

TOWN OF WELLESLEY



MASSACHUSETTS

BOARD OF SELECTMEN

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

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

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

SELECTMEN'S MEETING
TENTATIVE AGENDA - REVISED
Town Hall – Juliani Room
4:00 P.M. Tuesday, October 16, 2018

1. 4:00 Call to Order – Open Session
 - Announcements
2. 4:05 Citizen Speak
3. 4:10 Executive Director's Update
 - Approval of Minutes
 - Accept Gifts from DPW & COA
 - Approve Babson One Day Licenses
 - **Approve use of Poll Pads for Early Voting**
4. 4:20 Replacement Appointment to the SBC
5. 4:25 Discuss waiver of Parking Meter Fees for December
6. 4:35 Review Boston Marathon Invitational Entries Policy
7. 4:50 Appoint Veteran's Grave & Ceremonial Officer
8. 5:00 Discuss Program for October 22nd Meeting on Coleman Institute
9. 5:45 New Business and Correspondence

[Please see the Board of Selectmen's Public Comment Policy](#)

Next Meeting Dates: Monday, October 22, 2018 7:00 pm – Great Hall
Tuesday, October 23, 2018 11:30 am – Juliani Room

Board of Selectmen Calendar – FY19

Date	Selectmen Meeting Items	Other Meeting Items
10/22 <i>Monday</i>	Meeting – GREAT HALL Opioid Discussion – Coleman Institute	
10/23 <i>Tuesday</i>	Meeting - Tailby Lot Interviews – Juliani Room; 11:00	
10/29 <i>Monday</i>	Meeting MLP - Overview of Internet Service to Commercial customers Deliberate Tailby Interviews	
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 FMD Capital Presentation	
11/19 <i>Monday</i>	Meeting Approve Boston Marathon Charity and Bib Entries Set War Memorial Scholarship Amount	
11/22 <i>Thursday</i>	TOWN HALL CLOSED - Thanksgiving Day	
11/26 <i>Monday</i>	Meeting	
Saturday 12/1	Meeting BOS Operating Budget Meeting – Kingsbury Room	
12/3 <i>Monday</i>	Meeting Tax Classification Public Hearing Discuss BOS Operating Budgets Approve 2019 CV and Alcohol License Renewals Open ATM Warrant	
12/10 <i>Monday</i>	Meeting Audit Committee Approve: 2019 Renewals – mobile food, class I & II auto, lodging, entertainment, dining halls	
12/15	900 Worcester Anticipated Rink Completion	
12/17 <i>Monday</i>	Meeting Approve NYE Extensions & Holiday Beer & Wine Sales	
12/24 <i>Monday</i>	No Meeting	
12/25	TOWN HALL CLOSED – Christmas Day	

<i>Date</i>	<i>Selectmen Meeting Items</i>	<i>Other Meeting Items</i>
<i>Tuesday</i>		
<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 Diversity Program w/WOW?	
<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>		
<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*

OCTOBER 16, 2018 MOTIONS

3. **MOVE** that the Board approve the minutes of the September 17th and September 24th meetings.

MOVE that the Board accept a gift of \$1,290.00 from Abigail Cullinan for a teak bench and bronze plaque that was installed at Fuller Brook Park.

MOVE that the Board accept a gift of \$930.00 from Kate Steiner in honor of her mother Elizabeth Marcotte Shaw for a bench and bronze plaque that was installed in Fuller Brook Park at Caroline Street.

MOVE that the Board approve a gifts from Express Gourmet to the Council on Aging in support of the Senior Lunch Program:

- \$959.00 for the month of August
- \$882.00 for the month of September

MOVE that the Board approve one day licenses for Babson College for the following events:

- The Post Show Reception for Opening Night of Universe Rushing Apart in the Upper Lobby/Bridge of the Carling-Sorenson Theater on November 9, 2018
- The Babson Entrepreneurship Forum Reception in Olin Café, Olin Hall in November 9, 2018
- The Academy of Distinguished Entrepreneurs (ADE) event in Knight Auditorium on November 15, 2018; and
- The Post-Show Reception for opening night of Birdy in The Sorenson Black Box Theater on March 1, 2019

MOVE that the Board approve the LHS Associates Poll Pads to be used as Electronic Poll Books of Registered Voter Lists for Early Voting.

4. **MOVE** that the Board appoint Blythe Robinson to serve on the School Building Committee.

5. **MOVE** to authorize two-hour free on-street parking in Wellesley Square, Wellesley Hills, and Wellesley Lower Falls for the month of December 2018. This free parking does not apply to four-hour and 10-hour parking meters or commuter rail parking lots.

6. **MOVE** that the Board approve the Boston Marathon Invitational Entries policy.

7. **MOVE** to appoint Joe Oliveri to the position of Veteran's Grave & 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

As we have planned, the meeting is on Tuesday afternoon beginning at 4:00 PM.

1. Call to Order – Open Session

- Announcements

2. Citizen Speak

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

MEMORANDUM

DATE: October 12, 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.

- A major focus for our office this week has been following up on details regarding the Coleman Institute agenda topic for October 22nd. Stephanie has done a great job chasing down details and working through those so that Beth, Tom and I can meet with her on Monday to continue development of the program. We discussed it at the Department Head meeting on Thursday as well in case others had input or questions.
- Work continues on the exterior of Town Hall. On Saturday, October 20th you will see work occurring as the contractor will be here to remove certain storm windows. They've chosen to do this work on the weekend so it can proceed more quickly when the building is closed.
- I will be attending the HR Board meeting next week to seek pay increases for the two local inspectors on staff. We've determined with HR that they are below the market rate of pay, and we don't want to have them leave for that reason. We are still calculating the difference and working with HR to see what they can contribute of the cost. At the November meeting I expect to be there to also request that the Board consider job reclassifications for Mike Grant to get his position up to market, and a more appropriate job description for the position being vacated by Denise Rogers. With all of that and the need to bring a new inspector in at market rate we will very likely

require a year end transfer or Town Meeting action to have sufficient funding for the department salaries this year. Once we have the full picture I will bring both the Board and the Advisory Committee up to speed.

- While I can't give you any details right now, I want to let you know that we got exciting news from the State today on a grant award we will be getting. I doubt that we'll drive to Cohasset on Tuesday for the Lieutenant Governor's announcement, but we will let you know the good news at the meeting Tuesday night. The State has asked that the details be "embargoed" (their words!) until Tuesday.

3. Executive Director's Update
a. Approval of Minutes

Included in your packet are minutes from both the September 17th and 24th meeting for approval.

MOVE that the Board approve the minutes of the September 17th and September 24th meetings.

1 **Approved:**

2
3 **Board of Selectmen Meeting: September 17, 2018**

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

5 **Also Present: Robinson**

6
7 **Warrants approved: 2019-010 \$2,297,089.28**

8
9 **Minutes approved: None.**

10
11 **Meeting Documents:**

- 12 1. Agenda
- 13 2. BOS calendar
- 14 3. Motions
- 15 4. Email from Brandon Schmitt re: Gift for Memorial Grove
- 16 5. Hand out from Tory DeFazio re: Memorial Grove
- 17 6. World of Wellesley Proclamation
- 18 7. FY20 Preliminary Budget Guideline
- 19 8. Memo re: Capital Planning Process
- 20 9. Draft Public Comment Policy
- 21 10. Memo from Meghan Jop
- 22 11. Correspondence from Registry of Deeds
- 23 12. Correspondence from Dick Carls
- 24 13. August 2018 Animal Control report

25
26 **1. Call to Order and Citizen Speak**

27
28 Mr. Morgan, Chairman, called the meeting to order at 7:00 pm

29
30 Mr. Morgan announced the meeting was being telecast live on Comcast channel 8 and Verizon channel 40
31 and streamed by Wellesley Media and is recorded for subsequent viewing on the cable channels or at
32 wellesleymedia.org.

33
34 Mr. Morgan announced that as part of the Southeast Regional Technical Rescue Team, Wellesley firefighter
35 Dana Gerrans has been assigned to a mission assisting rescue operations in Morgantown, North Carolina
36 and will be deployed for at least 15 days.

37
38 Mr. Morgan announced that Wellesley Engine 2 with Lieutenant Paul Delaney, firefighter Ryan Kelley,
39 firefighter Toby Connelly, and firefighter Gerard Jones were deployed to Lawrence MA for the Merrimack
40 Valley gas leak disaster over the previous weekend. He thanked the Wellesley public safety departments
41 for their response to the need for assistance. He also noted that given the events in the Merrimack Valley,
42 Wellesley will use this as an opportunity to review its own preparedness and the fire department had sent
43 out a public notice regarding how to check gas connections.

