¹ Article 29.3 of the Town’s bylaws grants the following authority the BPW:

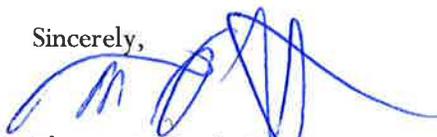
General Duties. Under relevant special acts and Chapter 41, Sections 69C through 69F, the Board shall have the powers and duties of road commissioners, surveyors of highways, superintendent of streets, water commissioners, and sewer commissioners.

² Specifically, the statute, G.L. c. 82, § 21, states in relevant part: “[t]he . . . road commissioners of a town . . . may lay out, relocate or alter town ways . . . or they may order specific repairs to be made upon such ways . . .”

In my opinion, that part of Linden Street that is associated with the Linden Square development is governed by the Agreement. While the Board of Public Works generally has authority to repair or alter Wellesley's public ways, that authority remains subject to the Town's contractual obligations. That includes the Agreement, which specifies that the majority of crosswalks will be brick with granite edging. This is particularly so where Wellesley's Town Meetings have ratified the provisions of the Agreement in the past. Therefore, pursuant to the Agreement, the Selectmen must approve the alteration of the sidewalks.

As a first step, the Selectmen should determine if it supports the alteration of the crosswalks from brick to pavement with crosswalk lines. If it does support the alteration, it should contact Federal Realty to discuss this alteration and any ramifications the alteration may have on the Agreement.

Sincerely,



Thomas J. Harrington

EXHIBIT F

[PROPOSED IMPROVEMENTS BY OWNER TO LINDEN STREET]

A. The project locus is along Linden Street, from Rockland Street to Weston Road (the "Corridor"). The Owner will be responsible for reconstruction of the portion of Linden Street, between Everett Street and Hill Top Road. Within this section the following will be completed:

- Full-depth roadway reconstruction and widening along Linden Street, including:
 - consolidation of existing curb cuts and driveways
 - provision of exclusive left-turn lanes for Hilltop and Pine Tree Roads and Project driveways, as appropriate
 - reconstruction of existing sidewalks
 - installation of street lighting
 - potential traffic calming and sight line improvements

All of the above will be in conformance with the design criteria detailed herein.

In addition, the Owner will be responsible for, and pay for, the following mitigation work between Weston Road and Kingsbury Street (the "Project Corridor"), as required by the PSI process:

- Traffic Control Upgrade at Kingsbury Street/Linden Street, including provision of southbound exclusive right-turn lane, sequence and timing improvements, and equipment upgrades, as required.
- Optimization of signal coordination along Kingsbury Street between Washington Street and Linden Street, including sequence and timing improvements.
- Installation of Traffic Signal Control at primary Site Driveway along Linden Street.
- Traffic Control Upgrade at Everett Street/Linden Street, including sequence and timing improvements and vehicle detection upgrades.
- Traffic Control Upgrade at Linden Street/Crest Road, including sequence and timing improvements.
- Consideration through the PSI Process of installation of Traffic Signal Control at Weston Road at Linden Street, including interconnection with Central Street/Weston Road intersection.
- Traffic signal interconnection and coordination along Linden Street, from Kingsbury Street to Weston Road, including compatibility with the closed-loop system and adaptive signal control strategy to be implemented by the Town.
- Installation of emergency vehicle pre-emption at signalized locations of Kingsbury Street, Site Driveway, Everett Street, Crest Road and Weston Road.

B. The balance of Linden Street, between Weston Road and Everett Street and between Hill Top Road and Rockland Street will be funded by the proponent, subject to and as

provided in Section 6 of the Development Agreement, but completed under the responsibility of the Town.

C. The entirety of improvements along Linden Street will be consistent with the Wellesley Planning Board's "Linden Street Corridor Master Plan," dated January 2001, and shall be consistent with the Wellesley Department of Public Works Engineering Division's design plans for the corridor, entitled, "Linden Street Reconstruction Project, and dated June, 2004."

Improvements consist of cold-planing of the roadway and resurfacing, reconstruction or overlay of sidewalks and construction of sidewalks to provide continuous sidewalk on one side of the street for the entire Corridor length, installation of ornamental street lights and ornamental traffic signals (Town standard), drainage improvements and appurtenances as required. Sidewalks in the commercial section of Linden Street shall be constructed of concrete. Residential sidewalks shall be constructed of bituminous concrete. The majority of crosswalks throughout the Corridor will be constructed of brick with granite edging.

5. Approve Schaller Street Grant of Utility Easement

Eversource has submitted a request for a grant of location to install 70' of gas line from the Natick line on Schaller Street to accommodate service to two properties at 16 and 17 Schaller Street. This section of the line extends from Natick the 70' into Wellesley, and thus must be approved by both communities. We have reviewed this with the DPW Engineering division and they have no issue with the installation as the street surface has not been replaced within the last five years. We were originally slated to take up this request at the July 17th meeting, however Eversource asked us to wait until Natick had approved the grant of location, as the line needs to originate in Natick. They have done so, and Eversource asks that Wellesley now take action to do the same.

MOVE to approve a grant of location to Eversource to install 70' of two-inch gas main between the Natick Town line and #17 Schaller Street as a main extension.

PETITION FOR GRANT OF LOCATION

To the Town of Wellesley Board of Selectmen, Wellesley, Massachusetts.

Eversource Energy requests permission to lay and maintain underground gas main and service pipelines under the surface of the following public way or private way:

Plan name: Schaller St., Wellesley – Grant of Location - Page 1 of 1

To install 70' of 2.00" plastic main on Schaller St. between the Natick town line and #17 Schaller St.

Also, for permission to lay and maintain underground pipelines, regulator pits in the above or intersecting public ways for purpose of making connections with such pipelines and buildings as it may desire for distributing purposes.

Date: 07/26/2018

Mark Kish, PE
Fulfillment Supervisor
Gas-Planning and Scheduling
Eversource Energy
339-987-8372

ORDER FOR GRANT OF LOCATION

The Board of Selectmen of the Town of Wellesley, Massachusetts.
ORDERED

That permission be and hereby is granted to Eversource Energy to lay and maintain underground pipelines and regulator pits, under the surface of the following public ways as requested in petition(s) of said company dated as listed below:

To install 70' of 2.00" plastic gas main on Schaller St. between the Natick town line and #17 Schaller St.

Jack Morgan, Chair

Marjorie R. Freiman, Vice Chair

Ellen F. Gibbs, Secretary

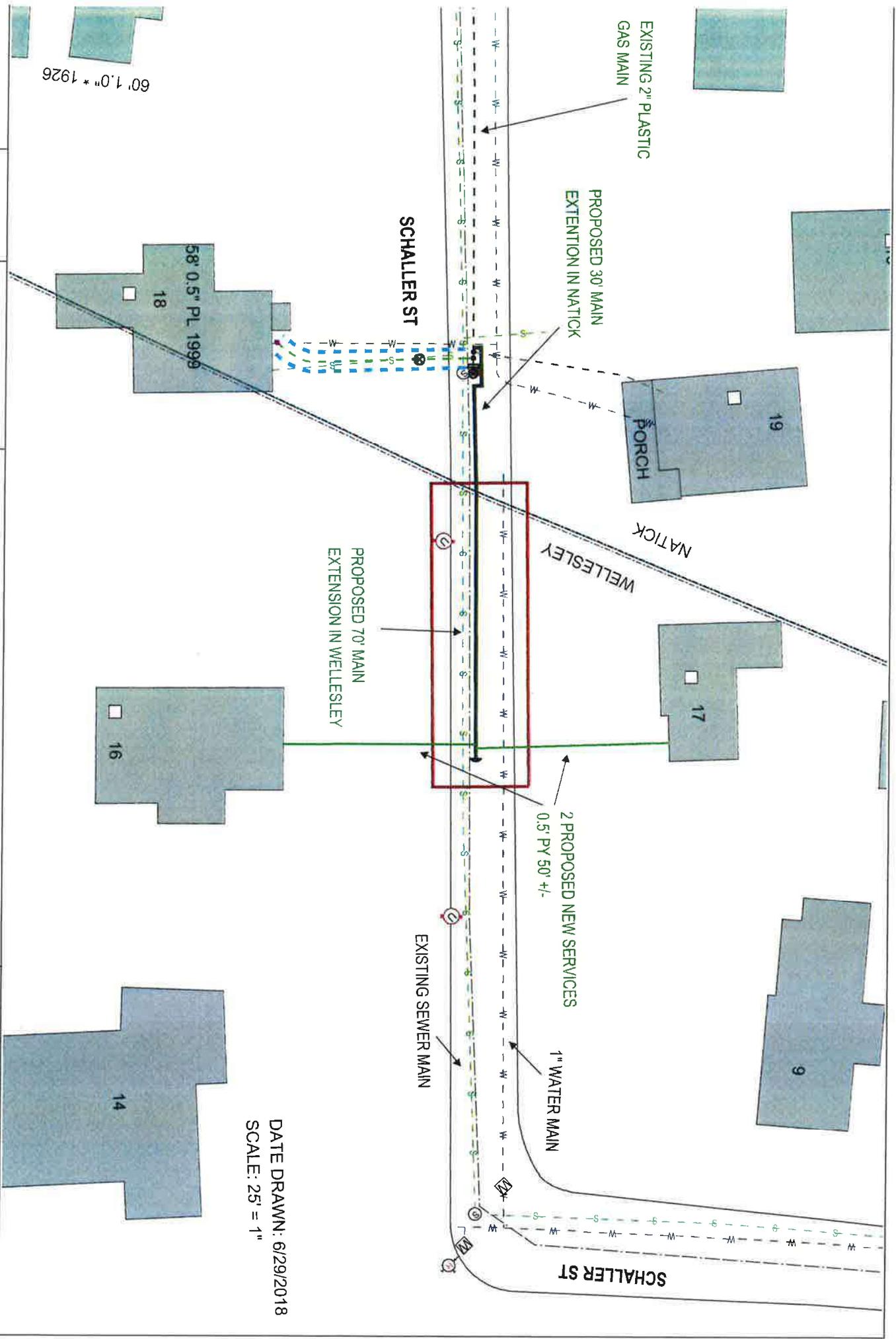
Elizabeth Sullivan Woods

Thomas H. Ulfelder

I hereby certify that the foregoing is a true copy of a location order, and certificate of hearing with notice adopted by the Board of Selectmen of the Town of Wellesley, Massachusetts, on the _____ day of _____ and recorded with the records of location orders of said Town, Book_____, Page_____. This certified copy is made under the provisions of Chapter 166 of General Laws and any additions thereto or amendments thereof.

Attest:

Town Clerk



60' 1.0" * 1926

58' 0.5" PL 1999

DATE DRAWN: 6/29/2018
SCALE: 25' = 1"

EVERSOURCE
EVERSOURCE MA GAS
One NSTAR Way
Westwood, MA 02090
Phone 1-800-592-2000



MASS LAW
Please contact your local utility companies before digging by anyone
Call Dig-Safe: 811

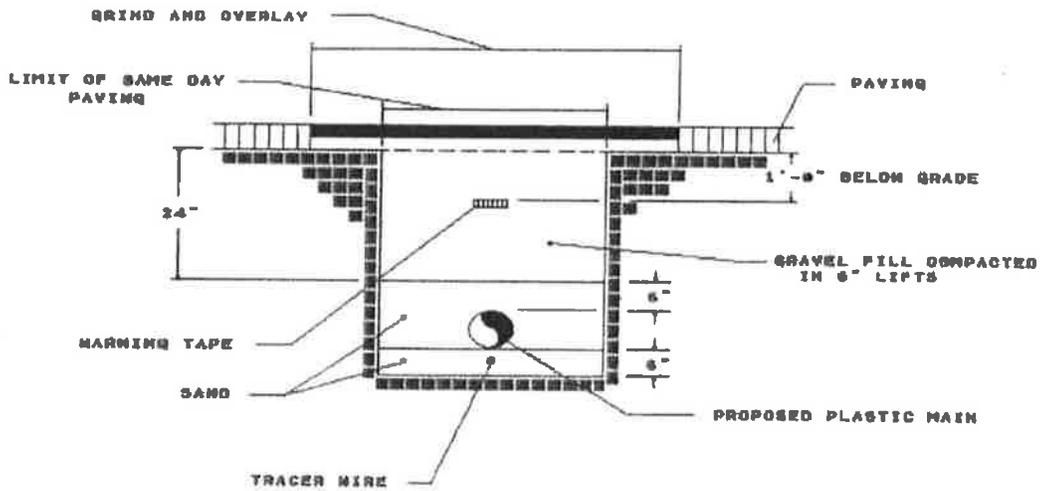
IMPORTANT - DO NOT SCALE

This drawing provides approximate locations only and all facility information may not be a true representation of the actual utility lines. EVERSOURCE MA GAS does not assume any liability resulting from the reliance by any person on the location shown on this map. It is the responsibility of any person performing excavation work to contact Dig-Safe so that the location of any underground may be marked.

Address: **Grant of Location**
City/Town: **Schaller St, Wellesley**

TYPICAL TRENCH DETAIL

NOT TO SCALE



6. Discuss Tailby/Railroad Working Group Report

Included in your packet are the notes prepared by Meghan which provide an overview of the interviews held with five of the responding firms on July 31st. The PowerPoint presentations are available online at: <https://www.wellesley.ma.gov/1110/Tailby-and-Railroad-Lot---RFP-Responses>. There is also a matrix comparing the five remaining responses, including the financial proposals submitted. As the Board may recall, Boston Development Group withdrew their response. The working group is having another meeting on Monday, August 20th to discuss the interviews and finalize its ranking of responses for the Board. The Working Group will also make a formal determination as to whether they will recommend the Board issue a secondary RFP or continue with the current RFP. A formal report of the WG findings will be finalized after the meeting on the 20th for distribution to the Board. A full discussion on the responses to the RFPs is anticipated for either September 11th or September 17th. Meghan will give a brief update and recap on Tuesday.

NO MOTION

Tailby and Railroad Lots Working Group
Meeting Notes – Interviews Conducted July 31, 2018

The Working Group conducted interviews on July 31, 2018 of 5 firms including Trinity Financial, Pennrose, Federal Realty, Aura-Pritzker, and Berkeley Financial. Each respondent gave a presentation and had 50 minutes to address questions that were provided in advance of the meeting. The interview instructions were as follows:

For the first 20 minutes please focus on the development program – housing, parking and public open space/amenity.

1. It is possible that the Town's affordable housing stock will soon be expanded by 90 proposed units at Delanson Circle (current 40B in permitting) and 54 units at 148 Weston Road (current 40B in permitting) and 300-350 newly proposed units at Wellesley Office Park (Selectmen informed on June 5, 2018). With this in mind, would you change the unit mix, ownership models or density proposed in your project? If yes, how? If not, describe the different market segments you anticipated in your original proposal.
2. The RFP required existing parking counts to be maintained, causing parking to dominate many of these proposals. In anticipation of expanding on-demand rideshare services as well as enhanced bike paths and pedestrian routes, the Town is interested in hearing ideas about how to create a more innovative / flexible car management system, especially for the commuter capacity. How would you envision that structured parking could be transformed or adapted if reliability on personal cars is reduced in the next 10-15 years?
3. Describe how the open space component of your proposal interacts with the streetscape, residents, and community at large? How do you believe you have enhanced the commuter experience? How do you believe you addressed the public amenity component?

For the next 30 minutes, explore the "how" with a priority on money and sustainability?

4. Please discuss your proposed financing of this project – including pre-development costs, participants, debt, equity, tax credits, phasing. What are the key financing challenges? What affect will a possible market downturn have on your performance? In general, why do you believe your proposal is financially advantageous to the Town? [Payments to the Town will be reviewed separately.]
5. Describe a project or two in the recent past that encountered unexpected delays and how the delays were addressed? Has the firm abandoned a project during pre-development in the past 5 years?
6. How will exemplary sustainability be achieved as part of your proposal? What standards do you propose to meet? Who are your LEED accredited team members? Describe your experience with Passive House standards and/or net zero buildings
7. What do you think are the greatest challenges with the viability of your proposal, and how do you intend to meet them if you are selected?

Trinity Financial

In attendance from Trinity Financial were Patrick Lee, Dan Drazen, Aaron Horne, Tim Smith, Peter Dane, John Martin, Chris Jones, Johnathan Law, and Lauren Bauman.

Patrick Lee, Principal of Trinity Financial introduced the team and project. Dan Drazen, proposed project manager began the presentation identifying the proposal. Trinity's proposal includes 90 units, of which 45 market rate units are proposed for the Tailby lot, and 45 mixed income (affordable and market rate) units are proposed on the Railroad lot. Total parking for the development includes 450 total parking spaces. The project includes a 200 seat black box theater that is intended to share parking. Mr. Drazen reviewed previous art gallery spaces that have been developed by Trinity.

The project architecture was reviewed by John Martin, Principal of Elkus Manfredi Architects. Mr. Martin reviewed the design proposal indicating the project is on an urban site in a suburban setting. Mr. Martin reviewed the massing proposed of the project elements, the scale, and density proposed.

Mr. Drazen indicated the project is currently projecting \$1 Million annually in property tax.

A member of the Working Group (WG) asked how the design program was determined. Mr. Martin stated the mass of a four-story structure fit the site. The team noted they reached out to various Wellesley constituencies including the College Heights neighborhood, Wellesley Square Merchants Association, the Wellesley Art Alliance, Sustainable Wellesley, and Wellesley Chamber of Commerce. With regards to the unit mix, the proposal is capturing both rental and condominium needs. Many residents currently in Wellesley are looking to downsize, like the area and amenities and want to stay. The condominiums (approximately 2000 s.f.) capture that segment of the market. The rental component creates alternatives to single family residential. The affordable units are able to capture working to retiree populations.

Mr. Drazen introduced Peter Dane, the team's parking consultant. In answering question #2, he thought it wise for the Town to consider the number of spaces. He stated the proposal delivered the 300 replacement spaces requested. It is possible that the Town might not need all the spaces due to ride share. Should the team be selected, the first step would be to do a parking study right away and jointly determine what number of parking spaces needs to be developed. The whole parking design would be the most flexible optimal design. Half of the parking, not underground, could be developed in an independent garage that could be designed to be taken down or redeveloped. Precast concrete is an example. The parking could be modified to any configuration over time. The project can build spaces with options for over the course of time. The Town could have 280 spaces and go down further to 150 spaces. The entrance and exit designed is independent and could work jointly to modify the garage. With a precast garage there is minimal cost to demolish. The project has flexibility. The proposal would be to do a study at the outset and see what makes sense. The upper deck could also be converted to additional open space.

WG member Catherine Johnson stated Howard Stein Hudson did an off-street parking study for the town. She indicated Trinity might choose to pay attention to that study in terms of a baseline parking in Wellesley Square followed by the most recent analysis for parking management.

WG member Steve Fessler stated there is an increase in rideshares and having the ability to easily go in and out of site is helpful. How would your concept work for that type of activity?

Mr. Dane stated the same amount of access as is currently proposed would be needed. If we can accommodate 300 vehicles coming in the issues are the same. We think we have accommodated the ability to approach the site in addition to the improvements to the accessibility.

Mr. Lee stated he is not a traffic consultant, and a traffic consultant would be better able to answer the question. If a car means one person going to the train station, there is little change in whether Uber or a car parking can access the site.

Selectmen Beth Sullivan Woods asked about the strategic decision to the location of parking.

Mr. Dane stated there is parking on Railroad lot for tenants on the rental projects. We aggregated all of the commuter parking on the Tailby lot for better access in and out on Linden Street verses Central Street. With better accessible platforms it allows us to aggregate the parking at the larger site to the rear of the site. Not all parking has to be for residents in the rental units, it gives us flexibility.

Mr. Jonathan Law, landscape architect, discussed the connectivity and open space design. Widening the sidewalk and engaging a plaza and will have hardscape areas and allows a pedestrian to continue to the shops down on Washington Street. The proposal is to remove a section of Railroad Avenue and make it one-way. The plaza provides extra space as an amenity on Central Street. The design tries to reduce the scale to not be imposing on the neighborhood like Delanson 40B was imposing.

Mr. Martin described several theater spaces and the art gallery space that Elkus Manfredi has designed to give a flavor of what the proposed theater would look like.

The WG asked whether the proposed pocket park will be utilized or whether it was needed to break up the massing on Crest Road. Mr. Martin stated the design could flip the U and have more open space on Crest Road. Defining the street edge is an appropriate scale for this part of Wellesley. The front doors have stoops and front yards to separate the residents.

The team discussed the project financing noting Trinity Financial has done 2.4 Billion worth of development. Funding sources include 65/35 debt equity. The team believed they have conservatively underwritten the transaction. It was noted they understand the challenges with retail space so there is not a retail component here. On the black box theater, this is seen as a public amenity, not a large part of the revenue stream. Mr. Lee indicated the concern for the project is that construction prices are rising. The impact of tariffs is already being seen in the construction industry with steel and lumber. Mr. Lee did not think in the next period of time that interest rates will increase, but rising construction costs are the greatest concern.

Mr. Larry Shind, Counsel, briefly discussed the potential use of zoning the site as a 40R district.

Mr. Drazen discussed a challenging past project completed by Trinity, the Avenir in North Station. Trinity was in predevelopment in 2006 and 2007 and originally programmed the project as condos, and had to reprogram to rental as the market changed. The project was able to go to construction on schedule, was completed and is performing above anticipated rent.

Ms. Lauren Baumann, Sustainable consultant from New Ecology, Inc. a Boston based Nonprofit that partners with development. She stated this project is focusing on energy load reduction and making that building envelope as air tight and insulated as possible. Health and resiliency is a balance. Ms. Baumann discussed the air system designs and other sustainable elements of the building.

Pennrose

In attendance from Pennrose were Charlie Adams, Ed Hodges, Michelle Crowley, Karmen Cheung, Philippe Saad, Alejandra Menchaca, Jessica Knapp, and Sapir Ng/

Mr. Charlie Adams, Regional VP of Pennrose and project manager gave a brief introduction. He stated Pennrose's approach was to look at what elements of the current 40B proposals are abhorrent to the Town. The proposals were incredibly dense. Pennrose did not max out the density, the proposal maintained less than 50 units per acre. It seemed the Town was interested in multi-family condos. The second thing was commuter parking for residents. A tremendous cost to the proposal is parking. Themes of the proposal include open space and building sustainable energy design. Pennrose projects are about creating places. Mr. Adams stated the team feels it created a flexible and robust financing plan, that is a benefit to the project and not a detriment.

Mr. Ed Hodges, principal at Dimella Shafer Architects stated they want to make designs more beautiful, functional, and sustainable. The team is committed to a project with the art of balance. To get balance right you have to be a listener.

Mr. Philippe Saad, associate at Dimella Shaffer Architects, stated over several months a lot of thought has been put into a design to provide the best project to respond to the RFP. The team is inspired by the context of what the Town needs. The site is deeply rooted in Wellesley Square and consideration was given to how to position the project to better serve the community. This is the first pass as a team. Project proposal includes two large buildings on each parcel and 12 townhomes that border Linden Street. The buildings have been sited to minimize impact. The Townhomes are located across from College Heights. The Townhomes have been setback 25 feet from the street. The larger building points the narrow sections of the building towards the street to minimize impact. Two concepts to enhance community to celebrate diversity. The design is acknowledging the marathon route and MBTA plaza and considers how to make them accessible and celebrate transportation while enhancing green space. Connectivity is a main concept with T, Platforms, and how development will connect various areas in the Town. Created a connector for the Crosstown Trail and Wellesley Square. Sustainability is a core value to the project. The team will be working with the Town and will look with sustainability as an overall approach. Our plans are showing bike lanes and pedestrian connections between Wellesley Square and Linden Street. Curb cuts have tried to be maintained. On lower end of site, L shaped building with green roofs are proposed. The design has purposefully closed Railroad Avenue completely and made it into a public space that will enhance traffic.