44
45 Mr. Morgan provided a reminder that the Town Meeting Forum is a Google group designed to allow
46 communication with Town Meeting Members and the general public regarding issues coming before town
47 meetings. He noted that participation of Town Meeting Members is optional but encouraged. He stated
48 that in order to join, a participant can visit the Wellesley Town website at www.wellesleyma.gov/tmmforum

49
50 **Citizen Speak: None.**

51

52 **2. Executive Director's Report**

53
54 Ms. Robinson noted the office has had several requests from residents regarding ongoing road construction
55 projects and questions regarding natural gas leaks in the area. She stated the office has been responding and
56 if needed redirecting questions to the appropriate offices. She added that there was a social media discussion
57 earlier in the day with the IT Director and the Communications Manager. They were surprised to find the
58 Town had 15 Facebook pages for Wellesley departments; some active and some inactive. The group is
59 working to find a more streamlined way to communicate with residents.
60

61 **3. Accept Gift for Memorial Grove**

62
63 Tory DeFazio, Raina McManus and Brandon Schmitt, NRC Director, joined the Board. Mr. DeFazio stated
64 the Memorial Grove Project is now completed and provided a brief history of the project. He noted that
65 the project was submitted to a National Contest and was one of the 100 projects selected to be nationally
66 recognized to commemorate the 100th anniversary of America's involvement in World War I. He presented
67 the award to the Board in the amount of \$2,000. The funds will be used by the NRC for the maintenance
68 and upkeep of Memorial Grove. He provided the Board with a copy of the August 14, 2018 Boston Globe
69 Article that referenced Wellesley receiving national recognition for Memorial Grove. He thanked all that
70 participated in working on and finalizing the project.
71

72 Mr. Morgan thanked Mr. DeFazio for the background information and working on the Memorial Grove
73 project. Ms. McManus, on behalf of the NRC, thanked Mr. DeFazio for his work on the project and noted
74 their appreciation of the gift.
75

76 Ms. Robinson reminded the veteran community the Town had sent out a job description for the Veterans'
77 Graves Officer position and the search is ongoing. She encouraged any veteran interested in the position to
78 contact the Town.
79

80 **Upon a motion by Ms. Gibbs and seconded by Ms. Freiman, the Board voted (5-0) to accept a gift of**
81 **\$2,000 from the United States Foundation for the Commemoration of the World Wars for the**
82 **Memorial Grove at Hunnewell Fields project.**
83

84 **4. Execute Proclamation – World of Wellesley**

85
86 Ms. Sullivan Woods stated the Selectmen prepare an annual proclamation to recognize the work done by
87 World of Wellesley. She added there was no substantive change to this year's proclamation.
88

89 **Upon a motion by Ms. Gibbs and seconded by Ms. Freiman, the Board voted (5-0) to execute a**
90 **proclamation regarding the World of Wellesley Diversity Celebration.**
91

92 **5. Discuss FY20 Operating Budget Guidelines**

93
94 Mr. Morgan stated the discussion would be framed to focus on the operating expense guidelines for schools
95 and town departments and not regarding other aspects of the town budget.
96

97 Ms. Strother, Town Chief Financial Officer, joined the Board. She reviewed the proposed operating budget
98 guidelines. She noted the Town-wide Financial Plan had been updated for known changes and presented
99 scenarios using revenue assumptions. Local receipts and state revenue were projected higher based on new
100 information, and the customary new growth of 1.8 million and a 2.5% tax increase were used for the model.
101 All of the scenarios used lead to a deficit based on the significant capital requests not part of the evenings
102 discussion. She reviewed the various scenarios outlined in the report. She explained the scenarios were

103 based on conservative model estimates that would allow the Town to achieve capital goals. The Board
104 discussed the projections provided in the draft guidelines. Ms. Robinson stated an update on health
105 insurance costs should be available in October. The Board discussed the process of establishing guidelines
106 in order to inform the budget process and recognize priorities.

107
108 Mr. Morgan stated gaps would need to be closed and noted that guidelines are provided as guidance and
109 departments can make additional requests if needed. Ms. Sullivan Woods stated she would prefer to see a
110 tighter guideline with funds set aside for boards and departments to be able to request at a later time if need
111 be. She added she would prefer to see separation of the special education line item. Mr. Morgan reviewed
112 the current uses of the special education stabilization fund and noted discussions with the School Committee
113 regarding how to best expand the SPED stabilization fund have begun. The Board discussed the guidelines
114 regarding the school's line items. Ms. Freiman stated that the school percentage over the past few years
115 had been under review as it is different than the town departments. She noted the Town has begun two
116 significant planning processes in the Unified Plan and the Housing Production Plan and implementation of
117 those projects will impact the budget. She added that Advisory has a clear process for departmental requests
118 that exceed the guidelines. The Board continued to discuss the proposed guidelines and agreed to deliberate
119 before voting at the following meeting on September 24th.

120
121 **6. Discuss Capital Planning Next Steps**

122
123 Ms. Robinson reviewed the draft overview of talking points in order to create an agenda for the meeting
124 with the Board and department heads, board chairs, and Advisory on October 10th. She noted this was
125 produced in order to begin the conversation at the meeting.

126
127 Mr. Ulfelder stated he had recently attended a DPW meeting where Ms. Strother received feedback
128 regarding the capital planning process. He noted his appreciation of the approach taken by Ms. Robinson
129 and Ms. Strother when discussing the planning process with boards and departments.

130
131 Ms. Robinson reviewed points in the memo including the request for work plans developed by individual
132 boards as a way to understand the different priorities. She stated that by reviewing the many projects and
133 priorities across all boards/departments, the Town will better prepared to achieve its capital goals and move
134 projects to completion.

135
136 The Board continued to discuss the capital plan process and the meeting on October 10th. Staff will
137 incorporate comments received and provide an updated draft of talking points for discussion at the next
138 meeting.

139
140 **7. Approve Public Comment Policy**

141
142 Ms. Robinson noted the proposed public comment policy had been updated based on comments from the
143 Board. The Board reviewed the draft policy and agreed to minor edits. Ms. Robinson stated in the near
144 future approved policies will be updated and posted to the website and a link would be added to all future
145 agendas.

146
147 Mr. Morgan read aloud the final Public Comment Policy.

148
149 **Upon a motion by Ms. Gibbs and seconded by Ms. Freiman, the Board voted (5-0) to adopt the Public
150 Comment Policy.**

151
152 **8. New Business and Correspondence**

153

154 Ms. Sullivan Woods announced that Mom's Day Out was a successful event and several of the merchants
155 expressed their appreciation of the free parking provided by the Town.

156
157 Mr. Ulfelder announced Thursday, September 20th at 7pm at the High School Auditorium will be the
158 Hunnewell Feasibility Study community kickoff hosted by the School Building Committee. The
159 community will have the opportunity to learn about the feasibility study process and have the opportunity
160 to ask questions. He noted that there will be additional meetings in the future.

161
162 Mr. Morgan announced the next Selectmen's Meeting will be held Monday, September, 24th at 7:00pm.

163
164 The meeting was adjourned at 8:42 pm.

1 **Approved:**

2
3 **Board of Selectmen Meeting: September 24, 2018**

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

5 **Also Present: Jop**

6
7 **Warrants approved: 2019-011 \$9,959,277.72**

8
9 **Minutes approved: September 11, 2018**

10 September 12, 2018

11
12 **Meeting Documents:**

- 13 1. Agenda
- 14 2. BOS calendar
- 15 3. Motions
- 16 4. Executive Director's Weekly Report
- 17 5. National Planning Month Proclamation
- 18 6. Final Housing Production Plan
- 19 7. Red Line Housing Production Plan
- 20 8. Middle School Study Results and Recommendation
- 21 9. Draft Special Town Meeting Motion
- 22 10. FY20 Operating Budget Guideline
- 23 11. Capital Planning Memo
- 24 12. November Election Warrant
- 25 13. Clerk's Office Early Voting FAQ's
- 26 14. Draft BOS minutes: 9/11/18
- 27 15. Draft BOS minutes: 9/12/18
- 28 16. Memo from FMD – Middle School Paving
- 29 17. Correspondence from MSBA
- 30 18. Parking Meter Collections – August 2018

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

33
34 Mr. Morgan, Chairman, called the meeting to order at 7:00 pm.

35 Mr. Morgan announced the meeting was being telecast live on Comcast channel 8 and Verizon channel
36 40 and streamed live by Wellesley Media and is recorded for subsequent viewing on the cable channels or
37 at wellesleymedia.org.

38 Mr. Morgan read a statement on behalf of the Board. In response to questions raised by residents about a
39 proposed opioid treatment center called The Coleman Institute to be located in Wellesley at 30
40 Washington Street, the Board of Selectmen reached out to representatives of the center for detailed
41 information. The Board understands this center is an outpatient physician's office with a small staff that
42 will serve a limited number of patients. They provide an outpatient withdrawal management process for
43 opioids, as well as other highly addictive substances. The Coleman Institute is not a residential treatment
44 facility and will not serve as a walk-in clinic; rather, it is an alternative to more traditional methods of
45 treatment that returns patients to their homes and families more quickly. The Coleman Institute is in
46 compliance with all by-right zoning regulations for that area, and the medical office requires no further
47 permitting from the Town. To provide specific, accurate information about opioid addiction and
48 treatments and to address concerns about the location of this proposed clinic, the Board of Selectmen

49 has invited representatives from The Coleman Institute to speak at its regular meeting on Monday,
50 October 22. We encourage all interested residents to attend.

51

52 **2. Citizen Speak:** None.

53

54 **3. Execute Planning Month Proclamation**

55

56 Ms. Freiman read the proclamation recognizing October as National Community Planning Month.

57

58 **Upon a motion by Ms. Gibbs and seconded by Ms. Freiman, the Board voted (4-0) to execute a**
59 **proclamation in recognition of October being National Planning Month.**

60

61 **4. Joint Meeting with Planning Board and Housing Development Corporation – Adopt Housing**
62 **Production Plan**

63

64 Ms. Sullivan Woods joined the meeting 7:07pm

65

66 Wellesley Housing Development Corporation members, Bob Kenney, Chair, Dona Kemp, and Tim Barrett
67 joined the Board. Planning Board members Catherine Johnson, Chair, Jim Roberti, Vice Chair, Kathleen
68 Woodward, Patricia Mallett, and Sheila Olson joined the Board. Judi Barrett, consultant to the Boards for
69 the Housing Production Plan joined the Board.

70

71 Ms. Jop noted the Housing Production Plan is available on the website. Ms. Gibbs stated the Planning Board
72 and Selectmen had individually reviewed the draft plan at their most recent meetings. The final report
73 produced included the comments from the three Boards. Ms. Barrett gave an overview of the Housing
74 Production Plan, the process, and the final report. She provided background information on Chapter 40B
75 housing and the purpose of having a Housing Production Plan. She noted some of the language comes
76 directly from the Unified Plan in order to maintain consistency. She reviewed how the plan conforms to the
77 state regulatory requirements. She continued to presented information regarding the plan and how it can
78 work within the town.

79

80 Mr. Kenney thanked Ms. Barrett for her work described and spoke to how the Plan can benefit the Town
81 and address its housing needs. He added the plan will allow the Town to be pro-active and would like to
82 see a housing administrator hired to coordinate applications, conduct community outreach, and assist in
83 managing affordable housing in Wellesley. Mr. Morgan thanked those who worked on the plan and those
84 from the community who had participated in the community forums or submitted comments.

85

86 Mr. Buhler of Stearns Road came before the Board. He stated his appreciation for the Boards work on
87 developing the plan. He noted that the report was focused on Wellesley and was not boilerplate language.

88

89 **Upon a motion by Ms. Gibbs and seconded by Ms. Johnson, the Boards voted (10-0) to convene a**
90 **joint meeting with the Planning Board and Wellesley Housing Development Corporation.**

91

92 **Upon a motion by Ms. Gibbs and seconded by Mr. Roberti, the Boards voted (10-0) to elect Jack**
93 **Morgan as chair of the joint meeting.**

94

95 **Upon a motion by Ms. Gibbs and seconded by Ms. Woodward, the Boards voted (10-0) to elect**
96 **Catherine Johnson as Secretary of the joint meeting.**

97

98 **Upon a motion by Ms. Gibbs and seconded by Ms. Johnson, the Board of Selectmen and Planning**
99 **Board, following a duly posted public hearing, voted (10-0) to approve the Wellesley Housing**

100 **Production Plan dated September 24, 2018, and authorize the chair of the Board of Selectmen to**
101 **submit the plan to DHCD for approval.**

102
103 **Upon a motion by Ms. Gibbs and seconded by Ms. Johnson, the Boards voted (10-0) to dissolve the**
104 **joint meeting.**

105
106 **5. Joint Meeting with School Committee – Presentation of Middle School Study Results**
107

108 School Committee members Melissa Martin, Vice Chair, Michael D’Ortenzio, Jr., Linda Chow, and Sharon
109 Gray joined the Board. David Lussier, Wellesley Schools Superintendent, Joe McDonough of Facilities
110 Management Department, and Lisa Sawin, Project Manager for Harriman Architects joined the Board.

111
112 Mr. McDonough provided a brief update on the significant amount of work that has been done at the Middle
113 School since the 2006-2008 renovation. He noted there are three major projects to be completed by the
114 2025 academic year. He added the \$125,000 study funds were appropriated as a separate warrant article.
115 The major projects are the steam pipes currently in design phase, the paving project for the parking lots in
116 design phase, and the biggest project which includes the buildings systems including HVAC replacement,
117 kitchen renovation, interior doors and cabinetry and exterior façade repair. He stated the work will begin in
118 FY19 and he reviewed the scope of the work to be undertaken, the background of the projects and the report
119 prepared by Harriman.

120
121 Ms. Sawin reviewed the report and the scope of work. She provided background on the casework for the
122 typical classrooms showing a recommendation to replace the cabinetry. She described the art rooms and
123 improvements assigned to each. The kitchen equipment was designed with Crabtree McGrath kitchen
124 consultants. Working with the Health Department kitchen equipment upgrades evolved to a full kitchen
125 renovation. Code analysis review included an electrical review and that of the fire alarm panels. Ms. Sawin
126 stated that the materials recommended are renewable and durable.

127
128 Mr. McDonough and Ms. Sawin reviewed the costs estimates and discussed the project schedule options.
129 The final estimated cost for the projects totaled \$14,311,960. Mr. McDonough stated the renovation of the
130 kitchen and replacing cloth covered wiring added significantly to the cost estimate. The report included
131 four different options for schedules for the work. Harriman recommended the accelerated design and
132 construction option. The proposed next steps are to meet with PBC and obtain support from other Boards.
133 Approval will be needed by Selectmen, School Committee, and Advisory and also at 2019 Annual Town
134 Meeting.

135
136 Mr. Morgan stated the Board will require input from the Permanent Building Committee and a Board liaison
137 to PBC will be selected for this project. He added this project will be considered within the capital planning
138 process and cannot be done without a debt exclusion. Mr. Ulfelder stated the approach to the middle school
139 had been to save costs and noted the kitchen as an example. He added his belief that the high cost of the
140 project is related to deferred maintenance of the school.

141
142 Ms. Martin stated that the buildings need to be maintained and there will be many conversations to come
143 regarding the final costs and scope of the project. Mr. McDonough added the three projects discussed equate
144 to approximately \$20 million and will keep the school in working order through 2025. He noted the air
145 conditioning is a project nor previously contemplated. The Board discussed the air conditioning system and
146 potential project. The Boards discussed the project and its expected costs as well as the potential for
147 additional projects that could be raised including adding air conditioning to the schools that do not have it
148 now. The report will be posted on the FMD website.

149

150 Upon a motion by Ms. Gibbs and seconded by Ms. Freiman, the Boards voted (5-0) to convene a joint
151 meeting with the School Committee

152
153 Upon a motion by Ms. Gibbs and seconded by Ms. Freiman, the Boards voted (9-0) to elect Jack
154 Morgan as chair of the joint meeting

155
156 Upon a motion by Ms. Gibbs and seconded by Ms. Gray, the Boards voted (9-0) to elect Melissa
157 Martin as Secretary of the joint meeting

158
159 Upon a motion by Ms. Gibbs and seconded by Mr. Morgan, the Boards voted (9-0) to dissolve the
160 joint meeting

161
162 **6. Vote Special Town Meeting Motion for Hardy/Upham MSBA project**

163 Mr. Morgan stated the motion had been sent to Town Meeting Members.

164
165
166 Upon a motion by Ms. Gibbs and seconded by Ms. Freiman, the Board voted (5-0) to approve Article
167 2, Motion 1 for the Special Town Meeting.

168
169 **7. Execute November Election Warrant**

170
171 Mr. Morgan reviewed the November General Election Warrant.

172
173 Upon a motion by Ms. Gibbs and seconded by Ms. Freiman, the Board voted (5-0) to execute the
174 warrant for the November 6, 2018 State election.

175
176 **8. Set Operating Budget Guidelines for FY20**

177 Sheryl Strother, Town Chief Financial Officer joined the Board.

178
179 Mr. Morgan stated part of the operating budget process is to set operating budget guidelines for departments.
180 The guidelines are used to review what is needed for improvements and initiatives. Departments that have
181 reason to exceed guidelines can meet with the Selectmen and Advisory to discuss why they cannot adhere
182 to the guidelines.

183
184
185 The Board discussed the guidelines.

186
187 Upon a motion by Ms. Gibbs and seconded by Ms. Freiman, the Board voted (5-0) to adopt an
188 operating budget guideline for FY20 as follows:

- 189
190
 - School budget 3.0%
 - All other Town Departments 2.5%

191
192
193 **9. Discuss Capital Planning – Prepare for October 10th Meeting**

194
195 Mr. Morgan noted that the Capital Planning Criteria memo had been updated with additional comments
196 and he planned to have it distributed before the meeting. An email invitation will be sent to Board Chairs
197 and department heads to attend the meeting on October 10th. Ms. Strother reviewed the revised memo and
198 the background of how each of the criteria were devised. Definitions were included to assist when
199 discussing priorities.

200

201
202 Mr. Morgan suggested breakout sessions during the meeting. The Board discussed the meeting set up and
203 the best way to communicate information before and during the meeting.

204
205 **10. Executive Director's Report**

206
207 The minutes will be posted with edits received.

208
209 **Upon a motion by Ms. Freiman and seconded by Ms. Gibbs, the Board voted (5-0) to approve the**
210 **minutes of the September 11th and September 12th meetings.**

211
212 **11. New Business and Correspondence**

213
214 Mr. Morgan announced the next Selectmen's Meeting will be held Tuesday, October, 2nd at 5:00pm.

215
216 The meeting was adjourned at 9:37pm.

b. Accept Gifts from DPW & COA

There are two gifts of funds for benches to DPW as well as a gifts in support of the senior lunch program for the COA in August & September included for your approval.

MOVE that the Board accept a gift of \$1,290.00 from Abigail Cullinan for a teak bench and bronze plaque that was installed at Fuller Brook Park.

MOVE that the Board accept a gift of \$930.00 from Kate Steiner in honor of her mother Elizabeth Marcotte Shaw for a bench and bronze plaque that was installed in Fuller Brook Park at Caroline Street.

MOVE that the Board approve a gifts from Express Gourmet to the Council on Aging in support of the Senior Lunch Program:

- \$959.00 for the month of August
- \$882.00 for the month of September

Jop, Meghan

From: Vlass, Cricket
Sent: Monday, October 1, 2018 1:07 PM
To: Jop, Meghan
Cc: Robinson, Blythe
Subject: Bench and Plaque Donation

Hi Meghan,

We have received a \$930.00 donation for a bench and bronze plaque located in Fuller Brook Park at Caroline St. The donation, made by Kate Steiner is in honor of her mother, Elizabeth Marcotte Shaw. Ms. Steiner's donation covers the cost of the bench minus installation as the bench had been installed in 2015 as part of the Fuller Brook Project.

Please let me know if you have any questions.

Cricket

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

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

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

Robinson, Blythe

From: Vlass, Cricket
Sent: Tuesday, September 25, 2018 3:07 PM
To: Jop, Meghan
Cc: Robinson, Blythe
Subject: Donation

Hi Meghan,

We received a donation for a Teak bench and bronze plaque from Abigail Cullinan installed in Fuller Brook Park overlooking the fish jump area near Grove St. We received the donation for \$1,290.00 on September 27, 2017. The bench was installed on October 25, 2017 and the plaque on July 2, 2018.

Sorry for not sending this info in a timely manner,
Cricket

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

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

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

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

GIFTS TO THE SUPPLEMENTAL PROGRAMS ACCOUNT (29054150-483000-COAPG)

Updated 9/25/2018

Donation from:	Amount(s) / comments regarding gift
Friends of Wellesley Council on Aging	\$959.00 – Donation specific to August Lunch Program with Express Gourmet
Friends of Wellesley Council on Aging	\$327.65 – Donation specific to August Lunch Program with Wellesley Bakery

Total Donations Listed for General Gift Account = \$1,286.65

c. Approve Babson One Day Licenses

Included in your packet are applications for four upcoming events at Babson College for which they are seeking approval of one day licenses for beer and wine. All of their events meet the requirements for this license and there have been no past issues with events that would cause us to recommend disapproval.