Ms. Michelle Crowley, Principal Crowley Cottrell, discussed parking. She stated because parking is all underground the design is able to maximize the open space. The concept is to consider all open spaces as multipurpose. Townhouses have some semi-private space for each of them. As we move down to the entrance of the building there is also a MBTA access point which is proposed to have a green roof and access. On the south side of the MBTA a café/coffee shop is

proposed at the track level with seating at track level. From Crest Road on the Tailby lot the density has been minimized. At the street is a T plaza with farmer's market. The structure proposed is of wood, masonry, and siding materials. The building is designed with 3 stories with a 4th story in a darker shade. Units will have a lot of natural light and balconies. Another perspective was created for the meeting. Commuter platform is below. The design emphasized verticality of the building with direct access from the street. The platform has been re-imagined with a covered space for people to wait, and possibly with the café.

Buildings are stepping down and allow for roof decks and green amenities. With closing of Railroad Avenue, the parks and open space can be rethought. The proposal is to use Railroad Ave as the access to the site. We have enhanced the oak tree and eliminated the road by the post office. Topography has been added by the tracks to separate the park from the MBTA and to buffer the units and the park. A connector to the Crosstown trail has been proposed. Ms. Crowley, presented an alternative for the parking and access to the Railroad lot.

Ms. Crowley discussed the proposed forum space, which is both indoor and outdoor and can be used for public use. The residential units on top of the Railroad lot building have decks and terraces and integrate with the public space. Under option 2, which eliminates Railroad Ave, the forum space can get deeper for different groups in the community including theater, art, etc. The forum would work well as one level with the retail space.

Mr. Adams reviewed the financing of the project. He noted the tax credit funding is one stop shopping. One application is used for multiple funding avenues. Pennrose completed a deal in Eastham and is getting the same type of financing as proposed for the project. Any combination of the subsidizing resources is available for the type of money needed. To make this project more appealing to the State, if the Town submits funds such as CPC it assists the project. This proposal fits into the box and Pennrose has started to have conversations with DHCD. We did research on CPC allocation proposed, and would make the funding open to additional state and federal funding. The workforce funding from MassHousing is similar to other locations. Massworks grants might be able to leveraged to assist with the MBTA. At the end of the day the 3.1 million in tax credits and grants are able to come from multiple sources. The sources are not critical to the development. Pennrose gets tax credits all the time and have a great relationship with DHCD. The financing plan is flexible and robust. In this proposal, only 50% of the units are market rate. This allows us to deliver on the plan. Pennrose did review volatility of the market, noting that tax credits have remained. Pennrose when proposing multi-family both owns the units and manages the units. t

Pennrose is based in Philadelphia, but have been in Massachusetts for 20 years. Pennrose has completed one passive house development in Pennsylvania, and we just broke ground on 76 units in Meridan Connecticut that will be passive house.

Mr. Adams noted Pennrose is a true partner, and the plans can be modified to fit Wellesley. He noted the Town wants someone to get the project through town meeting and that Pennrose could do just that. Pennrose has flexibility and options.

Mr. Adams reviewed the interview questions that Town had transmitted. He noted Pennrose are not going to change the plans based upon the 40Bs in the area. The projects suggested rents have not been very aggressive. The project creates income bands for a number of residents.

Mr. Adams discussed parking. He noted there will be opportunity to further study parking. Is there a way to make parking adaptable? Mr. Adams suggested the plan could accommodate that by making the parking convertible. He stated the project team thinks it could be a resource for other parking as you move forward. For Wellesley there will be more of a need for parking and the team is happy to look at that.

As for the Financing plan, Pennrose will self-fund the project and does not have to bring in an investor. The proposal is to sell tax credits. Another important factor is that Pennrose will provide guarantees. There will not be a partner on the project and Pennrose has never defaulted.

With regards to construction delays, Mr. Adams said most delays can be avoided. It requires proper due diligence. Pennrose would do due diligence on the site, environmental, geo tech, ledge. Our design standards are to bring in a contractor right away with the design team. The team has check-ins every 2 weeks to continually have contractor price the deal. The weather has created delays in the past, and Pennrose worked with contractor to work longer hours and were able to make up the time. Mr. Adams gave an example where the Town they were working in lost several inspectors. IN that instance, Pennrose was able to work with department to find additional resources to bring in a temporary inspector.

Mr. Adams identified the greatest challenges of the project as the Town Meeting process. We need the proposal to be championed. The Town is looking for a thoughtful design which is a big obstacle. Pennrose does a lot of community outreach and we think that is the greatest challenge. We feel that we have a viable design and viable finance plan.

WG member Ellen Watts asked the team's experience on passive house with renewable components.

Mr. Adams stated Pennrose routinely does a lot of solar and geo thermal. We try to look to build those components in to projects. There are not a lot of resources. This comes down to vision. Pennrose worked in CT to support the elements through tax credits to bring additional energy components. For solar we will design a base amount and will set up a contingency for additional solar. In terms of passive house, Pennrose has just finished one at Sacred Heart. We don't have data yet. We are not going to set our rents based on passive house. All our benefits are ancillary, and we are not taking an energy risk. For cost we think it adds 3-5%. On Townhouse style developments it is a challenge.

WG member Steve Fessler stated the project as a differed development fee. What are you looking for returns on?

Mr. Adams stated more conventional gains are through sales. So our return will be a development fee. \$49.9M will be to get them built and would have a 15-year tax credit compliance period. Pennrose is responsible for the operating expenses as well and intends to maintain ownership.

WG member Ed Chazen stated with the unit mix the return is at about 3.5%, not uncommon but low. You are deferring a fee. What is the incentive to move forward with the project?

Mr. Adams stated the team would get a development fee of \$2-3 million and then cash flow. A low income tax credit are investors are only concerned about the tax credit and not the cash flow. At the end of 15-year period there is a buyout. Banks invest to meet requirements of the Community Reinvestment Act, as well as credits. Tax credits still have a price. Tax credits are valued at \$1 and we believe in Wellesley they will trade higher.

WG member Annie Newman stated the project is at 130 units, all rental, and she was unsure whether Town Meeting would find the density to high without any homeownership. She asked if the unit design would change?

Mr. Adams stated Pennrose does do homeownership and can do a percentage of the project as homeownership if the Town prefers to do that. We would not propose 130 condos, but could do 10-20. We arrived at 130 because it is less dense than other projects. We could do more units; the drivers are parking. We have lots of open space. We didn't think that is where the Town wanted to go.

Federal Realty

In attendance from Federal Realty were David Webster, Patrick McMahon, Bryan Furze, Andrea Simpson, Liz Ryan, Michael Binette, John Copley, Brian Beisel, and Stephen Langer

Mr. David Webster, Director of Development, gave the opening remarks and stated Federal's proposal was based on priorities in the RFP and what they understood to be the priorities of the Town to maximize housing and maintain 300 parking spaces. The VW site was included in the proposal to allow the Town to maximize the number of affordable units in a phased manner. The team thought it was a creative approach. Based on conversations, it is understood that is not something that the group wants to consider at this time. Linden Street is a big property at the far end of the street and the Town should consider what they would like to see.

Mr. Webster stated the team considered the question of whether they would change their proposal. The team is interested in working with the Town on whatever the Town wants to achieve on these 2 parcels. An alternative plan with a simple alternative has been provided that reduces the overall density and reduces the density of the Tailby Lot.

Mr. Patrick McMahon, VP of Development, discussed parking. Mr. McMahon stated Federal Realty has been studying parking for some time and understands where technology might intersect with parking. Federal is invested in car and parking technology to track parking. We have installed pucks all in our Somerville garages that track cars and lights for tracking open space. We have been innovative for the better part of 10 years. With regards to autonomous vehicles, Federal has worked for 2 years with Audi funded research in public realm and real estate development for autonomous vehicles and have looked at Somerville, Germany, and Mexico City and how real estate can be designed for in this area. In Somerville at Assembly Row, Federal has designed the garage for driverless technology and it allows us to shrink the garage for conversion. Most garages are sloped. It is the quickest and cheapest way to construct.

We designed our garage with flat plates and speed plates so we can begin to convert that space to some other use. Garages do not need floor to ceiling height. We have instituted an increased floor to floor for future uses. Parking and drive aisle widths can be reduced and dimensions can be reduced. Our focus to be innovative.

Mike Binette, Principal of The Architectural Team, stated Wellesley's downtown is inviting, warm, with pedestrian activity. The design initially had buildings contiguous to the streetscape. Initially there were 15 units on the curve to Linden Street and engaging the walk. That was used to mask the parking and to compliment the bigger building up against the back portion of the site. The intention moving forward would be to have an intensive community process, but based on some of the feedback, we took another look at introducing a significant open space. The new open space encourages the public into the site. Away from the sidewalk, a pedestrian does not ever have the same view. A revised plan provides significant open space along Linden with 2 decks of parking underground. On Railroad Lot, design is reconnecting down Central Street and having access to the garage below and to finish building with residential above. The plans are conceptual designs, but have familiar forms like balconies, detailing this with elements from Wellesley. From Crest Road, encouraging food trucks in a designated area, creating a few grade changes, and a dramatic monumental stair.

Mr. Binette discussed sustainability noting Massachusetts is leading the country with stretch energy code, so to get from the Stretch Code to LEED is not so much of a reach. When you look at the market and how alternative energy and stormwater are integrated it begins to form a comprehensive approach to sustainability. Affordable housing is leading that charge where funding programs require net zero energy and sustainability. Funding is requiring passive house design in PA and NJ. We expect to have an innovative process for this design.

John Copley, Principal of Copley Wolff Design Group, reviewed the proposed landscape. He put the parcels in context to trail system and Wellesley Square. Mr. Copley recognized the village church and Linden Square to bring elements together. Take trail system and new open space and make part of project and name it Crosstown Trail Park. Enhance the trail with 2 public realms that take materials that can be seen through rock walls and create a new park for Town. The goal is to make it a town public space on Tailby, it will be a continuation of the street. Gathering space and a small plaza for food and some play structures. Infrastructure improvements can slow down water and filter the water quality on the Tailby site. Alexander Golob, Federal's public artist would design art sculpture. Mr. Copley highlighted the elements brought into the new open space plan. Federal is very familiar with place making and examples from Bethesda, Maryland and Somerville were shown.

Mr. Webster stated Federal is a \$9 Billion company and this project will be self-financed and Federal did not envision any debt. Federal historically and traditionally have done our projects. The portfolio over the last 3 years is \$276M to \$337M. This year the development spending is over \$300M. Federal did not anticipate a market downturn would have any impact on the project. In Somerville, Federal began demolishing and acquiring assets in 2008. The project started and didn't collect rents until 2014. Federal invested funds to the project throughout the recession and built out the infrastructure at the front end of the project so it was done and could develop of all of the land. We do not believe a downturn would create a problem.

With regards to lease payment, Federal proposed a \$50K annual payment that is calculated based on the development priorities. Subsidizing the development cost and the rent, and constructing 300 public parking spaces drives the residual value and that is what we can pay to the Town. If the development priorities change, it allows us to pay the Town more.

Federal projects are not typically delayed. The team has not put the shovel in the ground and then abandoned a project. Once Federal starts a development project, we finish it.

Mr. McMahon discussed sustainability noting all recent developments are designed to achieve LEED certifications. What is important for the Town is a holistic approach. The project would be LEED certifiable. Most of what we do is LEED Certifiable. Federal has constructed a LEED Gold office building in Somerville, and has installed PV panels in Maryland. Federal is one of the top 10 companies of solar in the United States that goes back to the grid. We generate 1800 KW hours a year which is 30 million of carbon offset. Federal produces 10,000 pounds of agriculture a year and work to farm to table in Bethesda Row. Mr. McMahon detailed the review of a site. Federal focuses on the spaces between the buildings as much as we focus on the buildings. We took a brownfield site with AULs and have granite that has been found and reused on site. Pulled steel from the building we torn down and made place making elements and then created a 6-acre waterfront park. We also have a team that actively programs the park and does outdoor activities on the site and ties into our realtors and food/beverage.

Mr. McMahon detailed challenges on the site noting there are a lot of objectives including affordable housing, parking, sustainability, net revenue positive for the town, good design for the Town, programming at the street and neighborhood. There is a lot of objectives. To balance that takes a partnership between the citizens, development team and Town. To maximize each one of those takes time and trust. It can't be created in a 2-month response to a RFP. Specifically, how the team thinks and how we approach projects, an example is Bethesda, Maryland. In Bethesda we still own the project and are still evolving. We are still developing and evolving. That is what we want to do at Linden. In order to do so and balance the expectations of the Town takes time and we are a long-term owner and developer. We are hoping to be here in 10 years and saying we no longer need the parking and figuring out how we will convert those spaces. Our intention is to balance the objectives and we look forward to forming a partnership.

Mr. Webster addressed questions on retail. There was generally a consensus that the WG did not want retail. Federal started out as a retail developer, but we have divided our company into two portfolios which includes retail and mixed use divisions. Development of the Tailby site creates connectivity all the way down Linden Street, and around the corner onto Central Street. We did include a small retail component with 4500 sf of retail to improve connections to the east and west on Central Street. We programmed that as a restaurant use and are open to working with the Town. It could be entirely community space or a mix.

Mr. Bryan Furze, VP Asset Management, stated one of the things we have thought to do is to find compatibility. By taking a barrier, the bridge/railroad, to create a bridge to bring people to Linden Street and Wellesley Square together. That is our goal. These two parcels speak to the long term objective.

WG member Steve Fessler stated the WG have had a lot of questions on traffic. We notice Federal has a traffic expert here and asked for his initial recommendations.

Mr. Brian Beisel, Traffic Engineer, Howard Stein Hudson, stated a lot depends on the parking. If we reduce the parking, we are reducing the existing traffic. There are different ways we can clean up the Crest/Central/Washington intersection, but without finalizing the project program it is difficult to say.

The WG asked if the plan is to keep Railroad Ave a two-way street. Mr. Beisel stated closing Railroad Avenue would allow for the creation of a softer entrance to the site, but that would impact the Grove Street intersection. Railroad Ave. could be a one-way roadway that could soften it and improve traffic flow.

WG Member Catherine Johnson asked about the total unit count. Mr. Webster stated the proposal includes 266 total units with the VW site. If the Townhomes are removed the project scope is 150 units.

Ms. Johns asked about the affordability.

Mr. Webster stated the proposal would follow Chapter 40B and would be at 80% of AMI. Federal Realty would work with the Town in setting the rents between 70% to 80% of AMI.

Ms. Johnson asked for Federal to discuss the connectivity through the wall on the train tracks.

Mr. Webster stated Federal has good experience working with the MBTA in several locations. There are clear discussions that need to be had with the MBTA – from a Wellesley perspective. Converting the stop to more of a hub and historical location. By orienting the park and train it would allow the hitch and ride and drop off. From a pedestrian connection between the two it takes more thought. My initial comment would be to keep the pedestrian activity on the sidewalk. How do you make the track side more inviting? We have track connections on the back edge. Bringing the track population back to the sidewalk is a logical move.

Mr. Furze noted Federal is working with an artist to contribute local art on sidewalk and in proposed park. On August 26th a new mural will be unveiled between Wellesley Bank and CPK. We do engage with local artisans to bring in the local favor. We have also had murals on our building.

WG member Steve Fessler asked how Federal would envision reusing the parking at this location.

Mr. McMahon stated the speed ramps are located closest to One Hollis Street. Driverless vehicles will evolve. The need for parking will shrink over time. The parking that is below grade, and therefore the conversion would be to either dark space or residential in two forms –deep units could be created which are good for live/work or art space. The alternative could be townhouses. Townhouse could be less deep and less wide, and more units could fit along the One Hollis Street edge. It would create a liner of residential around the perimeter of the structures.

WG member Annie Newman asked with the current proposal of 150 units of all rentals, whether condos were considered.

Mr. McMahon stated condos is not something Federal does, but we have done it in large master plans. Federal does not do it because condos are a one-time capital event. We are retailers, so we

are based on annualized cash flow. It doesn't impact the value of our company. As a Wellesley resident, I agree there is not a diversity of housing for the demographic that is not a family or does not have large down payment. There are not a lot of apartment products for the young or the elderly in Wellesley. There are no options.

WG member Ellen Watts asked what the project would take to meet passive house?

Mr. McMahon stated Federal does have 2 passive house projects in PA and one in CT. What we are finding is that it a requirement. It adds cost to the existing robust construction market. It is something Federal is doing, but are looking for subsidizes. The cost could be upwards of 20%. Federal is familiar with passive house and it is envelope. Because we are long-term and we don't sell we do have a return on investment on sustainability and payout over years. We are a huge solar provider and we see in investment over time.

Aura-Pritzker

In attendance from Aura-Pritzker were Addie Grady, Victor Sheen, Bob Engler, Dartanian Brown, David Himmelberger, Jeffrey Dirk and Peter Holland

Ms. Addie Grady gave a brief introduction noting the team has a proposal for a sound investment with much needed investment. Ms. Grady discussed relationship between Pritzker and Aura, with Pritzker having 51% of the partnership. Ms. Grady stated typically a private developer does not bring the entire equity stack. The equity today needs the capital and the investor is not getting in until the end of the project. The developers often have requirements that they impose on the project. The dynamics can be changed and the project can be changed. The point of contact changes. It is easier to bring the 3rd party developer early in the process. Aura-Pritzker has the financial wherewithal and local expertise. Ms. Grady stated she worked with Victor Sheen in Melrose to create redevelopment of a mill. Pritzker is the controlling partner. Our project offers the lowest net density of all the proposals submitted to the Town. The proposal also has the most comprehensive response to the RFP objectives. If the response is selected, the buildings will then be finalized with a collaborative effort.

Ms. Grady stated the proposal has a truly working construction management plan. It ends up being remote and a lot ends up on the Delanson site and the Tailby site. We are the only group that has been able to address construction management comprehensively. The team has reached out to Nausea, Callahan, and Winslow construction companies and they have evaluated the project. The Delanson Circle project density would be shifted to Tailby and would retain 9 units on Delanson. Weston Road would be reduced to 30 units (from 55), and 120 units would be constructed on the Tailby site, with 30 units on the Railroad site. The condos on Railroad and Weston Road are needed to subsidize the parking spaces at the lots. The parking garage is still \$27k -\$30K per parking space. The condos are necessary to subsidize the cost.

Ms. Grady stated the proposal meets the design objectives in a comprehensive way. All of the factors that go into making it work. Our key objectives are to replace and improve parking, add vehicular entrance at Linden Street, maintain a residential parking ratio, improve the MBTA station access by making it welcoming to ADA compliant, and the design will soften edge to neighborhood.

Mr. Dartagnan Brown, Embark Architecture, walked through the proposed architecture noting the main building is a splayed approach that opens out to Linden Street. The team looked at several iterations aligning the building with Linden Street. The Tailby Lot is a splayed out building with 2 court yards with entry from the existing signalized entry. There are 2 entrances to the parking, one at the lights and one further down on Linden Street. The next influence on the design was how to house the parking on site. A stacked parking structure is proposed next to One Hollis street. The building on Railroad lot is an H shaped building to break up the architectural volume on Crest Road. On Central Street the building is pulled back and creates an inviting pedestrian space. Initial discussions have occurred with the MBTA to see how we could create a pedestrian bridge to allow direct access to cross the track. On the way back to the site, pedestrians could enter the garage. Commuter parking would now all be covered. Our thoughts were to have a brick vernacular, but we have not dived into much detail as of yet with regards to building material.

Mr. Brown stated unlike other proposals, the team has control of Delanson and Weston Road lots. Mr. Brown reviewed the construction management plan which allows for parking at Delanson Circle while construction is taking place at Railroad and Tailby. Day 1 of construction would have 275 spaces and after construction of garage was complete over 375 parking spaces would be on site.

Ms. Grady noted parking with a double level of podium parking that goes down below the existing grade is cost prohibitive. There is a lot of ledge that would be blasted. The podium parking is \$55K per space. Precast parking garage is the right way to approach the parking strategy. The team feels we have a realistic proposal. The rent assumes \$3.50 per s.f. for rent. That is a high rent, but we do have operating expenses in detail for our underwriting. Ms. Grady stated the rents are high because the construction costs are so high that you couldn't do this project elsewhere due to cost.

The proposal underwrites the condos at \$8 per s.f. It is a stumbling block to lend for a condo on a ground lease. There is an inherit discount that a lender is willing to do when there is a ground lease.

Ms. Grady addressed density. She stated overall net increase from the 40B proposals is only for 35 units. Wellesley Office Park (WOP) is a complimentary project. There is a high demand for rental units in the area. WOP allows for 2-3 years landing. For convenience and renters by choice. This project would be renter by choice. Early 30s' couples that maybe have a child to ultimately be able to buy. It is intended for empty nesters, downsizers, and snowbirds. The units range from 700-1300 s.f. On average it is roughly 1000 square feet per unit. Ms. Grady did see this as downsizing, but do not see the project as one step away from senior living. The team did not anticipate downsizers going to WOP as they can't walk to amenities.

Ms. Grady discussed the Parking strategy indicating 300 spaces are for the Town, 180 parking spaces for rental units, and 60 spaces for condo. The parking ratios are 1.5 for rentals and 2 per unit for the condo. The team thought about what this means for the future and autonomous vehicles. The precast garage can be disassembled. If the parking strategy is reduced through shared uses and reducing the parking ratios, the development can go to a podium strategy that would reduce the total parking and could go to a 5 story structure. The development proposal

anticipates having a transit screen that provides all options for transit. We think we could use social media, apps, etc. to better coordinate services.

Mr. Brown discussed the proposed open space. He stated the idea off of Linden Street is to increase the width of sidewalks to 15 feet. The project has a playground and steps the buildings back to have public spaces as you enter the building. Part of study indicated that ground water management occurs along the edge of the site. Using the smaller frontage of 60 feet allows the project to have open space and stormwater management. Playground would have more integrated surfaces that residents and children could engage in. There would be soft seating and benches. We would have some additional hardscape and landscape elements, and would have in the open space 4-5 visitor spaces. The two amenities in the Railroad lot includes, should the Town desire to have retail spaces, flanked along Railroad Ave with spaces for residents and have a café or public space.

Ms. Grady discussed the proposed financing that includes conventional financing with APW as direct developer. We are the equity. Ms. Grady will be made the primary contact as Pritzker is the 51% owner. Ms. Grady stated the Pritzker firm is not Hyatt, and that Ms. Pritzker is now independent and investing her own resources. The Pritzker company is an experienced multifamily developer since 1994 and this is not a hotel developer. We will raise conventional debt through either Wells Fargo or Eastern Bank. Our structure and resources create immunities to the market. We are not subject to a remote 3rd partner investors. Ms. Grady noted the APW proposal has clear financial advantages by adding taxes and financing the offsite traffic mitigation

Ms. Grady discussed past experiences with challenges including the Alta Stone Place in Melrose where the team encountered a 20-month delay from the EPA and were able to get the lender stay onboard and the project got through the contamination issues. The cleanup cost \$14M on a 60M project and the team was ultimately able to complete the project.

Ms. Grady discussed the sustainable aspects of the project, stating the team did look at the LEED Checklist and the project can get to LEED certifiable. Ms. Grady is a LEED certified Agent since 2004 and she stated it is important to deliver the most cost effective sustainable design. Solar is also able to be added.

Ms. Grady discussed the project challenges noting the team approach is to identify the challenges early on so we can present something feasible. The team spent a lot of time vetting construction costs, and are able to handle the site logistics. The proposal considers traffic and civil engineer. With regards to project financing, the team has brought the upfront equity to the table The Town Meeting process is the right way to go to do a rezoning of the site using a bylaw that the team drafted to bring the existing zoning to bear. We also think that since the Town Meeting Members will be voting on the Ground lease that we should have them vote on the zoning language.

WG member Ellen Watts asked if the team has looked harder at a higher level of sustainability for other projects? Such as passive house or net zero.

Ms. Grady stated her personal expertise is in energy conservation.

Ms. Watts asked if passive house is the future why is not affordable yet?

Ms. Grady stated the contractors that execute the fine detailing are as important as the equipment itself. The best way to achieve passive house is to reduce the overall energy first. It requires craftsmanship to execute on tight seals. The labor force is not there yet. To get contractors there it is more time and energy. Technology the heating and cooling is improving, but for multifamily housing it is tough to manage the heating and cooling.