MOVE that the Board approve one day licenses for Babson College for the following events:

- The Post Show Reception for Opening Night of Universe Rushing Apart in the Upper Lobby/Bridge of the Carling-Sorenson Theater on November 9, 2018
- The Babson Entrepreneurship Forum Reception in Olin Café, Olin Hall in November 9, 2018
- The Academy of Distinguished Entrepreneurs (ADE) event in Knight Auditorium on November 15, 2018; and
- The Post-Show Reception for opening night of Birdy in The Sorenson Black Box Theater on March 1, 2019



BABSON

Request for Check

Print Form

Payee Information

Vendor Information

1099

Name	Town of Wellesley
Street 1	Liquor Permit Department
Street2	525 Washington St.
City,State, Zip	Wellesley, MA 02482

Vendor #	
Invoice #	
PO #	
Date of Invoice	

Yes No

Please include one of the three identifications #s

SSN EIN ITIN

If the employee or beneficiary is an individual please respond to the question below:

Is the payee or beneficiary of this payment a US citizen or a US Permanent Resident? Yes No

If NO or you are unsure, you must attach an Alien Information Form and other required tax forms before payment can be processed.

Great Plains Account Information

GP Account #	Account name	Amount
B1-173-4118-0-6803	Commonwealth Shakespeare Company	\$100.00
B1-177-2782-0-2202	FEI-Forum for Innovation & Ent	\$50.00
2-272-2817-0-6803	ADE	\$50.00
B2-272-0275-0-6803	Special Events	\$25.00

Description | Alcohol permit

Employee Signature/Date: 



TOWN OF WELLESLEY

Application for Special License(s)

Date of Application: 09/25/2018

Date of Event: 11/9/2018

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

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

The undersigned hereby applies for a Special License for:

All Alcoholic Beverages **Wine and Malt Beverages Only**

APPLICANT INFORMATION

Name of Non-Profit Organization: Babson College

Address: 231 Forest Street, Babson Park, Wellesley, MA 02457-0310

Name of Event Manager: Molly Joyce Address: Babson College

Assistant Event Manager: Emily Brodeur Address: Babson College

EVENT INFORMATION

Event Name & Description (If multiple events; See Attachment1): Post-Show Reception for Opening Night of Universe Rushing Apart

Event Contact: Julia Ashton Kohl

Event Date: 11/09/2018

Event Location: Upper Lobby/Bridge of the Carling-Sorenson Theater

Occupancy: _____ Estimated Attendance: 60 **Indoor**/Outdoor (circle one)

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

ATTACHMENT 1

Name of Event/Date Location Floor Plan Number

1. Post-Show Reception on 11/09/2018 Upper Lobby/Bridge of Theater

2.

3.

4.

5.

6.

7.

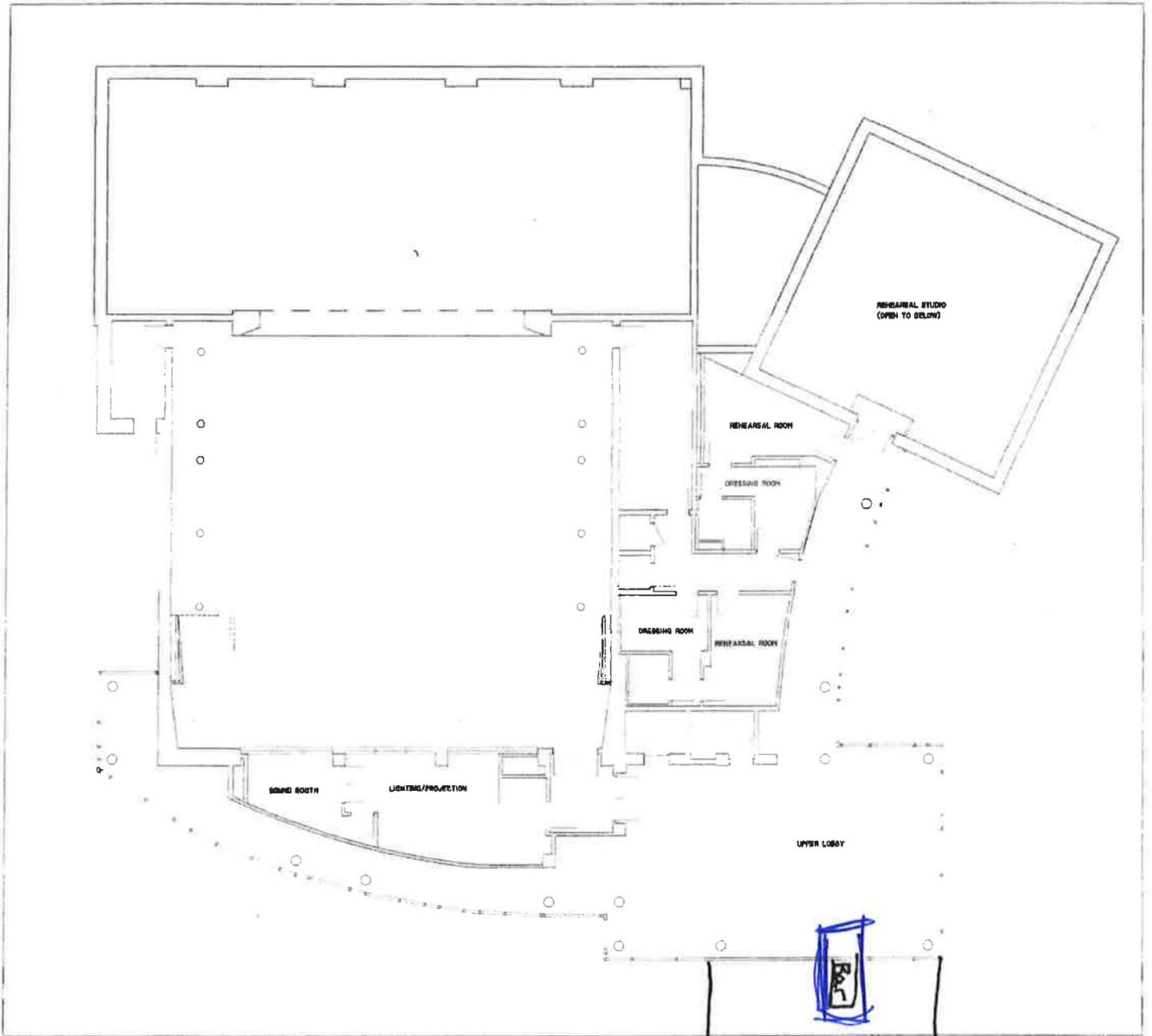
8

9

10.

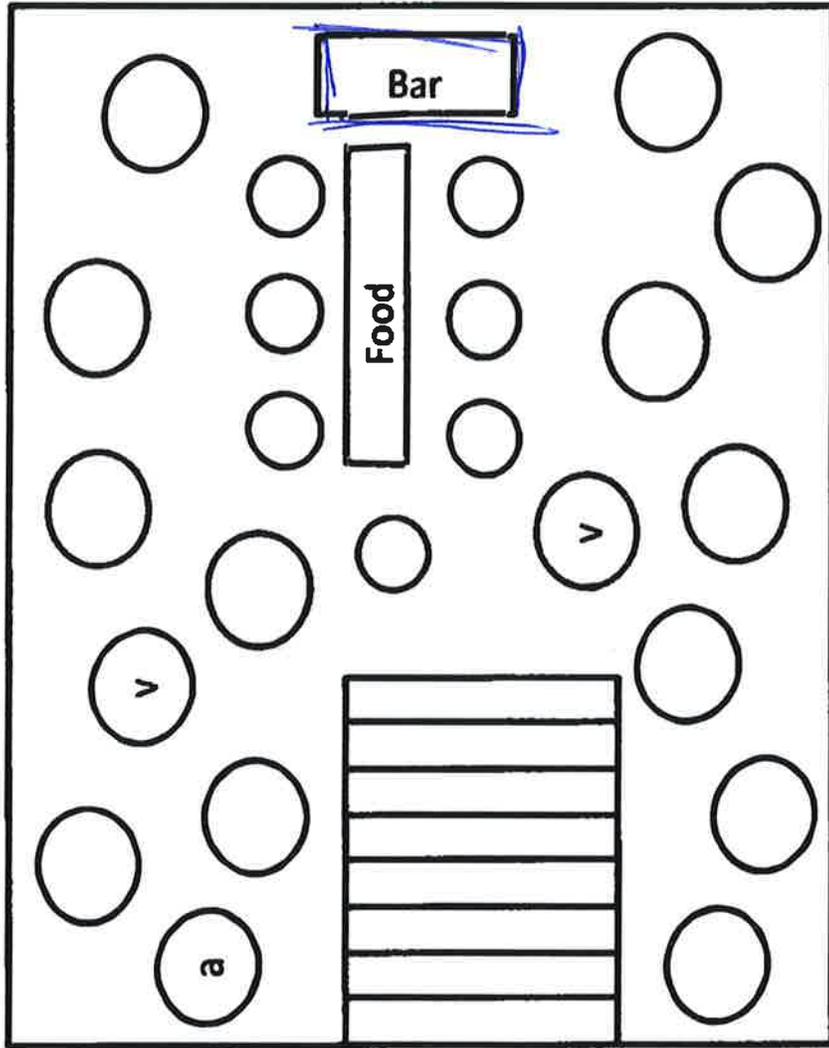
11.

Universe Rushing Apart Post-Show Reception
11/9/2018



ATTACHMENT 1

<u>Name of Event/Date</u>	<u>Location</u>	<u>Floor Plan Number</u>
1. Babson Entrepreneurship Forum 11/09/18	Olin Cafe	1
2.		
4.		
5.		
6.		
7.		
8		
9		
10.		
11.		



Olin Cafe



TOWN OF WELLESLEY

Application for Special License(s)

Date of Application: 09/25/2018

Date of Event: 03/01/2019

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

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

The undersigned hereby applies for a Special License for:

All Alcoholic Beverages **Wine and Malt Beverages Only**

APPLICANT INFORMATION

Name of Non-Profit Organization: Babson College

Address: 231 Forest Street, Babson Park, Wellesley, MA 02457-0310

Name of Event Manager: Molly Joyce Address: Babson College

Assistant Event Manager: Emily Brodeur Address: Babson College

EVENT INFORMATION

Event Name & Description (If multiple events; See Attachment1): Post-Show Reception for Opening Night of Birdy

Event Contact: Julia Ashton Kohl

Event Date: 03/01/2019

Event Location: Sorenson Black Box Theater

Occupancy: _____ Estimated Attendance: 75

Indoor / Outdoor (circle one)

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

ATTACHMENT 1

Name of Event/Date

Location

Floor Plan Number

1. Post-Show Reception on 03/01/2019 Sorenson Black Box Theater

2.

3.

4.

5.

6.

7.

8

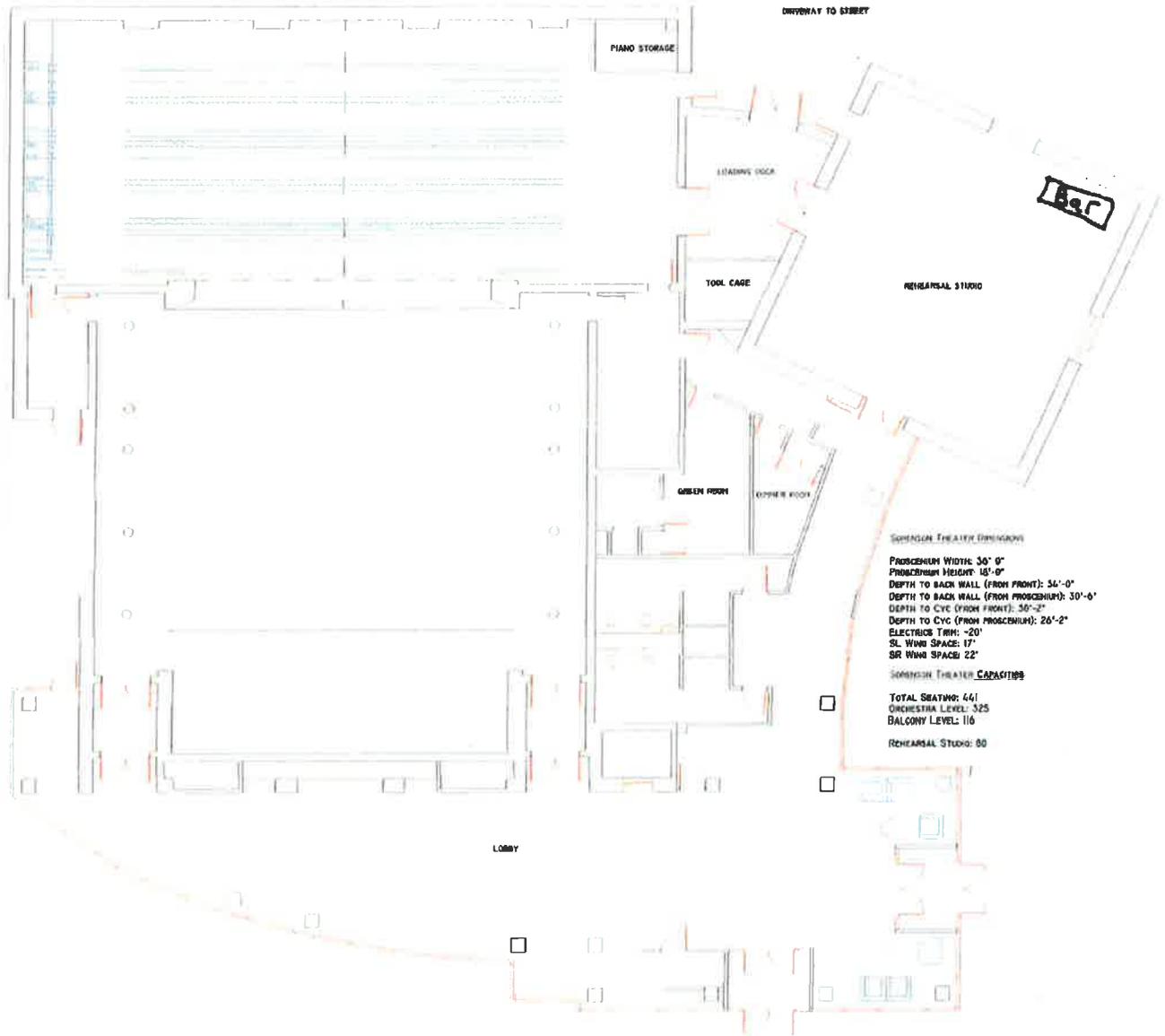
9

10.

11.

Birdy Post-Show Reception

3/1/2019





TOWN OF WELLESLEY

Application for Special License(s)

Date of Application: 10/3/18

Date of Event: 11/15/18

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

Application fee for one or more applications filed on the same date: **\$25.00**

Fee for each license issued: **\$50.00**

Make checks payable to: Town of Wellesley

The undersigned hereby applies for a Special License for:

All Alcoholic Beverages **Wine and Malt Beverages Only**

APPLICANT INFORMATION

Name of Non-Profit Organization: Babson College

Address: 231 Forest Street, Babson Park, Wellesley, MA 02457-0310

Name of Event Manager: Molly Joyce Address: Babson College

Assistant Event Manager: Emily Brodeur Address: Babson College

EVENT INFORMATION

Event Name & Description (If multiple events; See Attachment1): The Academy of Distinguished Entrepreneurs (ADE).

Event Contact: Judy Curley

Event Date: November 15, 2017

Event Location: Knight Auditorium

Occupancy: _____ Estimated Attendance: 250 Indoor/Outdoor (circle one)

An 8X11" floor plan of the premises to be licensed must be submitted along with the application showing the exact location within the event area where alcoholic beverages will

Name of catering service responsible for service of alcoholic beverages:

Chartwells

Name

Babson College Campus

Address

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

All servers must be TIPS trained and certified. Evidence of training must be provided prior to event.

Describe security precautions or police details if any:

Babson College Public Safety Officers are assigned to each event in accordance with the College's long-standing practice. The number of officers assigned to a particular event fluctuates based upon the number of anticipated attendees. Access to event location is controlled consistent with College policies based upon the type of event, the location and the number of anticipated attendees.

Babson College

Lola Norman-Salako

Printed Name of Applicant

Its Associate Director, Babson Events Management Office



Applicant's Signature

10/3/18

Date

RETURN COMPLETED APPLICATION, FLOOR PLAN AND CHECK FOR FEES TO:

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

ATTACHMENT 1

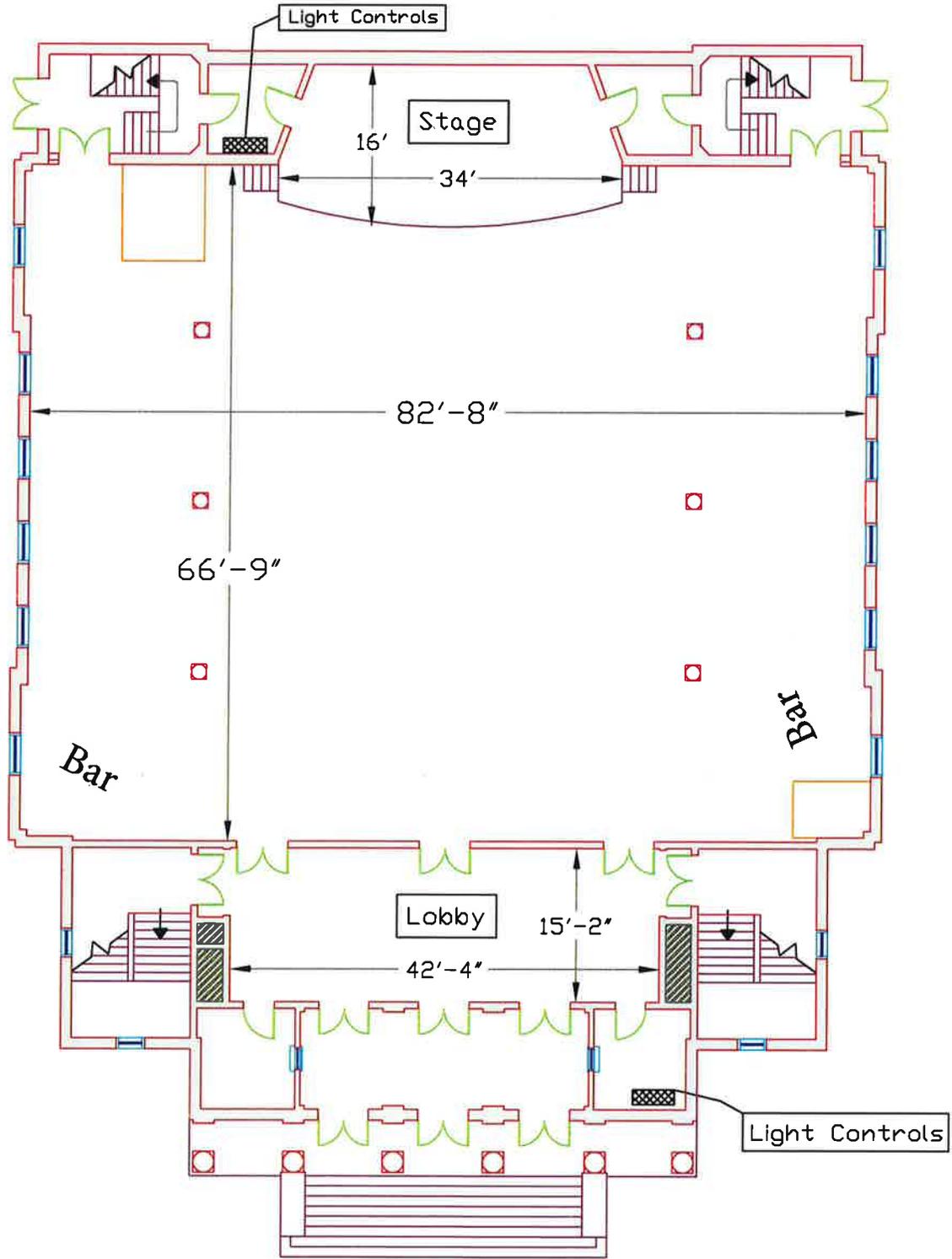
Name of Event/Date

Location

Floor Plan Number

- | <u>Name of Event/Date</u> | <u>Location</u> | <u>Floor Plan Number</u> |
|---------------------------|-------------------|--------------------------|
| 1. ADE | Knight Auditorium | |
| 2. | | |
| 3. | | |
| 4. | | |
| 5. | | |
| 6. | | |
| 7. | | |
| 8. | | |
| 9. | | |
| 10. | | |
| 11. | | |

KNIGHT AUDITORIUM
FIRST FLOOR ADE #1



d. Approve use of Poll Pads for Early Voting

Included in your packet is a memo from KC Kato requesting permission to use poll pads at all of the polls for early voting. Use of this technology will streamline the check in process for voters, and the ability of staff to upload information more quickly throughout the process. The equipment is being leased, and the State has provided the funds to pay for it. There are quite a few communities already using the technology successfully, and we are looking forward to doing so as well. Should you be interested, we've also included some background on the equipment itself.