SMs. Grady stated in South Boston a passive house project has been completed, but the cost of the passive house is the burden of the builder not the renters. It does not fit in the market yet. For the Town's project, at this time is not feasible.

WG member Catherine Johnson asked if the construction would use passive house techniques?

Ms. Grady stated the envelope will be critical on this project from an acoustic standpoint. The design will call for extra layers on the windows. The traditional insulation loses a lot of its acoustical qualities.

Selectmen Beth Sullivan Woods asked why all of the affordable rental units are on Tailby. Ms. Grady noted there is a challenge in selling condominiums on a ground lease. She further stated that the apartments were put on the larger site because there are more of them.

WG member Steve Fessler noted traffic is something the WG has talked about. He asked if the team has done preliminary analysis and how they would approach traffic

Mr. Jeff Dirk, Vanasse Associates, stated when everyone is getting off the train, one access on Linden Street to the site creates challenges. The current proposal allows for more dispersal of traffic when the residential traffic is exiting. This option allows for some traffic queuing onsite, and some heading east bound on Linden. We did a model of the proposed ingress/egress with all the buildout and we found adding the access, splitting the traffic, and reconstructing the intersection to operate more efficiently improves the flow. The current traffic controllers are demand responsive so they can more easily accommodate surges of traffic. Traffic improvements would be proposed at the Central/Washington/Grove intersection.

Berkeley Financial

Interview attendees included Carolyn Zern, Brian O'Connor, Ian McGill, and Henry (?)

Ms. Carolyn Zern gave a brief presentation and indicating that for the interview, Berkeley Financial has taken the opportunity to address design concerns raised at previous WG meetings. The proposal is keeping the affordability at 20% with some 55+ and increasing public space.

Mr. Brian O'Connor, architect from Cube 3, stated the proposal is about 200 parking spaces less in this iteration with a reduction in units from 180 to 150 units. The design has tried to redistribute some of the residential units and how they could be organized to enhance the public spaces and unit density. The initial plan had 180 units with no units on Railroad lot with a parking structure on the Railroad lot. On Tailby, the parking was proposed below grade with the building along the street edges. The design has been reimagined from the ground up. We looked at a technological approach to parking and detailing the edges of the Railroad lot and Crest Road

by linking the edges. This proposal has residential units that are single loaded units with advanced car parking that allows the design to line the street with residential units. For Tailby the building has been pulled back and a nice arrival has been created to contribute to open space. The proposed project now would have a total of 385 parking spaces with 44 conventional spaces on Railroad and 100 automated spaces with an automated lift system.

For the Tailby Lot, the revisions include changes to the main parking are with a better drop off area at the front of the site and a ramp to a lower level of parking. There are 230 spaces in this garage. At the track level, there is an access point to the MBTA and this proposal includes creating a community space. Additionally, there is a sidewalk from Linden to the Community Space. This proposal has a terrace on the back side of the lot with a green space with a public space for pick up and drop off. They presented the new view from Central at Grove. In review of the Railroad lot it was noted that balconies will be added and the main portion of the building will have brick and stone elements. Up from Crest Road, the street edge needs to be activated but there are grades cutting up the hill. This proposal is looking to add stoops to Crest Road with door access from the street. The building has been pulled back from Crest/Linden and the height has been reduced. At Tailby Lot the building has been set back significantly to improve the resident experience. Mr. O'Connor identified possible walking connections from the track to the neighborhood and discussed the commuter experience with an accessible lift. The proposal also includes track side canopies.

Mr. O'Connor discussed the new proposals public amenities which include ADA compliance to track, approved canopies and the improvement of the buildings from various perspectives. He stated he hoped the proposal was responsive to the WG comments.

The WG asked for a clarification on the new proposal. Mr. O'Conner stated it was 35 condos and 120 rental units. At Railroad the proposal is to have shared parking for 1.5 spaces for the condo and then short term merchant parking.

Ms. Blythe Robinson asked about the proposed community room space in the parking structure, which would have limited accessibility to the public.

Ms. Zern stated the proposal associates the space with commuters in an active way. Ms. Zern stated the team would think about the comment, but uses included continuing education as an example.

WG member Catherine Johnson asked what the proposals target market was?

Ms. Zern stated it is for those people who grew up in Town, but can't afford to buy a house here. It is also for short term stays of 2-3 years. There is such a wealth of people who want to stay here, but can't afford to stay here. The market also includes empty nesters.

Ms. Meghan Jop asked about the 20% affordable percentage. She questioned if the intention was to follow the Town's inclusionary Zoning requirements which are 20%?

Ms. Zern stated getting to Town Meeting and Zoning will be the biggest challenge with variances. The team would anticipate a significant outreach process. We would like to ideally go through a special town meeting. Ms. Zern confirmed the 20% is based on the Inclusionary Zoning, like the Belclare but indicated the team can look at increasing the percentage to 25%.

WG member Steve Fessler asked if the modification in the plan modified the financing at all.

Ms. Zern indicated the project would still have the 65/35 debt to equity proposal. Debt proposal includes two different loans.

Mr. Fessler noted the revised proposal was a very creative approach and proposal. He asked how they would like the WG to assess the revisions? HE asked if the team was going to provide the WG with an assessment of the new proposal.

Ms. Zern indicated the backup material can be put together.

Ms. Zern stated that all groups might have come back with modifications. We are happy to give these handouts and the financial package to back these ups.

Working Group Ellen Watts noted that the team mentioned in the previous proposal you had one garage and are taking away revenue which was driving the square footage. Ms. Watts asked whether the team is confident on how they have underwritten this deal?

Ms. Zern indicated both deals work. She stated the previous garage was a podium, this space is comparable. The Condos on the Railroad site is all market rate. We had more parking, by getting the parking more tailored there is less cost than before because we aren't digging down as far. We have not thought of this as a totally new response, but we have thought to keep the existing garage at Railroad and changed the exterior to add condominiums.

Ms. Robinson asked under the revised proposal how many commuter parking spaces would remain>

Mr. O'Conner stated there are 105 for all commuters, but the team did think there is an opportunity for shared space. Mr. O'Conner stated there are about 200 public parking spaces for the site.

Ms. Watts asked the team to discuss the sustainability proposed for the project?

Ms. Zern stated the team does not have passive house or net zero experience. The team recently completed a LEED gold building, and would work with architect and builder.

Mr. O'Connor stated 80% of the work that we do is LEED Certifiable. Mr. O'Connor stated he would ask the Town what they want to see noting there are so many things that can be done including building envelope and systems.

Mr. Fessler asked where the entry to the Railroad entrance was located.

Mr. O'Connor stated the main entry would be the lounge entry and there is a stairway off of Railroad Avenue. A pedestrian can also come in at the Railroad track portion of the site. It Is a four sided building with units wrapping the parking structure.

The WG asked the pricing for the condos.

Ms. Zern indicated the prices would be below the Belclare in the mid \$900,000. The condo unit mix included, 10 1-bedroom and 25 2-bedrooms.

Ms. Sullivan Woods asked if there were amenities for the condos.

Mr. O'Connor stated there are minimal amenities except the lounge/lobby.

Mr. Fessler asked if a pro forma has been done on this proposal with the \$900 s.f. and pricing with automated parking?

Ms. Zern indicated she could get that to the WG.

APPENDIX E

PRICE PROPOSAL SUBMISSION FORM

Term:

APW intends to enter into two ground leases with the Town of Wellesley:

- The area of the Tailby lot under the residential building for 99 years with extensions to be negotiated, and
- The entirety of the Railroad lot for 99 years with extensions to be negotiated.

Rent:

The two ground leases shall have the following rent payment structures:

- The total initial rent valuation to the Town is \$14,850,000, which includes \$11,850,000 in infrastructure costs and \$3,000,000 in lost land value arising from the reduction of a 90-unit rental project at Delanson Circle;
- The initial infrastructure capital funding of \$11,850,000 is equivalent to approximately \$600,000 in annual rent payments at an assumed capitalization rate of 5.0%;
- Nominal rent payments for the ground leases shall be \$1 per year for the duration of the lease.

Parking Fees:

APW intends turn over the structured parking garage to the Town once the garage construction is complete. The Town would continue the parking management and parking fee collection with the opportunity to expand revenue sources.

Taxes and Fees:

APW intends to pay applicable taxes and fees associated with the residential projects. Construction benefitting the Town shall not be subject to taxes and fees.

AURA-Pritzker Wellesley

Victor Sheen
Managing Director
AURA Wellesley
49 Coolidge Street
Brookline, MA 02446
617-721-3342

Adelaide Grady
Senior Vice President
Pritzker Realty Group
30 Dalton Street
Boston, MA 02115
617-806-6119

Berkeley

APPENDIX E

PRICE PROPOSAL SUBMISSION FORM

Please identify the following:

Term: Please include initial term proposal, along with term extension provisions.
Berkeley proposes a 99-year term without extensions.

Rent: Please include the proposed annual base rent, escalation rent, and/or other rent payments proposed. For escalation rent, please discuss the proposed escalation schedule including proposed percentage increases and the rationale for said increases.
Berkeley proposes two scenarios. The first is an upfront payment to the Town of Wellesley of \$4,200,000 and \$10 annual base rent thereafter, grown at 3% every five years. The second scenario is annual base rent of \$200,000, also grown at 3% every five years.

Parking Fees: Please include the proposed cost share proposal to ensure the Town does not lose revenue on the existing commuter lot funds received. Please include how any revenue lost as part of construction would be handled.

We intend to minimize lost rent by phasing the construction, by consolidating parking on the larger Tailby Lot, and by limiting the "down" time to six months. The upfront payment proposed by Berkeley is intended in part to help the Town mitigate any lost revenue during this period.

Taxes: Be advised that all applicable taxes and fees will be assessed to the project, please identify how these may impact the proposed rents.

Berkeley assumes in the calculations and analysis herein that all applicable taxes and fees will be assessed. If any of these taxes were to be less than what is outlined in this proposal, Berkeley's proposed up front payment or base rent would increase as applicable.



PRICING PROPOSAL

FIRST GENERAL REALTY CORP. PROPOSES TO REPLACE SURFACE PARKING ON LOTS WITH GARAGE PARKING AND RESTORE PARKING REVENUE STREAMS TO THE TOWN PURSUANT TO SECTION A BELOW:

WELLESLEY MUNICIPAL LOTS

BENEFITS TO THE TOWN OF WELLESLEY:

A. RESTORATION OF PARKING REVENUE STREAM AS FOLLOWS:

TAILBY LOT: 180 Parking Spaces – Town Managed
Projected Revenues

Year 1: \$163,161.00

RAILROAD LOT: 65 Parking Spaces - Tenant Managed
Projected Shared Revenues

Year 1: \$ 66,105.00

TOTAL REVENUE STREAM YEAR 1: \$229,266.00

THE COST OF THE UPGRADE FROM SURFACE TO GARAGE PARKING WILL BE BORNE BY THE DEVELOPMENT IN LIEU OF A GROUND LEASE PAYMENT.

IN ADDITION: TOWN WILL GAIN THE FOLLOWING ADDED BENEFITS FROM THE DEVELOPMENT:

B. DEVELOPMENT COSTS INCLUDE PAYMENTS IN LIEU OF REAL ESTATE TAXES TO TOWN DURING 18 MONTH CONSTRUCTION PERIOD OF:

TAILBY LOT: \$329,560.00

RAILROAD LOT: \$193,111.00

TOTAL PAYMENTS IN LIEU: \$522,677.00

C. AFFORDABLE UNITS PROVIDED: 25% OF RESIDENTIAL AT 80% AMI

TAILBY LOT UNITS: 31

RAILROAD LOT UNITS: 8

TOTAL AFFORDABLE UNITS: 40

D. ADDITIONAL TAX BASE REVENUES: REAL ESTATE TAXES:

YEAR 1

TAILBY LOT: \$382,060.00

RAILROAD LOT: \$458,527.00

TOTAL YEAR 1: \$840,587.00

E. ADDITIONAL HOTEL TAX REVENUES:

TOTAL YEAR 1

RAILROAD LOT: \$143,109.00



**APPENDIX E
PRICE PROPOSAL SUBMISSION**

450 Artisan Way
Suite 320
Somerville, MA 02145
PH 617.684.1500
FX 617.623.3601

Term: Please include initial term proposal, along with term extension provisions.

Federal Realty proposes to enter a 99-year lease for the Railroad and Tailby lots with two 50-year extensions.

Rent: Please include the proposed annual base rent, escalation rent, and/or other rent payments proposed. For escalation rent, please discuss the proposed escalation schedule including proposed percentage increases and the rationale for said increases.

Due to the costs of replacing 80% of the existing public parking and subsidizing affordable rents on 25% of the residential units, Federal Realty is proposing to compensate the Town through a combination of value creation in the new parking facility and an annual ground lease payment of \$50,000.

The new public parking facility has a value of \$9.4 million. The facility will include state-of-the-art access control and automated pay stations, creating a potential operating savings for the Town by eliminating the need for personnel to monitor use of the public parking spaces and collect parking fees.

In addition to \$9.4 million in value creation, Federal Realty will pay an annual ground lease payment of \$50,000 to the Town over the life of the lease.

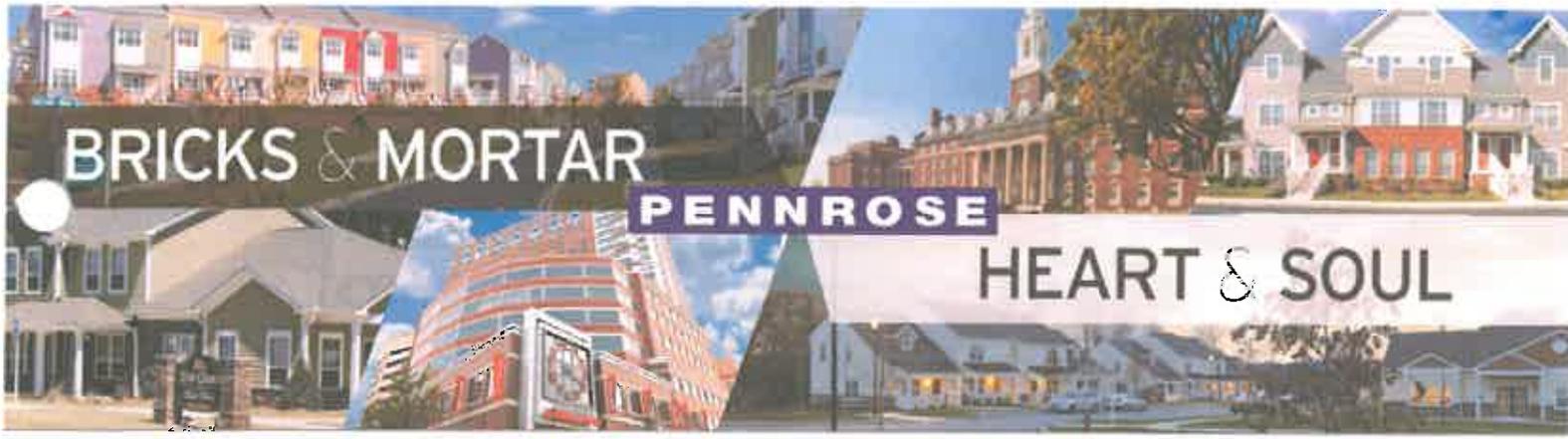
Federal Realty will consider a paying one time development fee to the Town when a building permit is received for the third phase of the project, redevelopment of the Wellesley Volkswagen site.

Parking Fees: Please include the proposed cost share proposal to ensure the Town does not lose revenue on the existing commuter lot funds received. Please include how any revenue lost as part of construction would be handled.

The Town will retain 100% of parking revenues on the public parking spaces. Federal Realty will work with the Town to analyze the existing parking rate structure and fees charged at comparable commuter parking facilities, such as MBTA-owned parking lots. Through a combination of automated access control and revenue collection and a revised rate structure, we believe the Town will be able to retain 100% of existing parking revenues.

Taxes: Be advised that all applicable taxes and fees will be assessed to the project, please identify how these may impact the proposed rents.

All applicable taxes are assumed as operational costs for the properties and will be paid to the Town by the lessee.

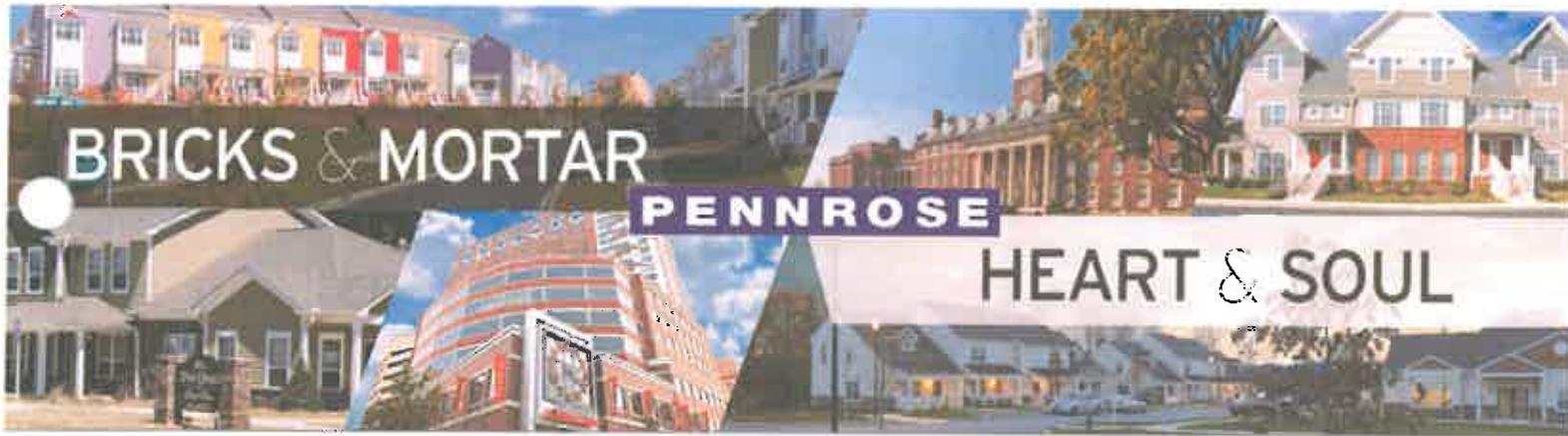


**RFP FOR GROUND LEASE OF
TAILBY AND RAILROAD
PARKING LOT**

PRICE PROPOSAL

Submitted By
Pennrose, LLC
50 Milk Street, 16th Floor
Boston, MA 02109

Contact: Charlie Adams
Regional Vice President
cadams@pennrose.com
857-415-4650



Pennrose is excited to work with the Town of Wellesley on developing the Tailby and Railroad Parking Lots into mixed-income housing. We understand that land in Wellesley is very valuable and that compensation for land is typically very large. However, in this case, in order to achieve the goals outlined by the Town in this RFP, namely to build affordable housing (that would count towards the Town's Subsidized Housing Inventory), and to replace all parking spaces on-site, significant amount of resources that would have gone to the Town would need to go towards subsidizing the parking and affordable housing. Having said that, the Town will still get significant financial benefits from our proposed project, which include the following:

- 1) **Parking revenue from the garage spaces** (which replaced surface spaces): We have proposed to replace all existing commuter and merchant parking on site and all revenues will continue to go to the Town. As we will describe below, the upfront ground lease payment will help defray any lost revenue that may be incurred during construction. Please note that the cost of construction the 293 garage spaces for the Town is equivalent to \$10.97 million, all of which is being absorbed by the development.
- 2) **Upfront Ground Lease Payment:** We are proposing a \$315,692 in upfront ground lease payment to the Town of Wellesley for both parcels (\$217,242 for the Tailby Lot and \$98,450 for the Railroad Lot). This upfront payment is designed to includes \$25,000 for any legal and administrative fees that would be incurred by the Town during negotiation of the ground lease as well as cover any potential lost parking revenue (based on analysis below) that may be incurred during the construction process.

We have done a conservative analysis of potential loss in parking revenue based on the parking revenue analysis provided by the Town in the RFP's Q&A. While we will be working with the Town to mitigate all interruption to public parking, our analysis of the maximum potential loss of parking revenue is as follows:

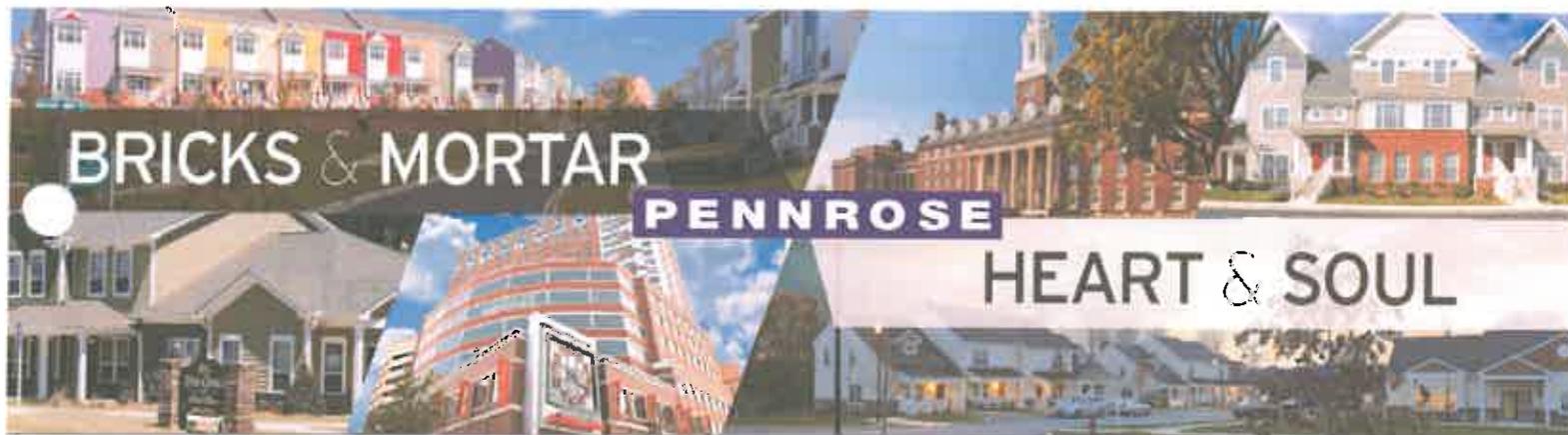
Tailby Lot:

Maximum Annual Revenue	\$219,706.5
Assumed Current Occupancy	75% (based on 2005 Beta Group Study)
Actual Annual Revenue (Est.)	\$164,779
Estimated Duration of Interruption	12-14 months
Maximum Potential Loss of Parking Revenue	\$192,242

Railroad Lot

Maximum Revenue	\$73,450
Assumed Current Occupancy	100%
Actual Annual Revenue (Est.)	\$73,450
Estimated Duration of Interruption	12 months
Maximum Potential Loss of Parking Revenue	\$73,450

- 3) **Annual Ground Lease Payments:** We are proposing annual ground lease payment equivalent to \$1,500 per market rate unit (\$70,500 for Tailby Lot and \$31,500 for Railroad Lot, equivalent to \$102,000 annually) escalating at 3% per annum.
- 4) **Real Estate Taxes:** Land which was tax-exempt will become taxable with the new development. Any taxes generated from the new developments will be a net benefit to the Town. Our operating budget for both the Tailby Lot and Railroad Lot have included \$2,100 per unit in real estate taxes. Based on our research on real estate taxes on comparable multifamily developments in Wellesley, we believe that a true market rate project would be taxed at approximately \$3,500 per unit. However, given that the affordable units have significantly below market rent, such high taxes would make the project financially difficult. We believe that an abatement proportion to the percentage of affordable units would be appropriate. Therefore, we are proposing a 40% tax abatement for real estate taxes. This would still yield almost



\$300,000 in real estate taxes annually from the two parcels. Our current 20 year operating proforma reflects this number and is included in this price proposal.

Attached to the end of this price proposal is:

- Appendix E – Price Proposal Submission Form
- Detailed Development Budget that includes the upfront ground lease payment in the Use of Funds
- Detailed 20 Year Operating Proforma that includes annual ground lease payments and real estate taxes

Ground Lease Term: Our preference is to do a 99-year ground lease with the Town for ease of underwriting the project with future lenders and investors. However, shorter terms can work if there is a preference for such from the Town. We can work with the Town to come to a mutually acceptable term that works for our financing partners.

Deposit: We are willing to work with the Town to come up with a mutually acceptable deposit amount. However, we would like to point out that after developer selection, our development team will immediately get to work and start incurring significant predevelopment costs. This includes:

- Legal costs to draft the master development agreement, the Comprehensive Permit, and the ground lease,
- Architecture and design work for permitting, and
- Additional due diligence and feasibility studies, including traffic, parking, environmental, title and survey.

We have an excellent reputation based on our ability to execute developments and are confident in our ability to do so here. We understand that the goal of the deposit is to ensure that the developer progresses the plan. However, the pre-development expenditures we will incur will motivate us to expeditiously move the transaction forward. Any money put down for a deposit will take away money we could spend on our feasibility studies.

Conclusion

The compensation to the Town for the ground lease of the Tailby and Railroad lots are four-fold:

1. Upfront payment of \$315,692 for the two parcels at Closing
2. Annual Ground Lease Payment of \$102,000 per year, increasing 3% per annum
3. Annual Real Estate Taxes of approximately \$203,700 for the Tailby Lot and \$88,200 for the Railroad Lot, escalating at 3% per annum.
4. Construction of 293 garage parking spaces, the cost of construction for these spaces is equivalent to \$10.97 million.

If the annual streams of payment to the Town were capitalized at discount rate of 5%, the projected ground lease payment and the projected real estate taxes would be equivalent \$2,040,000 and \$5,839,000 respectively, in today's dollars. Additionally, the cost of construction of 293 garage parking spaces for public parking is equivalent to \$10.97 million. **In sum, the above four items would be equivalent to more than \$18 million in compensation for the two parking lots (this does not include the parking revenue stream that is preserved for the Town).**

APPENDIX E

PRICE PROPOSAL SUBMISSION FORM

Please identify the following:

Term: Please include initial term proposal, along with term extension provisions.

99-year ground lease is preferred for ease of underwriting, but Pennrose will work with the Town on alternative lease terms if a shorter term is strongly preferred

Rent: Please include the proposed annual base rent, escalation rent, and/or other rent payments proposed. For escalation rent, please discuss the proposed escalation schedule including proposed percentage increases and the rationale for said increases.

Base Rent: \$1,500 per market rate unit per year, increasing at 3% per annum (approximately \$70,500 for Tailby and \$31,500 for Railroad)

Parking Fees: Please include the proposed cost share proposal to ensure the Town does not lose revenue on the existing commuter lot funds received. Please include how any revenue lost as part of construction would be handled.

All existing public parking spaces will be preserved in the new development and all parking revenue for those spaces will go back to the Town. The Upfront Ground Lease Payment of \$315,692 will more than compensate the Town for any potential parking revenue loss.

Taxes: Be advised that all applicable taxes and fees will be assessed to the project, please identify how these may impact the proposed rents.

We provided for \$2,100 in real estate taxes per unit in our operating budget. We assumed that a typical multifamily development is taxed at approximately \$3,500/unit (based on comparables in Wellesley) and assumed a 40% real estate tax abatement for the affordable units.

Tailby Lot
 Location: Wellesley, MA

FINANCING

Perm Loan Interest Rate	5.00%		
Perm Amortization	40	Years	
Construction Loan Rate	4.5%		
Debt Supported Per DSCR	1.20		28,153,940
Debt Supported per LTV	80.0%		28,434,993
Cap Rate	5.5%		
Debt Supported per LTC			
Monthly Debt Service			135,757

DEVELOPMENT BUDGET

SOURCES			%
First Mortgage			28,153,940
Federal LIHTC Equity			9,500,000
State LIHTC Equity			4,000,000
HOME / Housing Stabilization Fund / CATNHP / Affordable Housing Trust Fund / MassWorks			3,550,000
Wellesley CPC			1,750,000
MassHousing Workforce			1,000,000
MassWorks			625,000
Construction Loan			32,000,000
Construction Takeout			(32,000,000)
Deferred Developer Fee			1,332,748
Total Sources			49,911,889
Surplus/(Gap)			(0)

USES				\$/Unit
Acquisition				217,242
Total Acquisition Costs				217,242
Roof Deck				3,416.91
Residential				198,950
Parking				142,165
Playground				2,320
Softscape/Hardscape				3,866
Elevator				1,804
Stairs				773
Total Hard Costs				353,295
Contingency	7.5%			26,497
Total Construction Costs				379,792
Architecture & Engineering	6.00%	9.31	per SF	21,198
Environmental Reporting & Auditing				1,031
Geo Tech				1,031
Survey, Permits				4,416
Utility Connection				1,031
Testing				1,031
Construction Management				2,577
Legal				2,062
Title & Recording				1,804
Accounting				1,031
Appraisal/ Market Study				825
Insurance				2,165
Marketing				3,000
FF&E				1,500
Financing Fees	1.3%			7,752
Construction Loan Interest	36	months	50%	22,268
Soft Cost Contingency	8.0%			5,978
Total Soft Costs			21.2%	80,699
First Year Taxes and Insurance	3,200	per unit		3,200
Operating Reserve				12,445
Total Reserves				15,645
Developer Fee				36,178
Total Development Cost				514,553.49

Talley Lot, Operating Profirma
 Location: Wellesley, MA

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	
INCOME																					
Growth Rate	2%																				
Gross Residential Income	2,799,275	2,855,261	2,912,366	2,970,813	3,030,026	3,090,626	3,152,439	3,215,088	3,279,797	3,346,393	3,412,301	3,480,547	3,550,158	3,621,161	3,693,584	3,767,456	3,842,805	3,919,661	3,998,055	4,078,016	
Other Income	23,280	23,746	24,221	24,705	25,199	25,703	26,217	26,741	27,276	27,822	28,378	28,946	29,525	30,115	30,717	31,332	31,968	32,626	33,306	33,916	
Resident Parking Income (Market Rate Only)	61,800	63,036	64,297	65,583	66,894	68,232	69,597	70,989	72,409	73,857	75,334	76,841	78,377	79,945	81,544	83,175	84,838	86,535	88,266	90,031	
Lease Vacancy and Bad Debt	(144,218)	(147,102)	(150,044)	(153,045)	(156,108)	(159,238)	(162,413)	(165,651)	(168,974)	(172,394)	(175,917)	(179,517)	(183,203)	(186,961)	(190,792)	(194,698)	(198,681)	(202,740)	(206,876)	(210,089)	
Total Effective Income	2,740,138	2,794,940	2,850,639	2,907,666	2,965,013	3,023,333	3,082,640	3,142,757	3,210,508	3,274,718	3,340,212	3,407,017	3,475,157	3,544,660	3,615,553	3,687,864	3,761,622	3,836,854	3,913,591	3,991,663	
EXPENSES																					
Growth Rate	3%																				
Ground Lease Payment	70,500	70,500	70,500	70,500	70,500	70,500	70,500	70,500	70,500	70,500	70,500	70,500	70,500	70,500	70,500	70,500	70,500	70,500	70,500	70,500	
Management Fee	137,007	141,117	145,351	149,711	154,202	158,829	163,593	168,501	173,556	178,763	184,126	188,650	193,338	198,189	202,235	213,462	219,866	226,461	233,245	240,242	
Administrative	100,000	103,000	106,090	109,273	112,551	115,927	119,405	122,987	126,677	130,477	134,392	138,423	142,578	146,863	151,288	155,797	160,471	165,285	170,243	175,351	
Maintenance	142,500	146,775	151,178	155,714	160,395	165,197	170,152	175,257	180,516	185,930	191,508	197,253	203,171	209,266	215,544	222,010	228,671	235,531	242,597	249,875	
Utilities	66,000	66,960	67,959	68,999	69,978	70,988	71,927	72,894	73,889	74,912	75,963	76,942	77,950	78,987	79,954	80,951	81,978	82,935	83,922	84,939	
Replacement Reserve	31,525	32,471	33,445	34,448	35,482	36,546	37,642	38,772	39,935	41,133	42,367	43,638	44,947	46,296	47,684	49,115	50,588	52,106	53,669	55,279	
Real Estate Taxes - 40% Abatement	203,700	208,811	216,105	222,561	229,286	236,144	243,228	250,525	258,041	265,782	273,756	281,968	290,427	299,140	308,115	317,358	326,879	336,685	346,796	357,188	
Insurance	36,000	36,050	37,132	38,246	39,393	40,575	41,792	43,046	44,337	45,667	47,037	48,448	49,902	51,399	52,941	54,529	56,166	57,850	59,586	61,373	
Total Operating Expenses	765,232	806,674	828,759	851,507	874,937	899,070	923,927	949,530	975,901	1,003,063	1,031,040	1,059,866	1,089,537	1,120,108	1,151,696	1,184,029	1,217,436	1,251,843	1,287,263	1,323,767	
NET OPERATING INCOME	1,974,905.75	1,988,267	2,022,880	2,056,349	2,091,076	2,126,263	2,161,813	2,198,027	2,234,607	2,271,655	2,309,173	2,347,161	2,385,620	2,424,552	2,463,957	2,503,833	2,544,187	2,585,011	2,626,308	2,668,076	
Debt Service	1,629,088	1,629,088	1,629,088	1,629,088	1,629,088	1,629,088	1,629,088	1,629,088	1,629,088	1,629,088	1,629,088	1,629,088	1,629,088	1,629,088	1,629,088	1,629,088	1,629,088	1,629,088	1,629,088	1,629,088	1,629,088
DSCR	1.20	1.22	1.24	1.26	1.28	1.31	1.33	1.35	1.37	1.39	1.42	1.44	1.46	1.49	1.51	1.54	1.56	1.59	1.61	1.64	

Railroad Lot
Location: Wallesley, MA

STABILIZED INCOME AND EXPENSES

Residential								
BR Size	Total	%	20% - PBV	30% - PBV	60% AMI	80% AMI	120% AMI	MR
1 bedroom	13	31.0%				6		7
1 bedroom + Den	10	23.8%					4	6
2 bedroom	15	35.7%	6			5		4
3 bedroom (townhouses)	4	9.5%						4
Total Units	42		6	0	0	11	4	21
Affordable Units	17	40%						
Avg Income	59%							
% 2BD	65%							
Workforce Units	4	10%						
Market Rate Units	21	50%						

	Total	%	Gross Rent	Utility Allowance	Net Rent	SF	\$/SF
20% - PBV - 2 bedroom	6		1,914	106	1808	1,000	\$1.91
30% - PBV - 2 bedroom	0		1,914	106	1808	1,000	\$1.91
80% AMI - 1 bedroom	6		1,536	83	1453	750	\$2.05
80% AMI - 2 bedroom	5		1,843	106	1737	1,000	\$1.84
120% AMI - 1 bedroom + Den	4		2,668	0	2668	850	\$3.14
MR - 1 bedroom	7		2,500	0	2500	750	\$3.33
MR - 1 bedroom + Den	6		2,800	0	2,800	850	\$3.29
MR - 2 bedroom	4		3,300	0	3,300	1,000	\$3.30
MR - 3 bedroom (townhouses)	4		4,600	0	4,600	1,728	\$2.66
Total Units (Phase I)	42	0%	219			4,500	\$2.68

Gross Residential Income							1,257,863
Other Income	240	per unit/year					10,080
Resident Parking (Market Rate Only)	600	per unit/year					3,600
Public Parking							\$0
Less Vacancy and Bad debt	5%						(63,577)
Operating Expense	\$9,353	per unit					
Controllable	\$7,253	per unit					(304,631)
Real Estate Taxes	\$2,100	per unit					(88,200)
Abatement (based on 40% Affordabili	40%						

Effective Residential Income							815,135	19,408
NET OPERATING INCOME (1st Stabilized Year)							815,135	19,408

Railroad Lot
Location: Wellesley, MA

FINANCING

Perm Loan Interest Rate	5.50%			Treasury Risk
Perm Amortization	40	Years		
Construction Loan Rate	4.50%			
Debt Supported Per DSCR	1.20		10,975,156	
Debt Supported per LTV	80.00%		13,042,158	
Cap Rate	5.00%			
Debt Supported per LTC				
Monthly Debt Service			56,607	

DEVELOPMENT BUDGET

SOURCES				%
First Mortgage			10,975,156	47.75%
Federal LIHTC Equity			6,510,000	
State LIHTC Equity			2,000,000	
HOME / Housing Stabilization Fund / CATNHP / Affordable Housing Trust Fund / MassWorks			3,100,000	
MassHousing Workforce			400,000	
Construction Loan			12,000,000	
Construction Takeout			(12,000,000)	
Deferred Developer fee			0	0.00%
Total Sources			22,985,156	
Surplus/(Gap)			(0)	

USES				\$/Unit
Acquisition			98,450	-
Total Acquisition Costs			98,450	2,344
Roof Deck			196,500	4,679
Vertical Structure			9,478,740	225,684
Parking			3,690,000	87,857
1.5 Story Community Space			250,000	5,952
Two Story Community Space			350,000	8,333
Softscape/Hardscape			375,000	8,929
Elevator			175,000	4,167
Stairs			75,000	1,786
Total Hard Costs			14,590,240	347,387
Contingency	8%		1,190,584	28,347
Total Construction Costs			15,780,824	375,734
Architecture & Engineering			1,240,170	29,528
Environmental Reporting & Auditing			100,000	2,381
Geo Tech			100,000	2,381
Survey, Permits			182,378	4,342
Utility Connection			100,000	2,381
Testing			100,000	2,381
Construction Management			200,000	4,762
Legal			200,000	4,762
Title & Recording			175,000	4,167
Accounting			75,000	1,786
Appraisal/ Market Study			75,000	1,786
Insurance			150,000	3,571
Marketing			147,000	3,500
FF&E			105,000	2,500
Financing Fees	1.5%		344,627	8,205
Construction Loan Interest	30	months	675,000	16,071
Soft Cost Contingency	8.0%		336,910	8,022
Total Soft Costs		27.3%	4,306,086	102,526
First Year Taxes and Insurance	3,200	per unit	134,400	3,200
Lease-Up Reserve			536,055	12,763
Total Reserves			670,455	15,963
Developer Fee			2,129,341	50,699
Total Development Cost			22,985,156	547,265.81

Railroad Lot Operating Proforma
Location: Wollseley, MA

INCOME	Growth Rate																			
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
2%	1,257,863	1,283,020	1,308,980	1,334,854	1,361,551	1,388,762	1,416,958	1,444,889	1,473,787	1,503,262	1,533,328	1,563,984	1,595,274	1,627,180	1,659,723	1,692,918	1,726,776	1,761,312	1,796,538	1,832,469
Other income	10,080	10,282	10,487	10,697	10,911	11,129	11,352	11,579	11,810	12,047	12,287	12,533	12,784	13,040	13,300	13,566	13,838	14,114	14,397	14,685
Resident Parking (Market Rate Only)	3,600	3,672	3,745	3,820	3,897	3,975	4,054	4,135	4,218	4,302	4,388	4,476	4,566	4,657	4,750	4,845	4,942	5,041	5,142	5,245
Less Vacancy and Bad debt	(63,577)	(64,849)	(66,146)	(67,469)	(68,818)	(70,194)	(71,599)	(73,030)	(74,491)	(75,981)	(77,500)	(79,050)	(80,631)	(82,244)	(83,889)	(85,566)	(87,278)	(89,023)	(90,804)	(92,620)
Total Effective income	1,207,886	1,232,125	1,256,787	1,281,903	1,307,541	1,333,652	1,360,366	1,387,573	1,415,324	1,443,631	1,472,503	1,501,963	1,531,983	1,562,632	1,593,885	1,625,763	1,658,276	1,691,444	1,725,272	1,758,778
EXPENSES																				
3%																				
Ground Lease	31,500	31,500	31,500	31,500	31,500	31,500	31,500	31,500	31,500	31,500	31,500	31,500	31,500	31,500	31,500	31,500	31,500	31,500	31,500	31,500
Management Fee	60,398	62,210	64,077	65,989	67,979	70,016	72,119	74,282	76,511	78,806	81,170	83,605	86,114	88,697	91,359	94,099	96,922	99,829	102,824	105,909
Administrative	43,299	44,598	45,938	47,314	48,733	50,195	51,701	53,252	54,850	56,495	58,190	59,938	61,734	63,586	65,494	67,468	69,498	71,587	73,714	75,875
Maintenance	88,381	88,973	89,642	90,391	91,223	100,140	103,144	106,238	109,425	112,700	116,069	119,522	123,169	126,964	130,860	134,879	138,917	142,775	147,059	151,170
Utilities	39,402	40,594	41,802	43,056	44,347	45,678	47,043	48,460	49,913	51,411	52,953	54,542	56,178	57,863	59,598	61,387	63,229	65,128	67,079	69,082
Replacement Reserve	13,650	14,060	14,481	14,916	15,363	15,824	16,299	16,788	17,291	17,810	18,344	18,895	19,462	20,045	20,647	21,266	21,904	22,561	23,238	23,935
Real Estate Taxes - 40% Abatement	88,200	90,846	93,571	96,379	99,270	102,248	105,315	108,475	111,729	115,081	118,533	122,089	125,752	129,525	133,410	137,413	141,535	145,781	150,155	154,659
Insurance	30,000	30,900	31,827	32,782	33,765	34,778	35,822	36,896	38,003	39,143	40,317	41,527	42,773	44,056	45,378	46,739	48,141	49,585	51,073	52,605
Total Operating Expenses	382,831	403,671	414,836	426,336	438,181	450,381	462,948	475,881	489,223	502,965	517,098	531,666	546,671	562,126	578,045	594,442	611,330	628,725	646,641	665,086
NET OPERATING INCOME	815,135	828,454	841,932	855,567	869,360	883,310	897,418	911,682	926,101	940,676	955,405	970,287	985,321	1,000,506	1,015,840	1,031,321	1,046,948	1,062,719	1,078,631	1,094,682
Debt Service	679,279	679,279	679,279	679,279	679,279	679,279	679,279	679,279	679,279	679,279	679,279	679,279	679,279	679,279	679,279	679,279	679,279	679,279	679,279	679,279
DSCR	1.20	1.22	1.23	1.26	1.28	1.30	1.32	1.34	1.36	1.38	1.41	1.43	1.45	1.47	1.50	1.52	1.54	1.58	1.59	1.61

Trinity

APPENDIX E

PRICE PROPOSAL SUBMISSION FORM

Please identify the following:

Term: Please include initial term proposal, along with term extension provisions.

Our proposal seeks a 99-year ground lease.

Rent: Please include the proposed annual base rent, escalation rent, and/or other rent payments proposed. For escalation rent, please discuss the proposed escalation schedule including proposed percentage increases and the rationale for said increases.

In lieu of annual base rents payments, proposes to pay the Town an amount equal to 25% of the development management overhead and fee paid to Trinity. Per the enclosed budget, this will be a payment equal to \$1.2 million. Additional benefits to the Town include the following: Trinity will construction the 293-space garage and contribute it to the Town. The value of this contribution is estimated at \$15.69 million (the estimated hard and soft cost of constructing the 293 parking spaces), and the Town will continue to get all of the revenue from the 293 parking spaces. Also, new property tax revenues to the Town from the Trinity proposed development are projected to exceed \$1 million per annum.

Parking Fees: Please include the proposed cost share proposal to ensure the Town does not lose revenue on the existing commuter lot funds received. Please include how any revenue lost as part of construction would be handled.

The development budget includes a line item carrying \$600,000 as a hold harmless fee to be paid over a two-year interval during construction on both sites.

Taxes: Be advised that all applicable taxes and fees will be assessed to the project, please identify how these may impact the proposed rents.

The underwritten operating expenses and rents includes taxes as part of the project's operating budget.

	AURA-Pritzker Wellesley	Berkeley	Federal Realty; Option A	Federal Realty; Option B	Pennrose	Trinity Financial	
Housing	Total Units	150 + 30 (@ 148 Weston Rd)	180	266	234	139	90
	Total Units Added to SHI	125 + 5 (@ 148 Weston Rd)	36	167 + 99 (@ 231 Linden St)?	135 + 99 (@ 231 Linden St)?	139	45
	Total Rental Units	120	180	167 + 99 (@ 231 Linden St)	135 + 99 (@ 231 Linden St)	139	45 incl. 10 live/work units
	Number of Affordable Units	30	36	42 + 25 (@ 231 Linden St)?	34 + 25 (@ 231 Linden St)?	57	23
	Percent Affordable	25%	20%	25%?	25%?	41%	51%
	AMI Affordability	80% of AMI	80% of AMI	unspecified? 80%?	unspecified? 80%?	80% of AMI, with units restricted for lower tiers down to 20%	
	Units Added to SHI	120	36	167 + 99 (@ 231 Linden St)?	135 + 99 (@ 231 Linden St)?	139	45
	Total For-Sale Units	30 + 30 (@ 148 Weston Rd)	0	0	0	0	45
	Percent Affordable	16.60%	0	0	0	0	0
	AMI Affordability	80% of AMI	N/A	N/A	N/A	N/A	N/A
Units Counting Towards SHI	5 + 5 (@ 148 Weston Rd)	0	0	0	0	0	
Parking	Total Parking Spaces	540 + 60 (@ 148 Weston Rd)	559	470 + 180 (@ 231 Linden St)	405 + 180 (@ 231 Linden St)	476	450
	Residential Parking Spaces	240 (5 visitor spaces) + 60 (@ 148 Weston Rd)	224	235 + 150 (@ 231 Linden St)	203 + 150 (@ 231 Linden St)	183	135 + 22 flex
	Residential Parking Ratio	1.6 at Tailby/RR; 2.0 at 148 Weston Rd	1.24	1.4 at Tailby/RR; 1.5 at 231 Linden St	1.5 at Tailby/RR; 1.5 at 231 Linden St	1.3	1.5-1.75
	Public Parking Spaces	300	335	235 + 30 (@ 231 Linden St)	202 + 30 (@ 231 Linden St)	293	293
	Parking Garage/Underground Spaces	540 + 60 (@ 148 Weston Rd)	559	470 + 120 (@ 231 Linden St)	363 + 120 (@ 231 Linden St)	476	450
Buildings	Open Air Parking Spaces	0	0	60 (@ 231 Linden St)	42 + 60 (@ 231 Linden St)	0	0
	Total Buildings Square Footage*	352,500	419,362	~370,000	~320,000	292,300	202,000
	Residential Area	198,000	201,166	198,550	166,550	141,148	192,000
	Retail Area	3,500	0	4,500	5,300	0	10,000 (arts space)
	Parking Area	150,000	211,486	~160,000	145,800	178,800	
Community Space**	1,000	10,000	1,000	2,500	>500 SF, unspecified	10,000	

*square footage numbers are often estimates or are inconsistent, but these are generally close to accurate

**not including open space

Financials	Total Cost of Construction	\$97,188,600 (w/148 Weston)	\$74,275,986	\$68,795,376	\$72,896,845	\$102,337,980
	Total Hard Costs	\$47,514,300 + \$14,899,300(@148 Weston)	\$52,498,885	\$57,036,000	* Unable to determine	\$80,482,500
	Construction Loan	65%-75% interest only (RR), 55%-65% interest only Tailby	50% Loan to Value. East Boston, Peoples, BofA and Santander; End would be 65% Debt and 35% Equity	unclear	65% Construction loan. Series of tax credit programs including Low Income Tax Credit, MassHousing, Mass Works and an assumption of 1.75M of CPC funds.	65% Debt/35% equity
	Equity	30% of Condo and 45% of Rentals	35%	unclear	unclear	35%
	Estimated Real Estate Taxes	\$757,500 + 337,500 (@148 Weston)	\$720,000	\$896,250	\$291,900 (assumes 40% abatement for affordability)	\$1,614,780
	Cash Flow Assumption	Positive year 2	Positive year 4	Positive year 1	Positive year 1	Positive year 1
	Payments to Town	\$ 11,850,000 (infrastructure) and \$1/year rent	\$4,200,000 (cash) and \$10 annual rent grown at 3% every 5 years, OR \$200,000 annually grown at 3% every 5 years	9,400,000 (infrastructure) and \$50,000 annually	\$10,970,000 (infrastructure), \$315,692 (cash), and \$1,500 per market rate unit (total: \$102,000)escalating at 3% annually	\$15,690,000 (infrastructure) and 25% of the development management overhead and fee paid to Trinity (est. \$1.2 million)
	Parking fee compensation from construction	unclear	Lost revenue limited through phasing of construction and upfront cash payment	unclear	covered by upfront ground lease payment (\$315,692)	600,000 over two years
	Suggested Term of Lease	99 years w/ negotiated extensions	99 years	99 years w/ two 50 yr extensions	99 years but open to shorter term	99 years
	Proposed Rents		\$3,299	\$3,200		
	Studio	\$2,300				
	1 - bed	\$2,850			\$2,500	\$2,764
	2 - bed	\$3,779			2800/3300	\$3,853
3 - bed	\$4,925			\$4,600	\$4,858	
Parking	Parking Revenue 300 covered spaces	NOI \$152,204	unclear - 20% reduction in spaces	Shared parking with residential - remaining information in proce proposal	Town parking structure	

7. **Discuss Capital Planning Process**

Enclosed with your packet please find a memo from me outlining the feedback Sheryl and I received from boards and departments at the three meetings we held on this topic. Our goal for this item on the agenda is to go over this information, as well as some amendments we recommend to the original policy so the Board can have further discussion. Hopefully this will lead to a further refinement of the policy that the Board can vote on at one of the meetings in September.