MOVE that the Board approve the LHS Associates Poll Pads to be used as Electronic Poll Books of Registered Voter Lists for Early Voting.

Memo



To: Board of Selectmen
From: KC Kato, Town Clerk
cc: Blythe Robinson
Date: 10/12/2018
Re: Electronic Poll Books for Early Voting

I respectfully request your approval to use LHS Associates Poll Pads for use at the polls for Early Voting.

The Poll Pads contain the list of registered voters. It allows voting staff to process/check-in voters throughout the early voting period and provides the ability for elections administrative staff to run reports for upload into our voter registration database.

The LHS Associates Poll Pads have been tested and approved by the Massachusetts State Elections Division. As of August, over 75 towns used the LHS Poll Pads. Many more towns will be using the Poll Pads this November.

The Poll Pads are an Apple iPad product. The proposal has been reviewed by the Town of Wellesley IT department.

To support early voting, the Massachusetts State Elections Division is covering the cost of the lease. We were fortunate to have made our decision prior to the announcement of the grant and were able to reserve equipment.

Based on our experience this fall, we may consider using the Poll Pads for future elections.

Enclosed is additional information for your review.

Thank you very much for your support.

OVERVIEW

Elections must be fair, accurate, auditable, and secure. AT KNOWiNK, we uphold this responsibility: Poll Pad solution performs without fail - election after election - securely and accurately providing access to the ballot box.

As the leader in mobile technology security, the Apple iPad has been certified to FIPS 140-2 by NIST for the cryptographic algorithms that protect data stored on the unit. The iOS operating system supports VPN technology, Remote Erase/Wipe, and Automatic Lock/password requirements. For security purposes, iPads do not have a USB drive or allow user to connect any unauthorized external hardware. iPads are configured in such a manner (guided access mode) that will not allow a poll worker the ability to even exit the application without a password. In addition, the Poll Pad system only transfers data over 256 bit encrypted SSL connections to and from the remote server. Within the cloud infrastructure, the database uses 256 bit AES at rest encryption to store all information and is located on a server that is not publicly accessible and does not have a connection to the internet. For more information about the security of the iOS operating system, please see:

https://www.apple.com/business/docs/iOS_Security_Guide.pdf

KNOWiNK Poll Pad utilizes Amazon GovCloud which meets stringent IT certifications. For more information, visit this website for certification standards:

<http://aws.amazon.com/govcloud-us/security/>

SECURE DATA

All data stored on Poll Pad is encrypted using the iOS operating system that has been validated to FIPS 140-2 by NIST.

All data transferred to and from Poll Pad is encrypted using 256 Bit SSL encryption.

User access, password changes, and all other actions are logged for each specific user and are available to administrators at any time.

All user actions are logged and available for audit if suspicious behavior is detected. In addition, users are required to respond to CAPTCHA challenges if any password cracking is detected while logging into a user's account.

- The system is designed from the ground up with security in mind. All Poll Pads use the iOS operating system which can be secured with a password to prevent any breach in sensitive voter information. All data is also encrypted in transit and at rest.
- KNOWiNK utilizes Mobile Device Management (MDM) to deploy all Poll Pads. By using the MDM, iOS devices can be programmed to lock down access on the device. Users can be denied access to install or uninstall applications or download any malicious software that could compromise the device. In addition, when enrolled, if lost or stolen, MDM has the capability to track, locate, and remotely wipe a device.

POLL PAD HARDWARE

Utilizing DOD and Military-Approved Technology - The Pentagon and Department of Defense have approved iOS for use in military and classified operations. The Department of Justice and NSA consider the encryption utilized within iOS to be virtually impenetrable. Along with a customized version of Android by Samsung and Blackberry, iOS is the only mobile operating system approved for use by the DOD.

Locking Down the iOS Device - Fortunately, the Apple iPad was designed from the ground up to be easy to use for everyone, from children with autism to seniors who may have a difficult time reading text on the screen. In fact, in a 2012 study by eMarketer, iPad growth in the 65+ age group is expected to be one of the fastest growing age groups of iPad users. Seniors are turning to iPads because they are easy to use, whether they have technical skills or not.

Apple iOS devices can be programmed to lock the device down. Users can be denied access to install or uninstall applications or download malicious software that could compromise the device. In fact, while using Guided Access Mode, the device can be locked to a single application. With Guided Access Mode enabled, it would be impossible for a user to exit the application, even after restarting the device, without entering a pass code. All Poll Pads are shipped with tight device restrictions, so you can be assured your Poll Pad will not be vulnerable to outside applications that could compromise the device.

Guided Access (Kiosk) Mode - Built into the iOS operating system, helps people with autism or other special needs stay focused on the task (or application) at hand. Guided Access limits an iOS device to stay on one application by disabling the Home and Power button. With Guided Access mode enabled, your poll workers will never be able to leave the application or even turn off the device. Never worry about a poll worker mistakenly exiting the application or changing any settings. These are just some of the features built into the iPad to make it accessible for everyone. To learn more about iPad accessibility, go online to: <http://www.apple.com/accessibility/ios/>

Application Sandbox - Apple has built iOS on a solid foundation that is security minded from the ground up. All applications are held in a "sandbox," a separate environment for each application. Each application has a separate file system that cannot be accessed from any other application. Apple has designed iOS so one application cannot infect

or collect information from another.

Virus Invincibility - In a recent study conducted by McAfee, an electronic security company, 97% of mobile viruses were created for the Android operating system. In fact, a large anti-virus company recently asked Apple to open their operating system to allow anti-virus software to be created for iOS. Apple declined because there is no need for anti-virus software due to the locked down nature of the operating system.

Security Features of Poll Pad Bluetooth Sync - Bluetooth 4.0 Security Standards - All iOS devices support Bluetooth 4.0, the latest standard in Bluetooth communication. Bluetooth 4.0 is the most secure Bluetooth standard available employing multiple security features to safeguard voter data.

Please refer to NIST documentation "Guide to Bluetooth Security" (Special Publication 800-121 Revision 1) for more information on Bluetooth 4.0 Security. Poll Pad follows the recommended security implantations in Section 4.4 of the guide.

Mobile Device Management (MDM) - All iPads are shipped enrolled in a mobile device management server powered by Cisco. The mobile device management server allows for tracking, remote wipe, and Apple's lost mode which allows the iPad to be locked down until it is returned. Furthermore, with Apple's Device Enrollment program, an iPad is locked to a mobile device management server, even after resetting or wiping the device.
Lost or stolen

The iOS operating system excels and allowing administrative control of the operating system. All Poll Pads are sent pre-enrolled in a mobile device management system, allowing administrators to lock or control nearly every aspect of the system. The app store, game center, news app, entertainment apps, etc. are all locked out from use and able to be controlled by the MDM. A poll worker can be restricted to never leave the Poll Pad application using Guided Access mode, a feature which locks down the device to a single application.

FREQUENTLY ASKED QUESTIONS

How are access control methods, password protection and login access levels such as kiosk or Election mode managed?

All iOS applications are sandboxed, preventing any application or user from accessing that application's data. In addition, by using guided access mode, the election authority can prevent any system settings changes without the use of a passcode.

What security measures are available to protect the operating system, application programs and data on all System equipment from unauthorized change?

iOS has been certified by NIST to FIPS 140-2 and encrypts all data and data transmission on the device. All data is encrypted both at rest and in transit, preventing any outside entity from deciphering or spoofing fraudulent data.

What encryption and other security measures are in place to protect data if the proposed system involves Internet or Cloud based transmission of data to and from EPB components?

iOS, being a feature limited operating system, only allows code that has been code signed by Apple to run on the system. Meaning no unauthorized applications or "viruses" could be loaded onto the system that could cause suspicious behavior.

Will the Poll Pad detect and prevent any suspicious software behavior any part of the System?

Built on the iOS operating system, Poll Pad operates in a fully sandboxed application container. This prevents other applications or outside access to its data or engage in any suspicious behavior that affects Poll Pad. Data stored in Poll Pad is encrypted by the operating system and locked behind a passcode.

ePulse prevents suspicious behavior in several layers. The first layer prevents any outside actor from accessing the system via the application firewall. Only ports 80 and 443 are accessible and only the load balancers are open to public access. Using alerts

provided to system administrators via AWS Cloudwatch, suspicious behavior can be stopped or mitigated as soon as it happens.

All devices are enrolled into an MDM (Mobile Device Management) server. The MDM has the capability to remotely locate, lock, or wipe a stolen or lost device.

How are Poll Pads tracked, recovered, or disabled if stolen or removed from the polling location?

iOS only allows authorized hardware to connect to an iPad that has been digitally signed by Apple. Our iSync drive has been certified by Apple only to contain and transfer approved files. No off the shelf or unauthorized USB devices can connect to an iPad or our application.

DATA TRANSFER PROTOCOLS

Poll Pad uses a simple transfer process within ePulse. The voter data file is exported from the jurisdiction's Voter Registration System to a .csv or .txt based text file. The file is uploaded via a file loader in ePulse and converted to a proprietary, secure, object oriented data base file for use within ePulse and with the iPad's data base.

For Poll Pad Data Import, the data transfer/download request is initiated from the Poll Pad's Tools & Settings section of the device Menu list. Voter database files are then loaded to iPads via an encrypted Wi-Fi connection or a flash drive.