NO MOTION

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

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BLYTHE C. ROBINSON
EXECUTIVE DIRECTOR OF GENERAL GOVERNMENT

MEMORANDUM

DATE: August 17, 2018

TO: Board of Selectmen

FROM: Blythe C. Robinson, Executive Director

SUBJECT: Capital Policy Meetings with Board/Committees

At the Board's meeting on July 17th, we began discussion on the development of a capital policy to complement the debt policy passed by the Board in February, 2018. As explained at the meeting, it was our intent to develop this policy in the first year as a new chapter in the budget manual and once we had experience with how it worked we would ask the Board to approve a stand-alone policy. The Board agreed and asked us to hold meetings with applicable boards and departments to discuss what has been proposed, and gather their feedback, questions and concerns. Sheryl and I have had three meetings on this topic over the past few weeks, the results of which are below.

Attendees at the meetings included representatives from:

- Library Trustees & staff
- Recreation Commission & staff
- Planning Board & staff
- NRC Board and Staff
- PBC Member
- COA Board & staff
- Public Works staff
- Facilities Management Staff
- School Superintendent & staff
- IT Director
- Fire Chief

- Police Chief & Lieutenant
- Community Preservation Committee Chair
- Advisory Committee Member

There were three items in the policy which garnered the most attention and feedback, which I have highlighted in yellow on the proposed document. In order of importance the concerns were:

- Membership of the committee – while some liked the staff model (comments being staff is responsible for carrying out the policy direction of boards and getting the work done), others believed strongly that only elected members of boards could make such decisions. They further pointed out that if a staff committee made decisions that affected a board, that Board would still have to go back and possibly revote their capital priorities to be in alignment with any changes. There was also some interest in a hybrid approach made up of some elected positions and staff positions. One board member felt that Advisory Committee should take these decisions. There was some input suggesting that the current practice of asking specific department to cut a requested dollar amount is frequently all that is needed.
- Timing of new projects added to the plan – while almost everyone understood that adding a project to years 1 – 4 of the plan could impact projects already approved/advanced, there should be more leeway to do so. This primarily came from Boards that have an individual priority to move ahead more quickly on a project. Other input included “departments shouldn’t have their projects put off because new ones get added that weren’t there before”, and “situations will occur where equipment might fail and we have to address it sooner”. We also learned that not everyone has a good understanding of how a project advances through the stages of an idea to fruition. That led us to add a fourth definition to address this. We also applauded the recent work by the PBC/FMD team to develop a manual on this topic, it should be a great help.
- To a lesser extent there was concern that the minimum threshold for a capital expense would be increased from \$5,000 (which hasn’t been uniformly followed) to \$10,000. This was mostly the concern of “smaller boards” (COA, Library, etc.) as they didn’t see how they could absorb this into their operating budgets within guidelines such as 2.5% from recent years. We told them we are cognizant of this concern and would propose some type of bridge by which they could get these costs back into their operating budgets in the first year without penalty. There was particular pushback from the Library that they would not want to have to sacrifice staffing to pay for technology and thus they felt it should stay in capital budgets.

Besides these specifics we heard a range of input that you should be aware of. Such as:

- Why are you doing this – the budget always works out? We agreed with folks that the budget does work out annually because it has to. Our answers included the following:
 - We think the process should have more transparency than it has in the past and overcome the perception that the “third floor” makes decisions on their own. Frequently in the past, the capital budget has been balanced by Sheryl and the

Executive Director asking the larger departments to cut a specific amount of money. They departments have generally been cooperative. We would suggest that this approach isn't necessarily fair to the planning they have done.

- We also note that there needs to be some latitude in the capital budget for initiatives that come out of the Unified Plan process and currently there is not. We don't have a proposal on what that would look like, but believe it is important as the UP moves forward.
- We need to ensure that capacity in capital budgets are given to small departments that don't regularly have capital requests, or that studies are funded that inform future projects or lead to good outcomes.
- "The capital policy is not the same as strategic planning. Simply using having one of the criteria be the Unified Plan is insufficient". We indicated that we were not trying to supplant the UP, however there needs to be a clear and objective process for prioritizing the capital projects so that the most important and pressing work gets done in an orderly fashion in any year where the requests exceed the funds available.
- The definition of sustainability should be expanded upon to cite newer standards, and to give credence to projects that are more sustainable because they save money, or in some other manner are sustainable.
- Questions about whether the criteria should apply to every capital expenditure or just "debt funded projects". There was a fair amount of consensus that "cash capital" should not be subject to the criteria. That this would be extra work for departments, especially those that have a lot of items, with little value to the outcome. A suggestion of several was just to give departments a "capital guideline" for cash and have them budget within that. We agree this could work for the larger departments who have predictable amounts of cash capital (school, DPW, FMD). For the smaller departments who may have significant swings in the cost of their needs in any given year or who do not regularly have requests, this might not work. Some departments noted that they already anticipate that their FY20 increase in cash capital would likely have to be within 2.5% more than FY19.

We have been asked to attend the next DPW Board meeting on August 28th to discuss this with them which Sheryl will attend. We will be sharing this memo with the people that have attended our meetings so far, and look forward to discussing this with the Board on Tuesday evening.

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 generally MUST be included in the ONLY in the fifth year of the plan for the purpose of planning future funding requirements. 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 and the department head or their designee for each department that is proposing a project in any given year. This body will review all of the projects and ratings for each to either confirm or revise each project or procurement's score. Should the body need to vote on a project, the proposing department may not vote on their own project/expenditure.
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.

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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.

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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.
- 2. Systematic replacement of capital assets
- 3. Projects that would replace or upgrade a facility or piece of equipment as part of a systematic replacement program.
- 4. 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.

5. Improves Services or operations
Acquisition or replacement of the capital asset improves services to the community or operations of a department(s).
6. 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.
7. 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.
8. 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.
9. 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.
10. 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. “Exclusions” - 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.

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3.4. Major projects should generally follow three distinct phases: feasibility study, design, then construction. After the feasibility study is completed and accepted by the appropriate boards and committees, the estimated costs developed in the study should be used as place holder amounts for the design and construction phases. The fiscal year time frames (slots) should reflect the recommendations included in the study unless there are extenuating circumstances. These placeholder locations will be refined/adjusted each year as the project advances or if the urgency of the project changes feasibility and design phases progress. Appropriation requests for design and construction phases for larger projects are not typically part of cash-capital requests, and each usually require a separate warrant article at Town Meetings. Prior to town meeting vote, these project requests require significant public vetting and board approvals; some of which is governed by Town bylaws (i.e. Article 14 Bylaw regarding PBC). This process allows for a logical, planned and fair approach to ensure that the neediest and most urgent projects move forward when appropriate, and should greatly limit the possibility of any particular project from "leap-frogging" ahead of projects that have been properly vetted.

8. Execute Warrant for October Special Town Meeting

Included in your packet is the warrant for the meeting scheduled for October 2nd. There are two articles, the first to receive reports and choose a moderator if the need arises, and the second to conduct feasibility and the schematic design phase for the replacement of the Upham school. This language has been approved by both Town Counsel and the MSBA. It is slightly revised from the language we were going to use in the spring, as the SBC has asked that MSBA approve the insertion of a reference to the Hardy School as a location to be studied during feasibility.

MOVE that the Board execute the warrant for the October 2, 2018 special town meeting.

TOWN OF WELLESLEY



MASSACHUSETTS

**WARRANT
for the
SPECIAL TOWN MEETING
October 2, 2018**

ADVISORY COMMITTEE PUBLIC HEARING (WARRANT ARTICLES)
September 5, 7:00 P.M. at Town Hall

Commonwealth of Massachusetts
Norfolk, ss.

To any Constable of the Town of Wellesley in the County of Norfolk,

GREETINGS:

In the name of the Commonwealth aforesaid, you are hereby required to notify the qualified Town Meeting Members of said Town of Wellesley to meet in the

**Wellesley Middle School Auditorium
50 Kingsbury Street
OCTOBER 2, 2018**

at 7:00 P.M. at which time and place the following articles are to be acted upon and determined exclusively by Town Meeting Members, in accordance with Chapter 202 of the Acts of 1932, as amended, and subject to referendum as provided therein:

**ARTICLE 1
Board of Selectmen
Town Reports**

To see if the Town will vote to choose a Moderator to preside over said meeting and to receive reports of Town officers, boards and committees, including the Report of the Advisory Committee; or take any other action in relation thereto.

ARTICLE 2
Board of Selectmen & School Committee
Ernest F. Upham School Feasibility Study & Schematic Design

To see if the Town will vote to appropriate, borrow or transfer from available funds, the sum of \$2,500,000 (TWO MILLION FIVE HUNDRED THOUSAND DOLLARS), or any other sum, to be expended under the direction of the School Building Committee and the Permanent Building Committee for a feasibility study to determine the preferred solution to address the physical and educational deficiencies of the Ernest F. Upham School located at 35 Wynnewood Road, Wellesley, MA, which solution may include, but not be limited to, renovation or rebuilding of the Ernest F. Upham School, [the John D. Hardy School](#), or another school, and schematic design of the selected solution, for which the Town may be eligible for a grant from the Massachusetts School Building Authority. The MSBA's grant program is a non-entitlement, discretionary program based on need, as determined by the MSBA, and any costs the Town incurs in connection with the feasibility study in excess of any grant approved by and received from the MSBA shall be the sole responsibility of the Town and, for the purpose of meeting such appropriation, to authorize the Town Treasurer, with the approval of the Board of Selectmen, to borrow said sum in accordance with Chapter 44, Section 7(1) of the Massachusetts General Laws, or any other enabling authority and to issue bonds or notes of the Town therefor, and that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of the issuance of such bonds or notes, may be applied to payment of costs approved by this vote in accordance with Chapter 44, Section 20 of the Massachusetts General Laws, thereby reducing the amount to be borrowed to pay such cost by a like amount; or to take any other action in relation thereto.

And you are directed to serve this warrant by posting attested copies in not less than two conspicuous places in the Town and by causing this warrant to be posted on the Town of Wellesley website (www.wellesley.ma.gov) at least fourteen days before the date on which the meeting is to be held.

Hereof fail not and make due return of this Warrant and your doings thereon unto the Town Clerk at or before the time of holding said meeting.

Given under our hands this 21st day of August 2018.

Board of Selectmen

Jack Morgan, Chair

Marjorie R. Freiman, Vice-Chair

Ellen F. Gibbs, Secretary

Elizabeth Sullivan Woods

Thomas H. Ulfelder

A true copy, _____

Attest: Constable, Town of Wellesley

COMMONWEALTH OF MASSACHUSETTS

Norfolk, ss.

Wellesley, MA August _____, 2018

I have this date caused the within warrant to be served by posting two copies in two conspicuous places in the Town, *i.e.*, the Town Hall and Wellesley Square, and causing the warrant to be posted to the Town of Wellesley website.

9. Review Boston Marathon Invitational Entry Policy

Approximately a year ago staff brought forward a proposed policy to address the award of invitational entries for the marathon, as well as how to utilize the funds paid to the Town by the BAA each year. The Board tabled that version at that time. At this point we are bringing forward a policy that just focuses on the award of the entries since the process for the 2019 race will soon be upon us. There are several modifications we are recommending from our current practice that I would like you to keep in mind. Those include:

- Charities must be either Wellesley based or provide significant services to a population in the Town of Wellesley. National charities that do not meet this guideline would be far less likely to receive an entry.
- Charities should understand that by in large the Town will only award one entry per charity. Even by limiting charities to those that serve Wellesley, there are more groups than the Town is awarded entries by the BAA. The Board would have the latitude to award more than one entry to a charity in their sole discretion, but it can't be expected
- In the past we have reserved two entries for employees from Police or Fire, and they have not been required to raise funds. In this draft we are recommending that the number of entries for these two departments be reduced to one, and alternate back and forth between the two. As an example, two persons from the PD ran this year, so next year Fire would have the opportunity to have a runner. If they decline, Police could send a runner instead. Also, whomever ran would need to raise funds, either for the War Memorial Scholarship, or for a charity associated with their department that assists Wellesley residents.
- Finally, two entries would still be reserved for persons willing to run for the War Memorial Scholarship. We have suggested that these could be awarded either to residents, or an employee of the Town (not from police or fire). Over the years there has been some interest from other departments to receive an entry, and this could provide for that opportunity.

Otherwise the amount of fundraising remains at \$4,000. for which Included in your packet is

MOVE to approve a Selectmen's Policy for regarding Boston Marathon Invitational Entries

PURPOSE:

To clarify the distribution of Invitational Entries allocated to the Town of Wellesley by the Boston Athletic Association (BAA) in support of the Boston Marathon.

POLICY:

The Board of Selectmen's policy outlines the assignment of Invitational Entries to charities that directly benefit Wellesley residents or offer programs that benefit the Town and allows all qualified charities a fair chance for the award of one or more runner's entries.

PROCEDURES:

Allocation of Invitational Entries

- a. Each year, the BAA provides to the Town of Wellesley a certain number of Invitational Entries for the Boston Marathon. These Invitational Entries provide waivers of the normal qualifying requirements for the race. Due to the restricted amount of runners in the Marathon and its national recognition, the entries assigned pursuant to these waivers have a financial value.
- b. All recipients of Invitational Entries must agree to pay the applicable entry fee to the BAA and to fundraise a minimum of \$4,000 for the sponsoring charity.
- c. All recipients of invitational applications must agree to comply with all terms and conditions set by the BAA.
- d. The Board of Selectmen will utilize the following criteria to determine how the Invitational Entries will be awarded annually:
 - i. Two entries will be reserved for Wellesley residents or Town employees who agree to raise funds for the Town's War Memorial Scholarship
 - ii. One entry will be reserved for an employee of either the Police or Fire Department. The employee shall agree to raise funds for the Town's War Memorial Scholarship or a charity affiliated with the Department. The right to request an entry shall alternate between the two departments each year, unless no runner comes forward from the department whose turn it is to be awarded an entry.

- iii. The remaining entries will be made available to charitable organizations whose primary mission is to serve the residents of the Town of Wellesley. They must be either physically located in Wellesley, or significantly contribute to some population of Wellesley residents. Organizations with a national presence or those that do not provide a service to Wellesley residents or the community at large, as determined by the Board, are not eligible to be awarded an entry. Charitable organizations should recognize that there are likely to be more requests for entries than the Town is allocated, and thus the Board may only issue one entry per charity each year. The Selectmen, in their sole discretion, may issue more than one entry if available.

e. Schedule

- i. The Boston Marathon is held each year on Patriots Day.
- ii. By November 10th of the preceding year, the Selectmen will begin accepting applications from charities, residents, and employees for an Invitational Entry. For charities, the application must include the desired number of Invitational Entries the charity is seeking. The application can be found at www.wellesleyma.gov/marathon.
- iii. Completed applications must be submitted to the Selectmen's Office by December 1st.
- iv. Invitational Entries will be awarded to qualified charities by December 20th.
- v. Awarded runners must submit their fundraising minimum (\$4,000) to the sponsoring charity by May 15th.
- vi. Charities must report each runner's total fundraising no later than June 15th.

DEFINITION:

Invitational Entry: Invitations to run the Boston Marathon that the (BAA) distributes to the Town's along the race course and to non-profit organizations of their choosing. Organizations use these entries to recruit athletes who pledge to raise funds for their cause or the Town, in exchange for a waiver of the Boston Marathon qualifying time requirements.

Administrative
Policy and
Procedure

Board of Selectmen
Boston Marathon Invitational Entries
Policy

Approved _____, 2018

REGULATORY / STATUTORY REFERENCES

Use of the Marathon Contribution and Allocation of Invitational Entries are subject to the requirements of the Boston Athletic Association.

APPROVED BY:

Board of Selectmen, Chair Jack Morgan _____

Board of Selectmen Marjorie R. Freiman _____

Board of Selectmen Ellen F. Gibbs _____

Board of Selectmen Thomas H. Ulfelder _____

Board of Selectmen Beth Sullivan Woods _____

Original date:

Revised dates:

10. Discuss Veterans Grave Officer position and funding

One of the Board's appointments that has not been filled for this year is that of the Veteran's Graves Officer. As you may recall, this role was performed by Stan Spears when he served as the Assistant Veteran's Service Officer until he retired in June, 2017. Since that time, the graves work has been carried out by staff at the cemetery. Not part of that position but an important function is the organization of ceremonies for the major holidays, and that has been done by Sarada Kalpee, our current VSO. By State law, the graves officer position must be filled by a person who is both a veteran as defined by Massachusetts law, and a resident of the Town. There are no such requirements for who organizes the ceremonial events.

Tom Ulfelder and I have been discussing how to address this, and last month had a meeting with two long-time veterans of the Town to obtain their input on how best to do so. One of those persons had served in this role prior to Mr. Spears. They noted that in years past, a stipend had been provided to a veteran who not only filled the Graves Officer position, but also organized the ceremonial events for the Town on the major holidays, and they recommend that we re-institute this role. They also advised us that the appointee had received a stipend of \$2,500/year.

We agree with this approach, which is outlined in the attached position description. It captures the major functions of both roles and the minimum requirements of the graves officer. I have asked other communities whether or not they compensate the person in this role and if so how much. I did not obtain many responses but from those who did the compensation ranges from zero to \$3,500/year, and the role is performed either by a resident veteran, or an employee of the town who also happens to be a resident. Should you approve this approach, we plan to send a mailing to all town residents who self-identified as a veteran when filling out the Town Clerk's census, which includes ___ names. Our hope is that someone will be interested in stepping forward and fulfilling this important position.

MOVE to approve the position description for the Veterans Graves and Ceremonial Officer.

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

Veteran's Grave Officer/Ceremonial Officer Position

The Board of Selectmen seeks a Wellesley resident to serve as the Town's Veteran's Grave Officer/Ceremonial Officer. The Grave Officer duties include working in concert with the management of the private cemeteries in Town to ensure that the graves of the Town's veterans are maintained in an orderly condition, flags are placed on each veteran's grave on Memorial Day, and that records of death of veterans, and their grave location in Town are maintained. If requested, the Grave Officer shall attend wakes, funerals and assist with gravesite ceremonies. Acting also as the Town's Ceremonial Officer, duties include organizing and supporting four annual holidays or events. These include: Memorial Day (May 30th), Flag Retirement Services (June 14th), National Patriot's Day (September 11th) and Veterans/Armistice Day Observances (November 11th). Specific duties include but are not limited to: scheduling speakers, requesting police and fire color guards, preparing programs, advertising, invitations to dignitaries, organizing refreshments, providing flags, etc. Coordination and consultation with the Town's Veteran's Service Officer in any of these duties is recommended. Minimum requirements – the officer must be both a military veteran as defined by Massachusetts State Law and a resident of Wellesley.

The Town will provide an annual stipend of \$2,500.00 to the veteran serving in this role.

11. Review Selectmen FY18 Annual Report

Again this year Meghan has drafted the Board's annual report of activities for FY18. The document follows the Board's typical format highlighting major accomplishments, actions of the town meetings which the Board had proposed, significant staff changes, and the board's makeup and leadership assignments.

MOVE to approve the Board's Annual Report for fiscal year 2018.

REPORT OF THE BOARD OF SELECTMEN

Membership and Organization

During the 2018 fiscal year, Ms. Ellen F. Gibbs chaired the Board with Mr. Jack Morgan serving as vice-chair, Ms. Marjorie R. Freiman as secretary, and members Ms. Elizabeth Sullivan Woods and Mr. Thomas H. Ulfelder. On March 6, 2018, Ms. Marjorie R. Freiman (two terms of service) and Mr. Jack Morgan (two terms of service) were re-elected. On June 18, 2018, the Board reorganized and voted to elect Mr. Morgan as chair, Ms. Freiman as vice-chair, and Ms. Gibbs as secretary effective July 1, 2018.

Town Meeting Articles and Actions

Special Town Meeting #1

On April 9, 2018, the Selectmen convened a special town meeting within the Annual Town Meeting, for the primary purpose of acquiring 3 parcels of real property located at 818 Worcester Street, 822 Worcester Street and 826 Worcester Street, adjacent to the Hardy School site, for general municipal purposes. The acquisition of the land substantially improves the long-term usefulness of the Hardy School site to the Town and will now provide a direct means of access from and egress to the eastbound side of Route 9. Town Meeting overwhelmingly supported the article. Acquisition of the properties added 1.36 acres to the Hardy School site and brings the total usable land to just under 9 acres. Acquisition of the three parcels offers the Town more flexibility to address traffic, safety and circulation issues associated with the Hardy School site and to create new opportunities for other school or municipal uses.

Special Town Meeting #2

On June 5, 2018, the Selectmen convened a special town meeting, for the primary purpose of approval of \$1,000,000 in project funds for the feasibility study of the Hunnewell Elementary School. The Selectmen and School Committee worked jointly on bringing the article forward to Town Meeting. Town meeting overwhelmingly supported the article. The project funds will be expended under the School Building Committee that has been jointly appointed by the Selectmen and School Committee to continue the execution of the Hardy, Hunnewell, Upham Master Plan which includes renovation or reconstruction of the Hunnewell School. The feasibility study is the first step in a multi-year process to bring the 1938 school building up to 21st century educational standards.

2018 Annual Town Meeting

The 2018 Annual Town Meeting convened on March 26, 2018, to act on the Fiscal Year 2019 budget and other Town business. The Board of Selectmen sponsored and made motions on the following articles, all of which were approved:

- | | |
|------------|---|
| Article 2 | Town-Wide Financial Plan |
| Article 3 | Consent agenda |
| Article 6 | Salary of Town Clerk |
| Article 7 | Supplemental FY18 appropriations |
| Article 8 | Omnibus budget and capital |
| Article 9 | Revise Revolving Funds, Set Amounts |
| Article 10 | Appropriate Building Plan Revolving Fund Receipts for Electronic Permitting |
| Article 11 | Establish a Special Education Reserve Fund |
| Article 22 | Raise and appropriate funds for the Town Hall Exterior Renovation |
| Article 23 | Accept Granite Street as a public way with betterments |
| Article 26 | Designate Traffic and Parking Revenues as Receipts Reserved |
| Article 27 | Authorize the Selectmen to purge unpaid uncollectable parking fines |
| Article 28 | Amend the Town Bylaw to prohibit Recreational Marijuana |
| Article 32 | Amend various provisions of the Town Bylaw |
| Article 33 | Amend Article. 47 Animal Control Bylaw |

Article 34	Amend Article 49.19 to allow the consumption of alcohol in Town buildings
Article 35	Amend Town Bylaws to bring Town fines into compliance with State law
Article 38	Authorize the Selectmen to rescind or transfer debt and to appropriate bond premiums
Article 42	Appoint Fire Engineers

Selected Fiscal Year 2018 Accomplishments

- **Fiscal year 2018 budget** – Balanced the budget without the need for a Proposition 2 ½ override.
- **Personnel matters** – The Selectmen and staff successfully transitioned the Traffic and Parking operations to the Police Department under the direction of Chief Pilecki. The Board successfully negotiated two outstanding Police union contracts that were approved at the Annual Town Meeting.
- **Boston Marathon Invitational Entries** – Awarded 22 Invitational Entries for the 2018 Boston Marathon to designated Wellesley-based charities. Each recipient of an entry was required to raise a minimum of \$4,000 for his/her respective charity. Two recipients ran for the War Memorial Scholarship Fund administered by the Board of Selectmen.
- **Hardy / Hunnewell / Upham** – The Town was invited into the MSBA program for the Upham School. The initial School Building Committee (SBC) established in June 2017, continued to work on moving forward the Hunnewell (non-MSBA) project and received funds for a feasibility study at a Special Town Meeting on June 5, 2018. The Hardy and Upham elementary school sites began the MSBA process in December, 2017, and the Selectmen, in efforts to improve the Hardy Elementary School site, acquired three parcels at the April 9, 2018 Special Town Meeting.
- **Unified Plan** – In collaboration with the Planning Board, the Selectmen continued this effort to develop a Town-wide strategic plan and update the Town's Comprehensive Plan. A final draft has been completed and the Final Plan is anticipated to be adopted in the fall of 2018.
- **Housing Production Plan** – The Selectmen in partnership with the Planning Board and Wellesley Housing Development Corporation hired Barrett Planning Group, LLC to prepare a Housing Production Plan to assist the Town's efforts in achieving its State mandated 10% affordable housing. Public Forums were conducted in April, May, and June 2018. The final plan is anticipated to be completed in September 2018.
- **Updated Policies** – The Alcohol Regulations were updated to reflect the Town Meeting approved modification to allow the consumption of alcohol in Town Buildings. An Appointment Policy was created to encourage citizen participation and make appointments in a clear and transparent manner. A Debt Policy was created to manage the Town's annual budget spent on cash capital and long term debt financing. The Selectmen updated the Board of Selectmen Handbook, as well as establishing a Budget Manual to outline the annual budget process.
- **Funded Project Updates** – The Tolles Parsons Center was finalized and opened its doors in September 2017. The Route 9/Kingsbury Street intersection improvements commenced in June 2017 and were largely completed in the fall of 2017. Paving of Route 9 has been delayed due to National Grid work, but is anticipated to be partially completed in the fall of 2018. The 900 Worcester Street Project broke ground in the fall of 2017 and is anticipated to open the ice rinks in December of 2018 and the pool, turf field, and fitness center in April of 2019.
- **Traffic Matters** - The Traffic Committee lead by Police Chief Jack Pilecki continues to meet and review traffic complaints, intersection and road improvement proposals, and speed and signage proposals. The Traffic Committee makes recommendations to the Board of Selectmen on traffic matters. The Traffic Committee brought forward intersection improvements for Brook Street/Benvenue Street and Brook Streets/Amherst Road that were approved by the Board of Selectmen.
- **War Memorial Scholarship** – The Board of Selectmen authorized \$7,000 to be awarded by the Wellesley Scholarship Foundation to two Wellesley High School graduates from the War Memorial Scholarship fund.

12. Discuss Proposed Public Comment Policy

At the request of Chairman Morgan, Town Counsel has assisted us in preparing the attached policy for how the board handles public comment at its meetings. The policy clarifies the procedures for making public comment, the different points during the meeting at which public comment takes place, and the types of behavior that would not be acceptable at a public meeting as well as how the Chair should go about handling situations where the commenter does not comply with the policy. Should the Board be ready to adopt the policy at this meeting, a motion has been proposed below.

MOVE that the Board vote to adopt the attached Public Comment Policy.

Administrative
Policy and
Procedure

Board of Selectmen
Public Comment Policy

Approved _____, 2018

PURPOSE:

To clarify the policy of the Board of Selectmen (Board) with regard to those persons wishing to comment at meetings of the Board.

POLICY:

The Board welcomes information, concerns, and opinions from those attending Board meetings that concern matters within the Board's responsibility. The Board therefore adopts this policy to: give those wishing to comment a fair opportunity to speak; ensure compliance with the Open Meeting Law and other legal obligations; and avoid comments and other actions that disrupt the Board's meetings.

APPLICABILITY

This policy applies to all persons wishing to speak at a Board meeting. The Board, within the discretion of its Chair, may provide the opportunity to speak at various points in the meeting, including during: (i) a "Citizen speak" period generally held at the beginning of a meeting; and (ii) designated periods for comment on topics identified on the Board's meeting notice.

PROCEDURES:

- a. The Board will generally designate time for a Citizen Speak comment period at or near the beginning of its meetings. Citizen Speak periods are a limited forum to comment on topics related to the Board's areas of responsibility. To ensure compliance with the Open Meeting Law, privacy laws, and other legal obligations, the Board will rarely engage with a speaker or with one another in deliberation on comments as they are presented during Citizen Speak periods.
- b. The Board may also designate time for public comment on topics identified on the Board's meeting notice, as those topics are deliberated on by the Board. Comments during such period are limited to those related to the specific topic under deliberation.
- c. Any person wishing to comment to the Board shall sign in on a sheet provided by the Board and identify themselves by name and address before commenting.
- d. The Board welcomes comments expressing any viewpoint on topics designated for comment during any comment period.
- e. All comments shall be addressed through the Chair of the meeting.

- f. Unless otherwise determined by the Chair, each comment period shall not exceed 15 minutes and each speaker shall not exceed three minutes.
- g. Disruptive comments and conduct are not allowed. Disruptive comments and conduct includes: the use of profanity; discriminatory statements; vulgarity; comments or conduct that violate the law; comments outside of the dedicated topics for comment; and other comments or conduct that interfere with the Board conducting its business. The Chair shall provide at least one verbal warning to a speaker if he or she makes disruptive comments or engages in disruptive conduct. If, after at least one verbal warning, the speaker persists in making disruptive comments or engaging in disruptive conduct, the Chair may end that person's privilege of address.

DEFINITION:

None.

REGULATORY / STATUTORY REFERENCES

Massachusetts G.L. c.30A, §20.

APPROVED BY:

<i>Board of Selectmen, Chair</i>	Jack Morgan	_____
<i>Board of Selectmen</i>	Marjorie R. Freiman	_____
<i>Board of Selectmen</i>	Ellen F. Gibbs	_____
<i>Board of Selectmen</i>	Thomas H. Ulfelder	_____
<i>Board of Selectmen</i>	Beth Sullivan Woods	_____

Original date:

Revised dates:

13. Executive Director's Report

Included in your packet are the minutes of the July 31st minutes for the Board's review and approval, as well as gifts from the COA that require approval.

MOVE that the Board approve the minutes of the July 31st meeting.

MOVE that the Board approve the following gifts to the Council on Aging:

- \$1,000 from Maryanne Miller in appreciation of the COA bus
- \$722 in donations for the July Senior Lunch Program with Express Gourmet

1 **Approved:**

2
3 **Board of Selectmen Meeting: July 31, 2018**

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

5 **Also Present: Robinson, Jop**

6
7 **Warrants approved: 2019-002 \$3,964,923.92**

8 **2019-003 \$2,819,623.80**

9
10 **Minutes approved: July 10, 2018**

11 **July 17, 2018**

12
13 **Meeting Documents:**

- 14 1. Agenda
- 15 2. BOS calendar
- 16 3. Motions
- 17 4. Executive Director's Weekly Report
- 18 5. Draft contract for FY 19 for Deputy Police Chief
- 19 6. Draft contract for FY 19 for Assistant Fire Chief
- 20 7. Charge to the School Building Committee
- 21 8. Executive Director's self-evaluation and goals for FY 19
- 22 9. Warrant for State Primary Election
- 23 10. Timeline for October Special Town Meeting
- 24 11. Draft BOS meeting minutes: July 10, 2018
- 25 12. Draft BOS meeting minutes: July 17, 2018
- 26 13. Memo re: Wellesley Office Park
- 27 14. DHCD meeting overview re: Wellesley Office Park Zoning
- 28 15. 40R Guidelines
- 29 16. Correspondence from Rose Mary Donohue re: 136-140 Worcester Street
- 30 17. Correspondence from Yuncong Zhang, Jianhua Tan re: 136-140 Worcester Street
- 31 18. Commendation from Chief Pilecki
- 32 19. DPW letter to resident re: trees/shrubbery
- 33 20. MBTA Advisory

34
35 **1. Call to Order and Citizen Speak**

36
37 Mr. Morgan, Chairman, called the meeting to order at 7:00 pm.

38
39 **Citizen Speak:** None

40
41 **2. Appointments – Police Officers (2)**

42
43 Chief Pilecki and Deputy Chief Whittemore joined the Board to introduce Police Officer candidates Ms. Kiley Davis and Mr. Michael Mankavech and their families. Chief Pilecki discussed the hiring process which included five formal interviews. He read his recommendation for each of the candidates. The recommendations included highlights from their educational and personal achievements as well as their current relevant work experience.

44
45
46
47
48
49 The Board made general inquiries into the background of the candidates. Mr. Ulfelder welcomed the candidates adding that he was glad to see young officers coming to Wellesley and hoped they would be in
50 Town a long time. He wished them a safe and happy career. Ms. Freiman and Ms. Sullivan Woods asked
51

52 questions regarding their thoughts on the evolving nature of law enforcement and the important issues that
53 would specifically impact Wellesley.

54
55 Ms. Davis stated that generally national problems start in local communities such as single individuals that
56 become a threat on a wider level. She noted her desire to work in a field that was changing and challenging.

57
58 Mr. Mankavech stated his wishes to work and live in a community where his efforts can be seen. He added
59 that policing is changing all the time and he appreciates that Wellesley is a community that works together
60 to solve problems.

61
62 Mr. Morgan recognized that both candidates attended Westfield State University and inquired as to the
63 training they received there. Ms. Davis noted that the school is known for the criminal justice program and
64 nationally recognized. Mr. Mankavech added that the school has many resources that allow students to get
65 real life experience and training. Ms. Freiman thanked the candidates and congratulated them, noting they
66 would have excellent colleagues in the Department.

67
68 **Upon a motion by Ms. Gibbs and seconded by Ms. Freiman, the Board voted (5-0) to appoint Kiley**
69 **M. Davis and Michael Mankavech effective July 31, 2018 to the position of Police Officer with the**
70 **Town of Wellesley contingent upon the successful completion of the pre-screening process which**
71 **includes a physical evaluation, psychological evaluation and physical abilities test as well as the**
72 **successful completion of the police academy and subsequent one-year probationary period.**

73
74
75 **3. Discuss Annual Employment Contracts: Deputy Police Chief & Assistant Fire Chief**

76
77 Ms. Robinson reviewed the background of the contract process for the Deputy Police Chief and Assistant
78 Fire Chief. The Chiefs had conducted annual performance evaluations on the Deputy Police Chief and
79 Assistant Fire Chief, respectively, and each recommended a 2.25% cost of living increase in rate of pay.
80 There will be no substantive changes to the contract; the contracts will be reviewed for renewal at the
81 beginning of the next fiscal year. Mr. Morgan noted that the increases are the same rate increases the Board
82 approved for the Chief of Police and the Fire Chief.

83
84 **Upon a motion by Ms. Gibbs and seconded by Ms. Freiman, the Board voted (5-0) to approve the**
85 **employment contracts for the Deputy Police Chief and the Assistant Fire Chief for FY19.**

86
87
88 **4. Discuss Revised School Building Committee Charge**

89
90 Mr. Kelley, Chair of the School Committee joined the Board. Mr. Ulfelder reviewed the background of the
91 revisions made to the previous version of the charge.

92
93 Mr. Kelley stated that the charge was changed to address MSBA requirements. He noted the that another
94 reason for the updates are the need to acknowledge the HHU project and its separate tracks and to make
95 explicit the expectations and the responsibilities of each part. There was also a need to explain in detail
96 what is required and specify how the Board of Selectmen, School Committee, and School Building
97 Committee would work together, meet jointly to discuss projects, and to state that agreement among the
98 three would be necessary to move forward on the projects. The charge was updated to include what has
99 been done and what needs to be completed on the Hunnewell project. The membership of the committee
100 had changed since the original charge and that information had been updated in the latest version. The
101 School Committee had approved this charge and will revote based on any changes made following the

102 Selectmen's meeting. Mr. Ulfelder added that the charge also includes specifics on engaging the Library
103 Trustees in discussions of design as one large parcel going forward.

104
105 Ms. Freiman added that the frequency of meetings had been discussed, that dates of meetings would be
106 focused around specific decision points and milestones and exact dates had not been set as of yet. Mr.
107 Kelley noted that the SBC is waiting to hear from the MSBA to determine what the milestones are before
108 determining meeting dates. Mr. Kelley agreed that a communication plan and engagement with the public
109 are important and the outreach process will begin shortly.

110
111 The Board discussed the charge and educational programming requirements, adaptability of space, and
112 equity throughout all of the schools. Mr. Kelley noted that all the elementary schools will have the same
113 programming despite the age of the individual buildings.

114
115 **Upon a motion by Ms. Gibbs and seconded by Ms. Freiman, the Board voted (5-0) to approve the**
116 **revised charge to the School Building Committee.**

117
118
119 **5. Conduct Annual Performance Review – Executive Director**

120
121 Ms. Gibbs reviewed the process of forming the comments detailed in the review. She noted that Ms.
122 Robinson has held the position of Executive Director in Wellesley for nineteen months. She reviewed some
123 of the accomplishments Ms. Robinson had achieved over the past year and highlighted some of the projects
124 she had worked on. Ms. Robinson's overall ability to work across departments was noted as well as her
125 work on the budget and commitment to communication with the Board. Ms. Robinson's commitment to
126 improving the Selectmen's Office and her progress on the Board's work plan were also noted. Ms. Gibbs
127 added that the Board would benefit from more detailed information and additional time to review materials
128 prior to public discussions and voting. Ms. Robinson's work on the Debt and Capital Policy with Finance
129 Director were positively recognized. Ms. Gibbs noted that this year had been challenging for Ms. Robinson
130 regarding the unique structure of Wellesley Town government and pace of the Town's complex decision
131 making processes. Her goals for the upcoming year were reviewed as well as the steps needed to
132 successfully achieve them.

133
134 Mr. Morgan stated that there had been only three Executive Directors in Town and that it is a challenging
135 role to fill. The Board discussed the review and commented on challenges and achievements of Ms.
136 Robinson over the past year. Ms. Robinson thanked the Board and stated she has enjoyed the ability to
137 work in a community where the residents are very engaged. She stated that the Board's engagement with
138 her office is refreshing and acknowledged the challenges and changes of the office since taking the position.

139
140 Ms. Gibbs stated that the recommendation for compensation was for a 2% increase.

141
142 **Upon a motion by Ms. Gibbs and seconded by Ms. Freiman, the Board voted (5-0) to approve the**
143 **performance evaluation for the Executive Director, and further to authorize an increase in**
144 **compensation of \$3,876 for FY19.**

145
146
147 **6. Execute State Primary Election Warrant**

148
149 Mr. Morgan encouraged the residents to vote in the primary.

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151 **Upon a motion by Ms. Gibbs and seconded by Ms. Freiman, the Board voted (5-0) to execute the**
152 **warrant for the September 4, 2018 primary election.**

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7. Open Warrant for October 2nd Special Town Meeting

Mr. Morgan reviewed the decisions made last spring to vote solely on the Hunnewell feasibility study at the June 2018 Special Town Meeting, while the Hardy/Upham project will be voted on at the October 2018 Special Town Meeting. Ms. Robinson reviewed the October Special Town Meeting schedule.

Upon a motion by Ms. Gibbs and seconded by Ms. Freiman, the Board voted (5-0) to call a Special Town Meeting and set the following dates:

- **Open the Warrant – July 31, 2018**
- **Close the Warrant – Friday, August 3, 2018, 12:00pm**
- **Motions due to the Selectmen’s Office – Friday, September 7, 2018, 5:00pm**
- **Start of Special Town Meeting – Tuesday, October 2, 2018, 7:00 pm, at the Wellesley Middle School**

8. Executive Director’s Report

Ms. Robinson reviewed the minutes for approval.

Ms. Jop provided an overview of the Tailby and Railroad lot project interviews that had taken place earlier that day of five of the respondents. One of the original respondents, the Boston Development Group, withdrew from the RFP process. Ms. Jop thanked the working group who made themselves available for the day. The PowerPoint presentations were made available online for public view; however, due to a scheduling error, Wellesley Media was not able to videotape the interviews. Ms. Jop will provide a written report of the interview process. She expects to have one additional working group meeting to review all components from the RFP process, the interviews, and the financials to aggregate a final ranking for the Selectmen.

Ms. Sullivan Woods was grateful to Ms. Jop and the working group for the time and effort they had put into this process.

Upon a motion by Ms. Gibbs and seconded by Ms. Freiman, the Board voted (5-0) to approve the minutes of the July 10th and July 17th meetings.

9. New Business and Correspondence

Ms. Sullivan Woods extended thanks to the Board and the residents on behalf of the Wellesley Square Merchant Association for the successful July Jubilation event. The merchants noted the sales were better than in past years.

The meeting was adjourned at 8:30pm

The following gifts have been made to the Wellesley Council on Aging and must be accepted by the Board of Selectmen:

GIFTS TO THE GENERAL COA GIFT ACCOUNT (29054150-483000)

Updated 8/10/2018

Donation from:	Amount(s) / comments regarding gift
Friends of Wellesley Council on Aging	\$720.00 – Donation specific to July Senior Lunch Program with Express Gourmet
Friends of Wellesley Council on Aging	\$296.95 – Donation specific to July senior Lunch Program with Wellesley Bakery
Friends of Wellesley Council on Aging	\$39.95 – Hose for TPC Garden

Total Donations Listed for General Gift Account = \$1,056.90

The following gifts have been made to the Wellesley Council on Aging and must be accepted by the Board of Selectmen:

Account # 29054139-483000-COABU

Updated 7/26/18

These donations have been made to the Wellesley Council on Aging specifically for the COA bus service. When the COA bus is used for local day trips, participants are encouraged to make small donations to support the COA Transportation program.

Name of Donor:	Amount(s) / comments regarding gift
Virginia Martello	\$5.00 – Donation in appreciation of COA bus
Maryanne Miller	\$1,000.00 – Donation in appreciation of COA bus
Marina Timasheff	\$20.00 – Donation in appreciation of COA bus
Janet Armstrong	\$10.00 – Donation in appreciation of COA bus

Total Donations to COA BUS = \$1,035.00

14. 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:

- ❖ FMD Year End Report FY18
- ❖ Quarterly Cash Analysis
- ❖ Schedule K at Market Value
- ❖ LAU Approval – Wellesley Place
- ❖ Animal Control Report June 2018
- ❖ Correspondence from Norfolk Registry of Deeds
- ❖ Thank you note: Scholarship recipient
- ❖ Correspondence from Lee Humphrey



MEMORANDUM

DATE: August 14, 2018 **FMD-M-18442**

TO: Blythe Robinson, David Lussier, Jack Morgan, Marjorie Freiman, Matt Kelley, Melissa Martin

FROM: Joseph F. McDonough, P.E. 

CC: File

SUBJECT: **Facilities Management Department: End of Year Status Report – FY18**

Filing No.: WFMD18.05, .70

As the Facilities Management Department's (FMD) liaisons with your respective boards, I'm providing this FMD status report for FY18. The report provides an overview of our **three core business areas: design & construction, operations and custodial**, as well as an update on staffing, budgets and other relevant issues. Overall, FMD's sixth year of operations was again very successful with significant new responsibilities including the addition of the new Senior Center to our portfolio of buildings, and assumption of day-to-day support of the Permanent Building Committee (PBC). We continued to provide our customers with high quality service, timely responsiveness, and design/construction/capital planning expertise - all within budget.

FY18 OPERATING BUDGET

A summary of the end-of-year budget status is shown below.

FY18 Budget Summary					
Description	FY18 Budget	Spent	Encumbered	Balance	Budget Remaining
Salaries/Labor	\$4,357,345	\$4,322,832	\$0	\$34,513	.8%
Maintenance	\$603,175	\$645,172	\$0	(\$41,998)	-7%
Other Expenses	\$737,149	\$641,417	\$5671	\$90,061	12%
Utilities	\$2,042,304	\$1,868,328	\$116	\$173,860	8%
Total	\$7,739,973	\$7,477,750	\$5,787	\$256,436	3%

Through a combination of prudent fiscal oversight and energy conservation, the FMD was able to finish the year 3% under budget (\$256,436). Lower than expected utility costs made up the majority of this favorable situation. Electricity came in about \$31k under budget (versus \$98k in FY17) and natural gas costs came in about \$114k under budget (versus \$144k in FY17). Budget totals for water, sewer, trash and recycling also contributed \$103k to the underage. Labor costs were about 0.8% under budget, or \$35k (versus \$94k in FY17). The primary reason for this was that the PBC support positions of Project Manager and Projects Assistant were vacant for several months. There were some overages that offset the savings. Custodial supplies, maintenance expenses, office supplies, uniforms, gasoline and vehicle expenses totaled to about 7% over budget. The overages

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could be attributed to the fact that these expense budgets haven't been increased in six years to account for modest inflation. Total expenditures have been under budget each of the first six years of operation, and we will continue to refine certain labor, expense and utility line items as needed to better reflect actual operating costs.

DESIGN AND CONSTRUCTION

FY18 brought significant changes to FMD's organizational structure, which were intended to improve planning, design and construction of the Town's building projects. Steve Gagosian was promoted from Senior Project Manager to Design and Construction Manager. In this new role Steve oversees all aspects of design and construction from hiring consultants for feasibility studies through closing out construction projects. Another key FY18 change was the FMD's assumption of day-to-day support responsibilities for the Permanent Building Committee (PBC), which Steve also leads. This included the transfer and reclassification of two PBC staff positions to FMD: Project Manager (Kevin Kennedy) and Projects Assistant (Abbie LaFrancesca). As part of an MoU agreement, a joint BOS, PBC and FMD meeting was held in June 2018 to discuss the first year under this new arrangement. The PBC expressed great satisfaction in the new structure and support they've received from FMD.

The timing and need for these organizational changes coincides with an extraordinary number of building projects that are either in the FMD's capital plan, or currently in a study or design. As can be seen below, this building program totals almost \$172M and includes ten known projects that could occur over the next 8 to 10 years.

Major Capital Building Projects Over Next 5 to 8 Years			
<i>Project</i>	<i>Budgeted Cost</i>	<i>Est. Const. Start</i>	<i>Comments</i>
Hunnewell ES	\$55,000,000	2021	Currently in study
Hardy/Upham ES	\$55,000,000	2022	Study to start in April 2019
Middle School Steam Piping	\$4,200,000	2019	Currently in design
Middle School Bundle	\$10,000,000	2020	Currently in study
Middle School Paving	\$1,500,000	2019	Could do as late as 2022
Town Hall Renovation	\$17,000,000	2021	Currently in study
Town Hall Annex	\$7,500,000	2021	Possibly at Municipal Way
New Preschool (location TBD)	\$16,000,000	2023	Based on completed study
Library Renovation	\$4,000,000	2019	Possibly 2020 or 2021
DPW Building Renovations	\$1,500,000	2022	Multiple bldgs.
Total =	\$171,700,000		

During the first half of the fiscal year FMD again focused on school construction projects to take advantage of the summer recess and unimpeded construction access; and executed most of our municipal construction projects in the last three quarters of FY18. During the second half of the fiscal year FMD advocated for the approval of capital projects at the spring Town Meeting, and

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prepared design and bid documents for school department and other projects with tight summer 2018 construction schedules.