During Election Day, check-ins and signatures are captured and stored on each Poll Pad in an encrypted database. If connectivity is allowed during the Election Day data is automatically background synced with ePulse.

After the election, the data is manually transferred from each Poll Pad back to ePulse via the Voter History Upload option within the Poll Pad's Tools & Settings section of the device Menu list.

Following the confirmation that all data has successfully uploaded to ePulse, the jurisdiction will be able to create an import file that will batch import voter history into the jurisdiction's Voter Registration system. The jurisdiction will also have the ability to generate an electronic roster file listing all voters, their captured signatures, and other data.

All data transferred to and from the Poll Pad is encrypted with 256-bit AES encryption.



NETWORK SECURITY

The Poll Pad and ePulse systems maintain multiple levels of security to ensure confidentiality and integrity of all devices, communications, data, and systems. We have security controls incorporated to safeguard the confidentiality and integrity of data passing over public networks, and to protect the connected solutions.

Within the cloud network of ePulse, the data base server is stored on a non-public accessible server behind a firewall. In addition, KNOWiNK utilizes the VPC (Virtual Public Cloud) security features offered by Amazon GovCloud to isolate network traffic in Central Command from public access. All externally accessible servers are limited to ports 80 and 443 for http and https connections. All users are immediately redirected to a secure connection for the duration of their session when using ePulse.

KNOWiNK will work with the county to create a secure WiFi network that will be used exclusively for Poll Pad. This network only needs external internet access and can be completely separate from any internal network utilized.

Built on the industry leading Amazon Web Services GovCloud, the ePulse system utilizes many defenses to keep the system both secure and available during a peak period such as an election. For the 6th year in a row in 2016, Gartner, a leading technology scoring and research company, has named Amazon Web Services as the best provider in the industry. KNOWiNK utilizes many of the security and scalability features built into Amazon Web Services, meaning ePulse is secured with the best in the industry tools that are updated for the ever-emerging threats that are present in the technology industry.

Below are some of the intrusion detection and control protocols KNOWiNK has deployed to protect the ePulse system for outside attacks and also the massive increase in load on Election day that thousands of devices can bring against the system. Intrusion detection and control protocols:

Encrypted Traffic - All traffic to and from ePulse and between Poll Pad and ePulse is encrypted using TLS 1.2 encryption, a certificate authority signed certificate, and AES 128 or 256-bit encryption depending on what the user's browser supports. All traffic is encrypted using an AWS managed service, ensuring it is always up to date with the latest

encryption standards and supported by industry leading AWS network teams.

AWS Shield - All traffic passes through Amazon's "Shield" product which provides both detection and mitigation of DDoS attacks.

Firewall - Once through Shield, traffic is passed through a firewall. Only ports 80 and 443 are open.

Virtual Private Cloud (VPC) - A virtual private cloud or "VPC" is a virtual isolated cloud environment which allows for all server and database resources to be isolated from the public internet. All traffic must first flow through a load balancer and firewall which then divides the traffic to the proper application server. Due to the isolated nature of the VPC even if an attacker had the IP address of an individual server, he or she could not connect to it.

Application Load Balancer - Once in the VPC, traffic is distributed using an AWS application load balancer to maintain high availability and scalability of internal resources. Application servers are hosted in differing availability zones, to ensure reliability if some external event were to affect a single availability zone.

Autoscale Groups - All application servers are assigned to auto scaling groups, which will automatically increase the number of running servers depending on demand. This allows for increased load during peak times (Election Day) and also decreases cost during down times. Autoscale groups combined with load balancers also mitigate DDoS attacks because server instances can scale automatically to handle increased load.

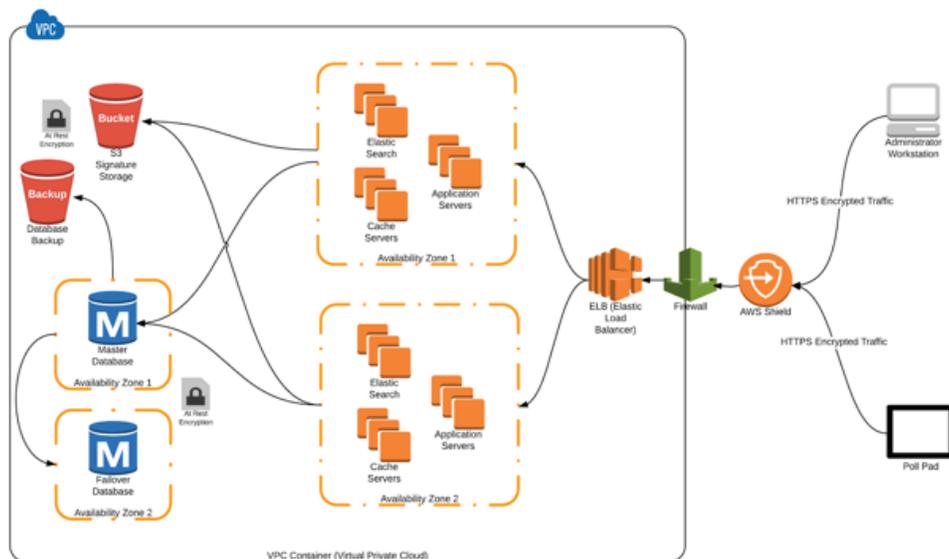
Security Groups - All AWS resources are assigned to a security group which defines which other resources can connect to them. This means for sensitive systems like the database server, only resources with a pre-authorized security group may connect to it.

Amazon Aurora Database - The aurora database is a managed database service that provides the highest level of performance, availability, and security. All data contained in the ePulse system is stored in the Amazon Aurora database. The data is encrypted at rest and in transit with an encryption key stored in the secure Key Management Service (KMS). In addition, full backups are performed on a nightly basis and stored for 30 days in multiple data centers. Point in time backups are also available for a minute by minute

backup. During peak election periods, failover databases are used in multiple availability zones to prevent any database or network outage. The failover process completes in seconds if an outage were to occur.

Amazon S3 Storage - Amazon Simple Storage Service (S3) is used to store all data that cannot be stored in a database, such as signature images, file backups, generated reports, etc. S3 is a highly reliable and secure storage service that features 99.999999999% file durability and 99.99% availability. In addition, all files stored in s3 are encrypted at rest and in transit and their access is governed by IAM (identity and access management) policies which only allow resources that need access to have it.

Amazon KMS - Amazon Key Management Service (KMS) is used to store all encryption keys that are used to encrypt all data within AWS. KMS is a secure method to store encryption keys that not only prevent Amazon from accessing them but also require authorization by any service to access any keys stored within KMS.



Centers for Information Security Benchmarks - KNOWiNK has hardened our systems to the Centers for Information Security (CIS) benchmarks for both the AWS account and the operating systems utilized by the application server instances.

The AWS account is hardened (where feasible) to Level 1 of the CIS Foundation Benchmarks for Amazon Web Services. These requirements set forth stringent application controls which increase the security of the AWS system utilized by KNOWiNK.

More information can be found here: https://d0.awsstatic.com/whitepapers/compliance/AWS_CIS_Foundations_Benchmark.pdf

The Ubuntu operating system utilized by the application servers are also built upon a server image provided by CIS that is hardened to level 1 v1.0.0 of the Ubuntu 16.04 operating system benchmarks. These ensure the operating system is not left open to any security vulnerabilities. More information on these benchmarks is available here: <https://learn.cisecurity.org/benchmarks>

Built-in access control methods and login access levels - to secure and prevent unauthorized access to or dissemination of sensitive or confidential voter information, ePulse and Poll Pad employ comprehensive security access controls throughout the system. In ePulse, administrators may add users at will and assign those users to a specific access control level that permits users to perform authorized functions. For security purposes, Administrators are not allowed to set a user's password so that no person will know a user's password other than the user him or herself. Users receive an email with a link to create a secure password. The default password requirements are a minimum of 12 characters with at least 3 of the 4 character types: uppercase letters, lowercase letters, symbols, or numbers. These minimum requirements are changeable upon request. In addition, Multi Factor Authentication is available upon request.

Users may be restricted from viewing certain sections or may be restricted to read only access to certain sections and features. Only Administrators with proper privileges can change a user's access level. All changes are logged to the system for review.

Poll Pad restricts access through a series of logins. Basic functions are optionally controlled by a base poll worker authentication. More advanced functions can be enabled by entering a supervisor or override password. Virtually every tap on the Poll Pad screen

is logged to the device and is available to export for post analysis.

Restricted External Devices - Poll Pad does not require the use of USB or removable memory cards for use. Apple inherently blocks removable memory from being connected to an iPad. KNOWiNK has developed a secure device, known as “iSync,” that allows for data transfer to and from the Poll Pad application. In order to connect to our application, the device has been certified by Apple and issued a certificate by Apple that allows it to communicate with the Poll Pad application. All data included on the iSync drive is fully encrypted using 256 bit AES encryption and is validated by a certificate stored on the keychain of the iOS device. While this device is available and can make the Poll Pad easier to use, especially when a quick and reliable network connection is not available, it is not required for use.

Data Encryption - All data stored in both Poll Pad and ePulse is encrypted in transit and at rest. Poll Pad utilizes built in iOS encryption to encrypt the application and all data contained within. Certified by NIST to FIPS 140-2, the iOS operating system utilizes the most secure encryption standards available to keep data confidential. Data transferred between Poll Pad and ePulse is encrypted using industry leading TLS 1.2 encryption and utilizes a signed certificate to stop man in the middle attacks. All data stored in ePulse is encrypted at rest and during transit within the system. And, all databases utilize AWS powered encryption with encryption keys stored in the AWS key management service.

4. Replacement Appointment to the SBC

With Meghan's resignation from her position with the Town, there are several positions that she has held that need to be filled. One of those is as a voting member of the School Building Committee. As you know, one of the required positions on the SBC is that of "manager or administrator" which the MSBA notes on its form" refers to a Town Administrator, Town Manager, or to an equivalent position". Meghan has served honorably in this role, and in that time I've had a chance to get up to speed on the details of the project. I look forward to stepping into this role for the Town. The School Committee also plans to vote on this appointment Tuesday night at their meeting, after which the requisite form can be updated and sent to the MSBA. A copy of the most approved version of this form is included as background.