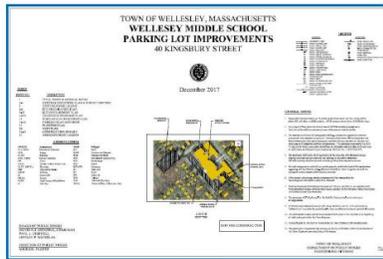
FY18 Projects: We completed a few remaining FY17 capital building construction projects, but the focus was on FY18 projects. 10 of 10 FY18 *School* capital projects, totaling \$1,318,000, were completed or are in progress. It should be noted; however, that two of these projects (\$530,000 MS paving and \$420k MS lighting) are only in design phase. On the *Municipal* side, 5 of 10 FY18 capital projects totaling \$207,000 were completed or are in progress.

FMD supported the Permanent Building Committee (PBC) on number of major projects in FY18. These were first identified in the FMD’s capital planning process, and moved into design and construction.

- School Security: Construction and OPM Services
- Town Hall Envelope: Design and Bidding Phases
- Tolles-Parsons Senior Center: Warranty and Close-Out Services
- MS Steam Heating: Transition from Study to Design

Representative projects vary in size and scope, including:

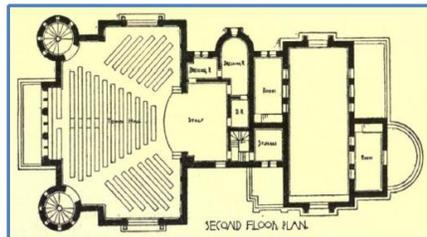
- Middle School: \$530,000 Paving Project – 95% Design (Awaiting supplemental funding)
- Townwide: \$1.3M LED Lighting Bundle Project
- Town Hall: \$100,000 Visioning and Space Utilization Study
- Fells Library: \$81,000 Wood Shingled Roof (including \$31,000 in CPC funds)



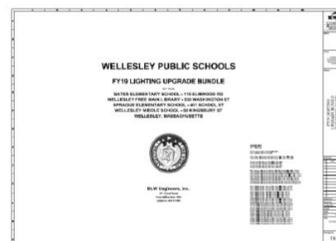
Middle School: Site Paving Design



Fells Library: Roofing Replacement



Town Hall: Space Utilization Study



Townwide: LED Lighting Upgrade Bundle

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FY19 Projects: The cash-capital budget was essentially level-funded, with a slight decrease from \$1,875,000 in FY18 to \$1,850,000 in FY19. Forty (40) cash-capital projects were approved for FY19. Of this total, thirty-two (32) are building construction projects and the remaining are for equipment, vehicles and contingencies.

These cash-capital projects will be completed by distributing project management responsibilities to the Director and managers within the department and also by a thoughtful balance of outsourced procurement and use of in-house maintenance staff. The FMD managers are able to prepare public bid packages for most of these projects saving significant budget in outsourced design fees, while also expediting the project schedules. By using in-house maintenance staff on these projects, even on an overtime basis, we meet tight summer work schedules and save budget dollars. The FMD continues to rely on its partnership with the DPW by utilizing both its highway and parks/trees divisions to complete site capital projects. FMD will be utilizing the MGL 25A procurement alternative, to streamline design, bidding and construction of energy conservation projects. The FMD's standard *Major Project Manual* will be used to bid many of the projects over \$10,000 in cost, which require public advertising and more stringent bidding regulations. At the 2017 Annual Town Meeting, changes were approved to the Article 14 Bylaw governing the Permanent Building Committee. One of the changes, increased the threshold at which FMD can execute capital projects from \$100,000 to \$500,000. Five of the FY19 project are at or above \$100,000. This change will enhance FMD's ability to complete capital projects, and reflects the department's past successful performance on these projects and staff ability and capacity.

Planning to execute the 32 FY19 capital projects must consider the most efficient and expeditious way to procure the work while also obtaining competitive bid prices. The table below shows the different approaches planned to be used by FMD to accomplish these thirty-two projects:

Project Phase	Number of Projects
<i>Procurement Regulations</i>	
MGL Chapter 149 – Using FMD's Major Project Manual	15
MGL Chapter 149 – Competitive Bids and Minor Manual	5
In-House Labor and Direct Purchase Supplies	3
MGL Chapter 30 – Site Work	1
MGL Chapter 7-Designer Selection	5
MGL Chapter 30B-Goods and Services	1
MGL Chapter 25A (Green Communities Act)	1
<i>Design</i>	
In-House	11
Outsourced	11
<i>Construction</i>	
In-House	3
Outsourced	28
DPW	1

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FY20 Budget: FMD will start planning for the FY20 capital budget in the summer by touring buildings with its managers and Director. Similar to the process used to develop all previous FMD capital budgets, we will then collaboratively engage all stakeholders from Department Heads, Principals and Directors to custodians and the maintenance staff over the fall and winter months to collectively develop an updated capital plan. We plan to use the FY19 budget of \$1.85M as the target for the FY20 cash-capital budget.

Studies: FMD completed many important studies in FY18 and presented the results to various boards and committees. The *Middle School Heating* feasibility study (NV5, formerly RDK Engineers) led to PBC funding for design of this critically important school project. Design will begin on July 1, 2018. The PAWS Feasibility study (Tappe Architects) was also completed in FY18, with the results presented to School Committee in June. The Library Space Utilization study (Johnson Roberts Architects) was also completed in a collaborative effort with the Library Director and Trustees.

Hardy, Hunnewell and Upham Schools: FY18 was a pivotal year for HHU school projects and FMD had an important role in moving the projects forward. MSBA invited the Town into its first “module” (Eligibility Phase) for the Upham School, with an acknowledgement that the Hardy would be considered as part of consolidation scenarios. The Town officially began this initial phase of the project with MSBA in April and expects it to conclude in December. Additionally, feasibility study funds for the Hunnewell School were approved at a June Special Town Meeting. Key aspects of FMD’s support on these projects include:

- FMD led the Chapter 7 RFQ process for the SBC to hire the architect and OPM
- FMD helped prepare the SOI, supported MSBA visits and provided require MSBA documentation, including the comprehensive Maintenance and Capital Planning submission required for Eligibility (worth up to 2% reimbursement, or \$1.2M)
- FMD’s Design & Construction Manager was HHU MPC member and key member of SBC
- A new Project Manager position was approved as part of the FY19 budget to provide FMD the resources needed to provide support to SBC, SC and PBC on these two projects.

OPERATIONS

Operations includes maintenance, energy management/sustainability and health and safety. Key accomplishments and metrics related to maintenance and energy management are summarized in this section of the report.

MAINTENANCE

CMMS Work Order System: The FMD uses a computerized maintenance management system (CMMS) for all maintenance work. Maintenance work requests in all 29 buildings are made using the cloud-based *Maintenance Direct* software, which also includes *PM Direct* for scheduling preventive maintenance. 1,763 work orders were closed in FY18 as summarized below:

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WORK ORDER SUMMARY (7/1/17 TO 6/30/18)			
Building	No. of WOs Completed	Building	No. of WOs Completed
Bates Elementary	164	Sprague Elementary	96
Field House	15	Fire - Headquarters	50
Fiske Elementary	97	Fire – Station 1	23
Hardy Elementary	113	Library - Main	78
High School	240	Library – Hills	8
Hunnewell Elementary	90	Library – Fells	14
Middle School	283	Morses Pond	9
Preschool	23	Police Station	65
Schofield Elementary	46	Town Hall	84
Upham Elementary	52	Warren Building	71
Senior Center	7	Townwide/Districtwide	12
DPW Operations	12	DPW Hwy/Park	54
DPW Water/Sewer	21	DPW RDF	36

The 1,763 work order total represents about 75% more work orders than in FY17. This increase was a significant change from previous years in the total number of completed works orders (1,371 in FY15, 1,102 in FY16 and 1,006 in FY17). Some of this change may be attributable to year-to-year variance; however, we made a concerted effort in FY18 to close-out older work orders for which the work had been completed but not “closed” on our system or work orders that had been deemed as less urgent.

With FMD’s increased focus on preventive maintenance (PM), we expect to see a continued increase on the “PM side” of work orders in the coming years, such that we will eventually be averaging a total of about 2,500 work orders per year, with about 1,500 of them being PM related.

In-House Maintenance Projects: In addition to performing routine preventive maintenance and reactionary/repair maintenance, the department again took on a large number of capital construction projects with in-house staff. The staffing level and capabilities in maintenance allows for more opportunities to take on project work that might otherwise be outsourced.

High School Boilers: FMD’s Operations Manager and Controls Technician lead the way to what we hope to be the resolution of long-standing operational issues with the two non-condensing boilers. Through a comprehensive and detailed assessment, including significant on-site testing and consultation with vendors and the design engineer, they arrived at a less-costly solution (reprogramming of controls and new sensors) than complete replacement of the large flues for these boilers – potentially saving \$55,000.

Tolles-Parsons Warranty Close-Out: FMD management and maintenance staff worked closely with the design and construction team during the one-year warranty period to help resolve various punchlist issues, including HVAC and plumbing problems. Although the Senior Center was largely

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MEMORANDUM

built by the time that FMD assumed support responsibility for PBC, we were still able to bring significant technical and construction resources to the project.

ENERGY MANAGEMENT

Energy Management was another successful area for the FMD in FY18, as we continued executing important energy-related projects, with a continued focus on routine maintenance (RM) and preventive maintenance (PM) programs, to better manage the synergy between energy use and operations.

Overview: The Operations Manager focused on implementing the RM and PM programs, optimizing systems performance, maximizing the life-cycle value of our system, and developing/managing our strategic equipment replacement plan. Regarding energy management, the Operations Manager's scope of work includes natural gas procurement/management, budgeting, data analysis, systems management, and project management.

The project management work consists of proposing cost-effective ECMs, preparing project manuals (in compliance with MGL 25A, 30B, 149, etc.), soliciting bids, executing contracts, preparing schedules, kicking-off projects, monitoring daily work progress, administering budgets, approving invoices, preparing punchlists, and closing-out projects (See ECM projects list below).

The building controls management work consists of monitoring the school and town Metasys systems including setting-up access privileges, examining space- and system-specific operating setpoints, examining operating conditions, examining data trends and identifying operating anomalies, creating new application-specific trends, querying reports, performing global/object searches, and taking corrective action as is necessary to ensure the optimal operation of the systems.

The data analysis work consists of tracking, trending, and analyzing building-specific electricity and natural gas energy-use data including normalizing energy use to weather, preparing comprehensive energy use and performance metrics, identifying energy use anomalies, proposing cost-effective ECMs, managing the implementation of the ECMs, measuring/verifying the success of the implemented ECMs, and updating the energy-use and performance metrics.

The budgeting work consists of monitoring the futures natural gas market, negotiating and securing competitively-priced contracts, administering the contracts, reconciling energy-use costs with budgets, summarizing energy-use data for preparing annual utility budgets, preparing ECM project budgets and estimated energy savings, calculating simple/LCCA paybacks, and summarizing ECM project data for preparing annual cash capital budgets.

Energy Use: There was a 5% increase in metered natural gas use and a 1% increase in metered electricity use (Not including DPW, RDF, and TP) in FY18 as compared to FY17. However, there was also a 3% increase in heating-degree-days (HDD) and 26% increase in cooling-degree-days (CDD).

The 5% increase in metered natural gas use is slightly higher than the 3% increase in HDD. This

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MEMORANDUM

discrepancy appears to be attributable to disproportionate increases in natural gas use at Fire Headquarters (11%), High School (16%), and Upham (15%). These isolated increases are being investigated. However, when these three buildings are removed from the analysis, the increase in metered natural gas use is actually 3%. Therefore, the 3% increase in metered natural gas use correlates perfectly with the 3% increase in HDD.

The 1% increase in metered electricity use does not correlate with the 26% increase in CDD. However, this is expected because the correlation between electricity use and CDD is proportional. For example, about 43% of our GSF is cooled. Cooling represents about 25% of our total electricity load. So, a 26% increase in CDD should translate to a 3% increase in total metered electricity use ($0.43 \times 0.25 \times 0.26 = 0.03$). Therefore, the 1% increase in metered electricity use is actually better than a 3% correlation with the 26% increase in CDD.

Once normalized for HDD/CDD, we actually used 5% less energy (-2% Electricity + -6% Natural Gas = -5% Total) than predicted for FY18. That is, we should have used 87,555,455 kBtus of energy when normalized for HDD/CDD. However, we only used 83,173,253 kBtus of energy. Therefore, we used 4,382,202 kBtus (5%) less energy ($87,555,455 \text{ kBtus} - 83,173,253 \text{ kBtus} = 4,382,202 \text{ kBtus}$) than predicted. This translates into a \$66,160 cost-avoidance for FY18. To date, our cumulative energy use cost avoidance from FY13 to FY18 is \$576,235.

Energy Conservation Measures (ECMs): From FY14 to FY18, FMD successfully completed the installation of \$1,445,000 of recommissioning, building controls (Metasys), and LED energy conservation measures (ECMs). For FY19 & FY20, we will install another \$1,695,000 of recommissioning and LED ECMs (\$265,000 recommissioning + \$1,430,000 LEDs = \$1,695,000 Total ECMS). Overall, our plan is to complete the installation of \$6,551,000 of cost-effective ECMs (\$704,000 recommissioning + \$449,000 Metasys + \$5,398,000 LEDs = \$6,551,000 Total) by the end of FY21. We have prioritized the completion of the ECMs based on their simple payback and life cycle cost analysis. That is, the 1-3 year simple payback ECMs were completed first, now the 3-5 year ECMs are being completed, and next the > 5 year ECMs will be completed.

Outreach: FMD continues to work closely with our Town Boards, Schools, Departments, SEC, and Wellesley's residents to educate our community about energy conservation. For example, we are working with the SEC on a Green Communities grant to replace the site lighting with new LED fixtures at the Municipal way campus.

PM AND FACILITY CONDITION INDEX (FCI)

Preventive Maintenance Program: FMD has succeeded in minimizing our backlog of routine maintenance (RM) work orders (WOs). We have also succeeded in creating a strategy that allows us to streamline the processing (opening, completing, closing) of any new RM WOs. We are well prepared to now transition from reactive to proactive systems management. Therefore, we have initiated the creation and implementation of our Preventive Maintenance (PM) Program. The goal of our Program is to optimize systems performance, reduce operating costs, and extend the useful life of our equipment. Our PM Program will include an equipment inventory, service descriptions,

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MEMORANDUM

detailed tasks, safety operating procedures, service schedules, and equipment schematics/drawings for each of our HVAC/controls systems. Our Program used Sprague School as our “pilot”. Our cloud-based, computerized maintenance management system (CMMS) will be PM Direct. The PM WOs will reduce the number of RM WOs. Once completed, we expect to issue 2,500 RM/PM WOs annually for FMD’s twenty-nine (29) buildings.

Facility Condition Index (FCI): To better understand the required preventive maintenance needs and to more accurately plan for scheduled replacement of key building systems, FMD also created a Facility Condition Index program. This program tracks operation and performance of these items, and will be a key component in the MSBA’s *Maintenance and Capital Planning* submission, which is required for the Upham/Hardy project.

CUSTODIAL

Custodial highlights for FY18 were related to continued improvements in custodial operations and service at municipal and school buildings. Specialty training in key custodial areas was provided in the form of numerous professional development sessions, classroom presentations, as well as hands on training. We completed a town-wide rollout of Orbio os3® chemical dispensing systems, allowing us to generate our cleaning chemicals on site. New custodial cleaning equipment was purchased to improve efficiency and to help reach our department’s sustainability goals. We also collaborated with several Town entities on continually improving our recycling efforts. ***This year, Wellesley was awarded the Green Cleaning Award for Schools & Universities, a national award given by American School and University magazine, as the Grand winner for K-12 districts.***

Training: During the course of the year, we held several professional development sessions that addressed topics including: Ladder safety, Right to Know, Bloodborne Pathogens, Slip Trip and Fall Prevention, and Confined Space. We also developed and ran a training session we entitled “Hands on Maintenance for Custodians”. In this session, our Maintenance staff set up at *stations* where they each presented a training module to groups of Custodians that was related to their specific trade. These stations included electrical, plumbing, HVAC, door hardware, and building management systems. The Custodians were trained at each station about key aspects of these trades, which they could then take and apply to their daily tasks in their respective buildings.



MEMORANDUM



Electrical Maintenance Station



Plumbing Maintenance Station

Orbio os3: As part of our continuous improvement plan, in FY17 we first piloted an electrically activated water (EAW) cleaning system at the High School, the Orbio os3. This unit uses tap water, water softener salt, and electricity to produce two chemicals: a Multi-Purpose Cleaner and an EPA registered Disinfectant. After the pilot of the Orbio os3 unit at the High School was so successful in FY17, more units were then purchased and installed in FY18 for remaining municipal and school facilities. This technology is the ‘greenest of the green’ as it is sustainable and it has dramatically lowered our carbon footprint by eliminating the need for chemical shipments and disposal of plastic and cardboard shipping materials. The ultimate byproduct reverts to tap water that can be safely discharged into the sewer system. We now generate the majority of all cleaning chemicals we use for all buildings on-site.



Orbio os3 Installation at Hardy



Orbio os3 Fully Installed at High School

Equipment: The team’s ability to provide such a high level of custodial care is due in part to investments that the Town has made in providing the latest in custodial equipment. We have

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MEMORANDUM

purchased several new pieces of equipment that aid in chemical free daily cleaning and floor refinishing. The Library received a new walk-behind carpet cleaning machine, enabling them to clean large areas of carpet in a small amount of time. The High School received a new walk-behind floor machine with nano-clean technology, converting regular tap water into a cleaning solution as it is operated. We are also testing out new machines at several locations, including the “i-Mop” and “GoFree” cordless backpack vacuums. The “i-Mop” allows for quick floor cleaning and extraction in the form of small cordless machine, while the “GoFree” backpack vacuum enables the Custodians to cover large areas of their buildings without the hassle of a cord. These pieces of equipment allow cleaning tasks such as cleaning up spills or vacuuming stairwells to get done quickly and efficiently.



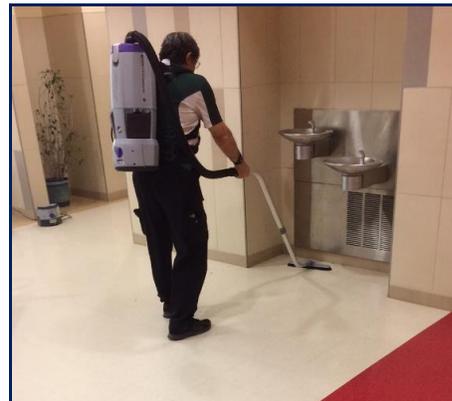
Walk-behind Carpet Cleaning Machine



Floor machine with Nano-clean Technology



i-Mop



GoFree Cordless Backpack Vacuum

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■ (781)431-1019 tel ■ (781)489-4266 fax ■



MEMORANDUM

Recycling: In spring of 2016, Bates Elementary School, with the help of the SEC, implemented a program to remove all liquids from the waste stream while also separating recyclable material and trash. From the success of this initiative, this program was rolled out to the Sprague and Fiske Elementary Schools in FY18. Further recycling progress has been made this year, adding a new program at some schools where excess food from lunch can be stored in freezers and donated at the end of every week. We are also in the process of starting a composting program at the Middle School with the help of the RDF.



Liquid Waste Diversion Setup



Freezer Installed for Food Recovery

Green Cleaning Award: In FY17 the FMD nominated Wellesley High School for a Green Cleaning Award through American School and University Magazine and we received an honorable mention. Having continued our green cleaning efforts and investing in new technology like the Orbio os3 systems, the FMD decided to nominate the entire Wellesley School district in FY18. This year, Wellesley was the Grand Winner of the Green Cleaning Award for K-12 districts. The application process involved presenting how our green cleaning program was formed, how it has evolved, what type of training is provided, what technology is utilized, and how we involve the community in our green efforts. ***The committee reviewed our submittal and found the green cleaning program we have here in Wellesley to be the best in the country for K-12 schools this year.***



MEMORANDUM



STAFFING

Below is a summary of key personnel changes for FY18, including: retirements, resignations, transfers and new hires/replacements.

Position	Building or Department	Employee	Action	Date
Projects Administrator	FMD Office	Katheryn Mullaney	Transferred to FMD	7/1/2017
Custodian Day	Tolles Parsons Center	DawnMarie Cole	New Position/transferred	7/5/2017
Custodian Day	High School	Tom Whittredge	Resigned	7/13/2017
Projects Administrator	FMD Office	Katheryn Mullaney	Retired	7/24/2017
Custodian Day	High School	Scott Burnham- Taylor	Transferred to Days	8/1/2017
Projects Assistant	FMD Office	Abbie Miller-LaFrancesca	New Position/New Hire	8/9/2017
Custodian Night	Middle School	Carlos Parada-Alvarado	Transferred from Library	8/23/2017
Custodial Service Manager	FMD Office	Michael Andersen	New Hire	9/18/2017
Custodial Service Manager	FMD Office	Michael Santangelo	Resigned	9/22/2017
Custodian T-S	High School	Daniel Bailey	New Hire	9/27/2017
Project Manager	FMD Office	Kevin Kennedy	New Position/New Hire	9/29/2017
Custodian On Call	District	Matt Delany	New Hire	10/4/2017
Custodian Days	High School	Paul Gambrazzio	Retired	11/30/2017
Custodian PT	Library Braches	James Denman	New Hire	1/3/2018
Custodian T-S	Middle School	Moises Burgos	New Hire	1/31/2018
Custodian Nights	High School	Deon Riley	New Hire	3/28/2018
Custodian Nights	High School	Pablo Castillo	Resigned to work at WFD	3/30/2018

Town of Wellesley ■ Facilities Management Department
 ■ 888 Worcester Street, Suite 370 ■ Wellesley, MA 02482
 ■ (781)431-1019 tel ■ (781)489-4266 fax ■



MEMORANDUM

FMD ASSUMPTION OF DPW CAPITAL PLANNING

FMD assumed maintenance and custodial responsibility of eight (8) DPW buildings on the Municipal Way campus and at the RDF on July 1, 2016. On July 1, 2017, FMD assumed management of the DPW's capital planning. A number of building needs were identified in the FMD's plans for these building which will initially be addressed by comprehensive feasibility studies.

LOOKING AHEAD

In FY19 and beyond, FMD will continue to focus its efforts on planning, design and construction, while continuing to provide a high level of service in support of day-to-day operations. Facing a \$172M building program over the next 5 to 8 years, the FMD will be a key partner with other boards, committees and departments to ensure the best possible outcomes for these projects.

Two Major Feasibility Studies are currently in process, which are part of the building program:

1. Town Space Utilization Study: McGinley Kalsow Associates (MKA) is conducting this study, which began in January 2018 and is expected to conclude in the fall with recommendations regarding renovation and a possible addition or remote "annex" building to accommodate the Town Hall program.
2. Middle School Building Systems Study: Harriman Architects was hired in the spring for this study of key building systems in need of replacement or repair to provide a "25-year" school. Results of the study will be presented in September.
3. Hunnewell School and Upham/Hardy MSBA project ineligibility module.

I'm pleased to answer any questions you may have regarding this report.

TOWN OF WELLESLEY CASH ANALYSIS AS OF 6/30/2018

INSTITUTION	OPERATING FUNDS						TRUST FUNDS	RESERVE FUNDS	OPEB	FY18 TOTALS	6/30/17 TOTALS
	OPERATING ACCOUNTS	BANK MONEY MARKET ACCOUNTS	STATE AUTHORIZED POOL	INVESTMENT COMPANY MONEY MARKET ACCOUNTS	FDIC INSURED CD'S/ACCT #	GOVERNMENT AGENCIES AND INSTRUMENTALITIES	TRADITIONAL TRUST FUNDS	STABILIZATION, UNEMPLOYMENT, WORKERS COMP & LIABILITY INSURANCE FUNDS	RETIREE HEALTHCARE PRE-FUNDING		
ROCKLAND TRUST	-\$1,184,499	\$3,395,773								\$2,211,273	\$754,450
TD BANK	\$1,058,481									\$1,058,481	\$0
CITIZENS BANK	\$4,442									\$4,442	\$2,051,764
CENTURY BANK	\$539,329	\$206,663								\$745,992	\$316,039
BANK OF AMERICA		\$294,864								\$294,864	\$613,944
SANTANDER BANK*										\$0	\$231,807
NEEDHAM BANK		\$101,481			\$206,938					\$308,419	\$305,467
BELMONT SAVINGS		\$254,295								\$254,295	\$253,170
FIRST COMMONS BK*										\$0	\$247,654
MASSACHUSETTS MUNICIPAL DEPOSITORY TRUST			\$36,606,383							\$36,606,383	\$36,458,730
UBS				\$146,646	\$8,815,995	\$8,176,958				\$17,139,599	\$15,773,753
FIRST TENNESSEE BK					\$11,326,419	\$7,308,143				\$18,634,562	\$12,476,734
MORGAN STANLEY*				\$350,301	\$5,750,000					\$6,100,301	\$6,040,005
MORGAN STANLEY-TRUSTS							\$1,515,881	\$7,371,647		\$8,887,528	\$8,679,068
PRIT - OPEB								\$62,623,504		\$62,623,504	\$53,669,780
PETTY CASH	\$1,425									\$1,425	\$1,425
TOTALS	\$419,177	\$4,253,076	\$36,606,383	\$496,947	\$26,099,351	\$15,485,101	\$1,515,881	\$7,371,647	\$62,623,504	\$154,871,067	\$137,873,790
RECON BALANCE											
FUNDS IN RECON										\$154,871,067	
PROOF (SB -0-)										\$0	
PERCENT OF GRAND TOTAL	0.27%	2.75%	23.64%	0.32%	16.85%	10.00%	0.98%	4.76%	40.44%	100%	

* SANTANDER ACCOUNT CLOSED 11/15/17, FIRST COMMONS CLOSED 6/12/18

FY2018 YTD CHANGE IN OPEB ACCT | \$8,953,526

GENERAL FUND OPEB

	FY18 MARKET VALUE	FY17 MARKET VALUE
Principal Fund	\$55,282,743.40	\$47,172,448.25
<u>Statement of Changes in Fund</u>		
Balance Beginning of Year	\$47,172,448.25	\$38,917,594.72
Additions to Fund	\$3,432,000.00	\$3,000,000.00
Net Earnings	<u>\$4,678,295.15</u>	<u>\$5,254,853.53</u>
TOTAL	\$55,282,743.40	\$47,172,448.25

MLP FUND OPEB

	FY18 MARKET VALUE	FY17 MARKET VALUE
Principal Fund	\$5,371,005.48	\$4,756,374.60
<u>Statement of Changes in Fund</u>		
Balance Beginning of Year	\$4,756,374.60	\$3,924,906.76
Additions to Fund	\$153,000.00	\$301,517.00
Redemptions to Fund	\$0.00	\$0.00
Net Earnings	<u>\$461,630.88</u>	<u>\$529,950.84</u>
TOTAL	\$5,371,005.48	\$4,756,374.60

*(\$1.73) FY14 adjustment posted in FY15 G/L

SEWER FUND OPEB

	FY18 MARKET VALUE	FY17 MARKET VALUE
Principal Fund	\$596,669.14	\$529,360.17
<u>Statement of Changes in Fund</u>		
Balance Beginning of Year	\$529,360.17	\$424,153.51
Additions to Fund	\$16,500.00	\$47,275.00
Redemptions to Fund	\$0.00	\$0.00
Net Earnings	<u>\$50,808.97</u>	<u>\$57,931.66</u>
TOTAL	\$596,669.14	\$529,360.17

*\$3,560.62 FY14 adjustment posted in FY15 G/L

WATER FUND OPEB

	FY18 MARKET VALUE	FY17 MARKET VALUE
Principal Fund	\$1,334,990.68	\$1,183,039.33
<u>Statement of Changes in Fund</u>		
Balance Beginning of Year	\$1,183,039.33	\$943,621.00
Additions to Fund	\$38,499.00	\$110,307.00
Redemptions to Fund	\$0.00	\$0.00
Net Earnings	<u>\$113,452.35</u>	<u>\$129,111.33</u>
TOTAL	\$1,334,990.68	\$1,183,039.33

*\$2,218.93 FY14 adjustment posted in FY15 G/L

VETERANS FUND OPEB

	FY18 MARKET VALUE	FY17 MARKET VALUE
Principal Fund	\$38,284.06	\$19,685.85
<u>Statement of Changes in Fund</u>		
Balance Beginning of Year	\$28,746.69	\$19,685.85
Additions to Fund	\$6,372.00	\$5,871.00
Redemptions to Fund	\$0.00	\$0.00
Net Earnings	<u>\$3,165.37</u>	<u>\$3,189.84</u>
TOTAL	\$38,284.06	\$28,746.69

*(\$216.94) FY14 adjustment posted in FY15 G/L

SUBTOTAL OPEB FUNDS	\$62,623,692.76	\$53,669,969.04
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Commonwealth of Massachusetts
**DEPARTMENT OF HOUSING &
COMMUNITY DEVELOPMENT**

Charles D. Baker, Governor ♦ Karyn E. Polito, Lt. Governor ♦ Janelle L. Chan, Undersecretary

August 7, 2018

Jack Morgan, Chair
Board of Selectmen
525 Washington Street, 3rd Floor
Wellesley, MA 02482

RE: Local Initiative Program LAU Approval – Wellesley Place, Wellesley

Dear Mr. Morgan:

We are pleased to inform you that with the amendment to the Regulatory Agreement for the Local Action Units application, the Town has been approved for 9 affordable rental units in a development that consists of 36 total rental units located at 978 Worcester Street in Wellesley.

The Local Initiative Program staff has reviewed your application and determined that:

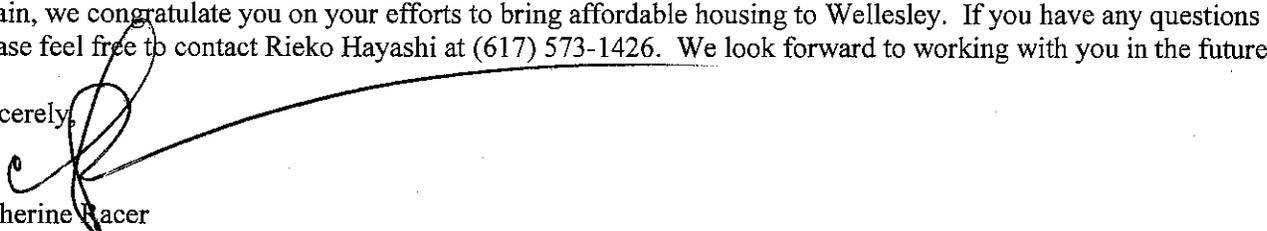
1. The units will serve households with incomes at or below 80% of the area median income.
2. The Town has taken action to aid in the development of the units.
3. The affordable units will be restricted, ensuring they will remain affordable in perpetuity.
4. The units will be subject to an affirmative and fair marketing plan.

The Department of Housing and Community Development has received documentation supporting these findings. The Town will be responsible for monitoring the units on a yearly basis to certify their compliance with all income and occupancy restrictions as outlined in the LIP LAU Regulatory Agreement for Rental Projects.

Please refer to the enclosed instructions describing the documentation that must be submitted by your community to DHCD for these units to be added to the Subsidized Housing Inventory (SHI).

Again, we congratulate you on your efforts to bring affordable housing to Wellesley. If you have any questions please feel free to contact Rieko Hayashi at (617) 573-1426. We look forward to working with you in the future.

Sincerely,


Catherine Racer
Associate Director

cc: Robert E. Kenney, Chair, Local Housing Partnership
Tom Harrington, Town Counsel
Blythe C. Robinson, Executive Director
Michael Zehner, Planning Director
Meghan Jop, Assistant Executive Director
Maureen O'Hagan, MCO Housing Services

Enclosure: SHI Instructions

CC: Ut Cleary
B. Robinson

Wellesley Animal Control Monthly Report June 2018

6/2 I attended Truck Day at Fiske school for Mothers forum.

6/11 I meet a girl scout troop and talked about dog and cat body language so they could understand how the animal is feeling. They made cat and dog toys to donate to the animal shelter.

6/16 I stopped by the police station and found bat in a container on my desk. It had been found overnight in a child's bedroom. I knew the Cat's Hospital was open this one Sat. morning of the month so I immediately took the bat there to be euthanized and prepped for transport to the state laboratory. I then drove into Boston to drop it off so it could be tested for rabies.

6/20 I attended the Animal Control Officer Meeting in Boylston, MA

6/27 I followed up on a report concerning a resident, her dog and the condition of the home. I coordinated with the Health Dept, and the Council on Aging, Advice was given and resources made available to assist the resident.

The number of wildlife calls continued breeding season skunks coyotes

Breakdown of enforcement

- 95 Warnings (58 unvaccinated, 22 unlicensed)
- 11 Citations (5 unvaccinated, 5 unlicensed)
- 139 Follow up letters unpaid fines
- 0 Request for Court hearings

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

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

I update town animal control web site to alert citizens or current issues about pet and wildlife around town.

ON my own time

I continue working with Linkup Education Network and their safepeoplesafepets program. On 6/23 I attended the Pets Empower dog fashion show in Boston. I was one of the speakers and spoke about how SafePeopleSafPets assists victims of domestic violence.

6/26 I attended a Meeting for the World of Wellesley and on 6/10 I assisted with the Wellesley/Needham Amity day event held at Warren Park in Wellesley.

Month of: JUNE 2018

78 Total incidents investigated

Off Duty calls
Police Responded 24

18 Loose/Uncontrolled
1 Bite
1 Bark
44 Wild
4 Cat
10 Other

8 Loose/Uncontrolled
 Bite
1 Bark
9 Wild
 Cat
6 Other

Report filed/Assistance given 19
Gone on arrival/Quiet 5

106 Total actions taken

95 Warning

15 Loose
22 Unlicensed
58 Unvaccinated

1 \$50.00 Loose
5 \$25.00 Unlicensed
5 \$50.00 unvaccinated

50 Total Animals Picked Up

Dog	Cat	Domestic	Wild	
<u> </u>	<u> </u>	<u> </u>	<u> </u>	On Hand Begining
<u>1</u>	<u> </u>	<u> </u>	<u>5</u>	Hospital
<u>4</u>	<u> </u>	<u> </u>	<u>8</u>	Truck
<u>1</u>	<u> </u>	<u> </u>	<u> </u>	Station
<u> </u>	<u> </u>	<u> </u>	<u>31</u>	Dead on arrival

<u>6</u>	<u> </u>	<u> </u>	<u>8</u>	Returned to owner/wildlife released
<u> </u>	<u> </u>	<u> </u>	<u> </u>	Adopted
<u> </u>	<u> </u>	<u> </u>	<u>1</u>	Transferred to humane Shelter
<u> </u>	<u> </u>	<u> </u>	<u>4</u>	Euthanized
<u> </u>	<u> </u>	<u> </u>	<u>31</u>	Deceased-unclaimed
<u> </u>	<u> </u>	<u> </u>	<u> </u>	On hand end

Wellesley Animal Control Monthly Report

Number of calls received daily: JUNE 2018

1. <u>13</u>	7. <u>44</u>	13. <u>17</u>	19. <u>25</u>	25. <u>10</u>
2. <u> </u>	8. <u>9</u>	14. <u>7</u>	20. <u>5</u>	26. <u>7</u>
3. <u> </u>	9. <u> </u>	15. <u>6</u>	21. <u>15</u>	27. <u>19</u>
4. <u>25</u>	10. <u> </u>	16. <u> </u>	22. <u>15</u>	28. <u>6</u>
5. <u> </u>	11. <u>24</u>	17. <u> </u>	23. <u> </u>	29. <u>9</u>
6. <u> </u>	12. <u>5</u>	18. <u> </u>	24. <u> </u>	30. <u> </u>
				31. <u> </u>

Average calls per day: 14-15

Total Calls this year: 1106

Type of Calls

- 9 Lost/Found Dogs
 - 12 Lost/Found Cats
 - 9 Cat nuisance
 - 10 Cat rabies vaccination
 - 5 Dog rabies vaccination
 - 32 Licensing
 - 74 Wildlife
 - 22 Dead animal
 - 3 Adoptions
 - 56 Other
- Anonymous 61

Violation calls

- 22 Loose/uncontrolled
 - 3 Bite
 - 4 Bark
 - Other
- Total Violation calls this year: 202



This baby owl was rescued mid day sitting beside Fuller Brook Path as residents bicycled or walked by with dogs.

I had it checked by the local veterinarian and it seemed fine, just out of its nest a little too soon.

I returned after dusk to find a tree to place it in. The mom and baby started clicking back and forth talking. Mom began flying over my head and actually attacked as I was trying to get the baby to let go of the gloves. I left the baby in a low tree knowing mom was around to feed and protect it until it was ready to fly.



Residents submit photos of wildlife for identification. This is a harmless garter snake. They were concerned it may be harmful to their dog.

There are a two areas in the state of Mass. with venomous snakes but not in Wellesley.



PetsEmpower

Temporary Pet Fostering During Crisis

◇◇ *Pet Fashion Show* ◇◇



PETSEMPower.ORG PRESENTS

2018 PET FASHION SHOW

Saturday, June 23

2:00-3:30pm at THE URBAN HOUND

129 MALDEN STREET, BOSTON, MA 02118
Tickets at PETSEMPower.ORG



All Are Welcomed!

Strut your pup's stuff for a good cause!

Contact: Jordan@petsempower.org for more details



I went into Boston for the Pet Fashion Show. I spoke for SafePeopleSafePets program and the importance of shelter for pets so they are not left behind in a dangerous situation.

An Advocate for a domestic violence program also spoke about the need for emergency shelter for pets so their owner can find safe shelter with a domestic violence program.

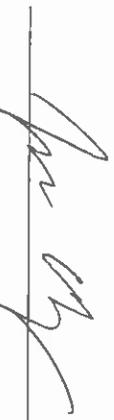
CERTIFICATE OF ATTENDANCE

AWARDED TO

SUE WEBB

COMPLETED 8 HOURS OF LIVESTOCK HANDLING AND
THE HENNEKE SCORING SYSTEM
AT DEMAYO'S BONNIE LEA FARM IN WILLIAMSTOWN, MA
INSTRUCTOR: ROGER LAUZE
EQUINE RESCUE AND TRAINING COORDINATOR
MSPCA AT NEVINS FARM

ANIMAL CONTROL OFFICERS ASSOCIATION OF MASS.



JOSEPH M CHAGUE, ACOAM PRESIDENT

5/25/18



COUNTY OF NORFOLK
COUNTY OF PRESIDENTS
REGISTRY OF DEEDS

NORFOLK REGISTRY DISTRICT OF THE LAND COURT

WILLIAM P. O'DONNELL
REGISTER OF DEEDS
ASSISTANT RECORDER OF THE
LAND COURT

August 8, 2018

Ms. Blythe Robinson
Wellesley Executive Director
525 Washington Street
Wellesley, MA 02482

Dear Ms. Robinson:

The Norfolk County Registry of Deeds is happy to forward to you a copy of our 225th Anniversary Commemoration booklet, along with a newspaper article highlighting the event.

This publication features a land record from a notable person from each one of the twenty-eight communities in Norfolk County. It also lists those who lived in the county and won Nobel Prizes as well as others who were elected Governor of Massachusetts. Additionally, it highlights why Norfolk County is known as the "County of Presidents" with four Presidents of the United States being born in Norfolk County.

The booklet also chronicles some of the major changes that have taken place at the Norfolk County Registry of Deeds since its inception two and quarter centuries ago. The days of scribes with quill pens have been replaced by the modern era of computers and advanced document imaging. No longer do people ride by horseback to the Registry of Deeds to review land documents. Today you can conduct internet land record research from your home or workplace.

The Notable Land Record booklet was part of our 225th Anniversary Celebration, featuring patriotic music, various historical reenactors and exhibits. I hope you enjoy the booklet as much as my staff and I did in putting together this publication.

Sincerely yours,

William O'Donnell
Register of Deeds

Enclosures:
225th Anniversary Booklet
Newspaper Article

649 HIGH STREET, DEDHAM, MASSACHUSETTS 02026
TELEPHONE: 781-461-6116 FAX: 781-326-4246
EMAIL: registerodonnell@norfolkdeeds.org

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facebook.com/NorfolkDeeds

twitter.com/NorfolkDeeds

youtube.com/NorfolkDeeds

linkedin.com/company/Norfolk-County-Registry-of-Deeds

[@NorfolkDeeds](https://instagram.com/NorfolkDeeds)

The Patriot Ledger

Registry of Deeds marks 225th birthday

By Audrey Cooney

June 20, 2018

DEDHAM — The Norfolk County Registry of Deeds marked the 225th anniversary of its founding with a special exhibit of some of the registry's most notable documents on Wednesday.

"In all of Norfolk County, there's a treasure trove of history," said Register of Deeds William O'Donnell, adding that it's the only county to be the birthplace of four U.S. presidents. John Adams, John Quincy Adams, John F. Kennedy and George H.W. Bush were all born in the county.

During the event, visitors could peruse an exhibit featuring 45 deeds from the registry with ties to famous and notable people. These included the presidents born in the county, Abigail Adams, Helen Keller and Paul Revere. Even Queen Elizabeth II of the United Kingdom has ties to the area. Her name is on the deed for a house in Wellesley purchased on behalf of the Canadian Consulate in Boston.

Husband and wife Peter and JoAnn Jones of Wellesley said they had no idea until they saw the exhibit that they lived down the street from a house owned by Elizabeth II. The couple said the event tied right into their love of American and local history.

"We're losing our history a little at a time," said Peter, who said children today aren't receiving adequate history education in schools. "You lose your roots, you don't know where you come from."

(OVER)

Linda Berman, the former second assistant register of deeds, came back to her old workplace to explore the exhibit.

"I think this is fabulous," she said.

Berman said O'Donnell has done an excellent job of making the registry accessible and user-friendly. The anniversary event was another example of that, she said. It served as a history lesson and a chance for Norfolk County residents to learn about what it is the registry does.

"It's their registry," she said.

O'Donnell led a brief ceremony formally marking the anniversary. It featured the Norfolk County sheriff's honor guard and retired Massachusetts State Trooper Dan Clark, who sang the national anthem and traditional Irish songs.

William Galvin, the Massachusetts secretary of the state, spoke at the ceremony as well.

"It's a very underappreciated public service," he said of the registry, explaining that for many people and families, their home is their prized possession, and the registry is responsible for keeping their deeds.

Galvin said the event showed the wealth of history to be found in the county.

"People come from all over the world to celebrate our history," he said. "We in Massachusetts have a great deal to be proud of, and Norfolk County has a great deal to be proud of."

Dear Ms. Robinson,

I would like to thank the Board of Selectmen for awarding me the Seldon L. and Nellie A. Brown Scholarship to Wesleyan University. This scholarship is a big help to me and my family when it comes to paying my tuition. I am incredibly excited to begin my college experience at Wesleyan this fall. I look forward to studying both biology and psychology in my years there as well as playing on the varsity field hockey team. Thank you again for this scholarship that will enable me to pursue my academic interests this year at Wesleyan University.

Sincerely,
Alex Ramsden

G. Lee Humphrey
169 Commonwealth Avenue
Boston, MA 02116
diamaleehumphrey@yahoo.com

Mr. Jack Morgan, Chairman
Board of Selectmen
Town Hall
525 Washington Street
Wellesley, MA 02482

July 28, 2018

Dear Mr. Morgan:

For several years, many of us have been involved in the effort to eliminate the thousands of gas leaks in Massachusetts. Despite our combined efforts, the overall number of gas leaks continues to increase.

As you may know, the leaked gas is primarily methane, a heat-trapping gas more than 80 times as powerful as CO₂. In addition to its alarming rate of warming our planet and altering our climate, this gas is potentially explosive, is a health hazard for people with respiratory problems and kills trees by suffocating their roots.

The Gas Leaks Allies - a coalition of over 20 nonprofits and researchers - are alerting cities and towns about the situation and encouraging municipalities to work with their utilities to reduce the leaks.

Regarding Wellesley, I have enclosed a scorecard that shows the gas leak activity for 2015, 2016 and 2017. As you may see, it shows the number of leaks at the beginning of each year, the new leaks, the repaired leaks, and the number of leaks at the end of the year, all displayed by grade of leak.¹

Over the three years in Wellesley, the number of open gas leaks increased. But that's only part of the story. In 2016, the number of leaks on January 1 was less than the number on December 31, the previous day. The same is true of January 1, 2017. Each year, utilities drop leaks from their reports. This situation occurs in each utility, not just in National Grid, Wellesley's utility. We have asked, but have never received a reasonable explanation of what happened to the missing leaks. In the scorecard, the missing leaks are called, "Missing Leaks New Year's Eve."

If the missing New Year's Eve leaks in both years had not been expunged, the number of open leaks at the end of 2017 would have been 226 leaks, instead of the 197 leaks as reported. The increase in open gas leaks over the three years would have been 103 leaks and many of these are large volume leaks.

With this data in hand, we urge you and your fellow selectmen to call on National Grid to start reducing the leaks, especially the large volume leaks, instead of letting them increase. We are ready to help you protect the health and safety of the citizens of Wellesley. Please let us know what we can do to assist you.²

Thank you,



G. Lee Humphrey

¹ There are 3 grades of gas leaks. A Grade 1 leak may cause an explosion and must be repaired as soon as possible. A Grade 2 leak is evaluated every 6 months until it is repaired. A Grade 3 leak must be checked every year but doesn't have to be repaired. The oldest gas leak in Wellesley is 26 years old.

² You can learn more about the first year of missing leaks at <http://lostleaks.csail.mit.edu/>
Read Boston Globe's coverage of the 2016 missing leaks at <https://www.bostonglobe.com/metro/2016/06/03/cambridge-group-analysis-raises-questions-utilities-monitoring-gas-leaks/FuvLwOUNYEIcqoQYtUK1EI/story.html>

WELLESLEY

2015, 2016 & 2017 Gas Leak Scorecard using data reported by National Grid to DPU

2017 Leaks	Leak grade	Grade 1	Grade 2	Grade 3	Total	% Increase
Leaks prior to 2017		0	8	168	176	
New leaks found		39	14	36	89	
Leaks repaired		39	21	8	68	
Ending number of leaks		0	1	196	197	12%

Estimated annual cost of lost gas: (Ending leaks x \$3600 per leak) **\$709,200**

2016 Leaks	Leak grade	Grade 1	Grade 2	Grade 3	Total	% Increase
Leaks prior to 2016		0	16	173	189	
New leaks found		45	14	19	78	
Leaks repaired		45	28	1	74	
Ending number of leaks		0	2	191	193	2%

Estimated annual cost of lost gas: (Ending leaks x \$3600 per leak) **\$694,800**

2015 Leaks	Leak grade	Grade 1	Grade 2	Grade 3	Total	% Increase
Leaks prior to 2015		0	4	119	123	
New leaks found		60	23	76	159	
Leaks repaired		60	17	4	81	
Ending number of leaks		0	10	191	201	63%

Estimated annual cost of lost gas: (Ending leaks x \$3600 per leak) **\$723,600**

Sources: 2016, 2017 & 2018 utility reports of gas leaks to DPU, Harvard/BU study in 2015 Proceedings of NAS, BU Professor Nathan Phillips.

Missing Leaks New Year's Eve - 2016

		% Missing
Ending leaks reported last day of 2016	193	
Beginning leaks reported first day of 2017	176	
Overnight missing leaks	17	9%

Missing Leaks New Year's Eve - 2015

		% Missing
Ending leaks reported last day of 2015	201	
Beginning leaks reported first day of 2016	189	
Overnight missing leaks	12	6%

Note: No explanation of missing leaks has been provided by National Grid and may have multiple causes. Missing leaks are included here as they are unaccounted for and may significantly impact progress addressing leaks or lack thereof.