MOVE that the Board appoint Blythe Robinson to serve on the School Building Committee

WELLESLEY PUBLIC SCHOOLS
 40 Kingsbury Street • Wellesley • Massachusetts 02481
 781-446-6210

Dr. DAVID F. LUSSIER
 Superintendent of Schools

Dr. JOAN DABROWSKI
 Assistant Superintendent, Teaching and Learning

 LORI V. CIMENO, Director of Student Services



CYNTHIA D. MAHR
 Assistant Superintendent, Finance and Operations

 KATHLEEN F. DOOLEY, Director of Technology

July 30, 2018

Jennifer Flynn, MSBA Project Coordinator
 Massachusetts School Building Authority
 40 Broad Street, Fifth Floor
 Boston, Massachusetts 02109

AUG 8 2018

Dear Ms. Flynn:

In accordance with 963 CMR 2.00, attached for your review and approval is the revised membership of the School Building Committee for the Ernest F. Upham Elementary School located in the Town of Wellesley. The Committee was formed in accordance with the provisions of all applicable statutes, local charters, by-laws and agreements of the Town of Wellesley. Committee members include the following:

Designation	Name and Title	Address	Email Address & Phone	Voting Member?	Notes
SBC Member who is MCPPO Certified	Stephen Gagosian, Design & Construction Manager, Facilities Management Department, Town of Wellesley	888 Worcester St Suite 370 Wellesley, MA 02482	sgagosian@wellesleyma.gov (781) 489-4256	Y	
Local Chief Executive Officer	Marjorie R. Freiman, Board of Selectmen, Town of Wellesley	146 Lowell Rd. Wellesley, MA 02481	mfreiman@wellesleyma.gov (781) 237-6821	Y	
	Thomas Ulfelder, Board of Selectmen, Town of Wellesley (SBC Vice Chair)	22 Sagamore Rd Wellesley, MA 02481	tulfelder@wellesleyma.gov (617) 875-2222	Y	
Administrator or Manager	None (see "Other" below)				

Designation	Name and Title	Address	Email Address & Phone	Voting Member?	Notes
School Committee member	Sharon Gray, School Committee, Town of Wellesley (SBC Chair)	12 Arnold Rd Wellesley, MA 02481	grays@wellesleyps.org (813) 992-5896	Y	
	Matt Kelley School Committee, Town of Wellesley	45 Damien Rd Wellesley, MA 02481	kelleym@wellesleyps.org (508) 789-1259	Y	
Superintendent of Schools	David Lussier Superintendent, Wellesley Public Schools	40 Kingsbury St Wellesley, MA 02481	lussierd@wellesleyps.org (781) 446-6200	Y	
Local Official Responsible for Building Maintenance	Steve Gagosian, Design and Construction Manager, Facilities Management Department, Town of Wellesley	See above		Y	
Representative of Office Authorized by Law to Construct School Buildings	Matt King, Permanent Building Committee, Town of Wellesley	605 Washington St Wellesley, MA 02482	vettelone23@yahoo.com (781) 237-0870	Y	
School Principal	Charlene Cook, Principal, Hardy Elementary School	293 Weston Rd Wellesley, MA 02482	cookch@wellesleyps.org (781) 446-6270	N	
School Principal	Jeffery Dees, Principal, Upham Elementary School	35 Wynnewood Rd Wellesley, MA 02481	deesj@wellesleyps.org (781) 446-6285	N	
School Principal	Ellen Quirk, Principal, Hunnewell Elementary School	28 Cameron St Wellesley, MA 02482	quirke@wellesleyps.org (781) 446-6275	N	
Member Knowledgeable in Educational mission and function of facility	Cynthia Mahr, Assistant Superintendent for Finance and Operations, Wellesley Public Schools	40 Kingsbury St Wellesley, MA 02481	mahrc@wellesleyps.org (781) 446-6200, ext. 5611	N	Effective July 1, 2018 as voted by School Committee on 4/24/18

Designation	Name and Title	Address	Email Address & Phone	Voting Member?	Notes
Local Budget Official or member of local finance committee	Jane Andrews, Advisory Committee, Town of Wellesley	21 Westerly St #13 Wellesley, MA 02482	jmlandrews@gmail.com (781) 956-0269	Y	
Members of Community with Architecture, Engineering and/or construction expertise	Joubin Hassanein, Project Executive, Shawmut Design and Construction	16 Midland Rd Wellesley, MA 02482	joubinwellesleyma@gmail.com (617) 594-4402	Y	
	Ryan Hutchins, Senior Vice President, Gilbane Co.	17 Colby Rd Wellesley, MA 02482	rhutchins@gilbaneco.com (617) 594-1082	Y	
	Jose Arias Soliva, Elkus Manfredi Architects	214 Cedar St Wellesley, MA 02481	jasoliva94@gmail.com (617) 548-5077	Y	
Other	Meghan Jop, Assistant Executive Director, Town of Wellesley	525 Washington St Wellesley, MA 02482	mjop@wellesleyma.gov (781) 431-1019, ext. 2205	Y	Designee of Executive Director
	Virginia Ferko	155 Grove St Wellesley, MA 02482	VirginiaLeeFerko@gmail.com (339) 225-1243	Y	Community member with Town Government experience
	Heather Sawitsky	23 Hobart Rd Wellesley, MA 02482	hsawitsky@gmail.com (781) 235-2113	Y	Community member with Town Government experience

Note: With 14 voting members, a quorum of the committee shall be 8 members.

Listed below is the past performance of the school building committee, the building committee (temporary or permanent), or any other committee responsible for oversight, management, or administration of the construction of public buildings and its individual members:

Joubin Hassanein - Executive at Shawmut Design and Construction and engaged on school construction projects, including with the MSBA; current Hunnewell School parent.

Ryan Hutchins - Executive at Gilbane Company and engaged on school construction projects, including with the MSBA; current Hardy School parent.

Jose Arias Soliva - Architect at Elkus Manfredi Architects; parent of former Upham School and Fiske School students.

Virginia Ferko – Former chair of Wellesley's Advisory Committee (the Town's Finance Committee), current Town Meeting member. Strong focus on town government process and community engagement.

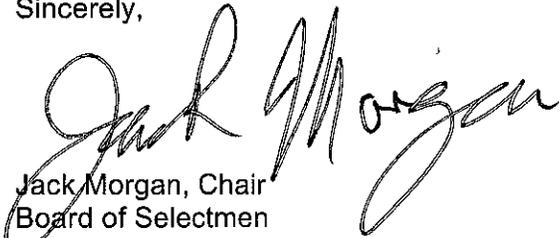
Heather Sawitsky – Former Town Moderator, former chair of Advisory Committee, current Town Meeting member. Strong focus on town government process and community engagement.

Wellesley High School Building Committee (2007-2012): Katherine Babson, Chair; Steve Baker; Steve Gagosian; Tom Goemaat; Rusty Kellogg; Andrew Keough; Hans Larsen; Suzy Littlefield; David Mooney; John Moran; Kathy Mullaney; Cynthia Westerman; Bella Wong.

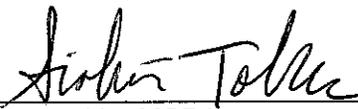
Permanent Building Committee (current membership): Matt King, Chair; Tom Goemaat; David Grissino, Suzy Littlefield; Larry Shind.

After approval of this committee by the Authority, the Town of Wellesley will notify the Authority in writing within 20 calendar days of any changes to the membership or the duties of said committee.

Sincerely,



Jack Morgan, Chair
Board of Selectmen
Town of Wellesley

 8/31/18
Approved by MSBA Date

5. Discuss Waiver of Parking Meters December 2018

Again this year a request has been made by the Merchants association for free parking at all two hour meters during the month of December. As you may recall, last year the Board took action to expand the free parking from just Wellesley Square to all similar meters in Town. We recommend approval of this request again this year.

MOVE to authorize two-hour free on-street parking in Wellesley Square, Wellesley Hills, and Wellesley Lower Falls for the month of December 2018. This free parking does not apply to four-hour and 10-hour parking meters or commuter rail parking lots.

6. Review Boston Marathon Invitational Entries Policy

Since the first read on this policy we've had the opportunity to give some more thought to how the entries could be assigned, and received valuable input from the Police and Fire Departments as to how much they appreciate the opportunity to have a bib. With that, enclosed is an updated version of the policy that assigns two bibs each to Police and Fire, and does not require fundraising. Also, should they not have runners for those bibs, they would be available for the Board to assign to charities. Two bibs would continue to be awarded to run for the War Memorial scholarship, by either other Town employees that commit to running, or if not two residents. The rest of the policy is very much the same as you've already seen before. We've also included some recent history on how the bibs were distributed as background.

MOVE that the Board approve the Boston Marathon Invitational Entries policy.

Administrative
Policy and
Procedure

Board of Selectmen
Boston Marathon Invitational Entries
Policy
Approved _____, 2018

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 Wellesley Public Safety officers and 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. Reflecting the significant contribution that Public Safety officers make to the success and safety of those who run the Boston Marathon, two Invitation Entries will be reserved in October for Wellesley Police officers and two Invitational Entries for Wellesley Firefighters who commit to train and run. The Police and Fire Chiefs shall advise the Executive Director by October 31st of the names of any designated runners from each department. If there are fewer than two entries from either department the reserved entries will be returned to the pool for distribution pursuant to the procedures in section d.
- b. All recipients of Invitational Entries must agree to pay the applicable entry fee to the BAA. Recipients of Invitational Entries (other than Wellesley Public Safety officers) must agree to fundraise a minimum amount (set by the Board of Selectmen by October 15th) for the sponsoring charity. A sponsoring charity may, in its discretion, set a higher fundraising minimum.
- c. All recipients of invitational entries 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 remaining after any awarded to Wellesley Public Safety officers will be awarded:
 - i. Two entries will be reserved for Town of Wellesley employees as determined by the Executive Director by October 31st each year. Should no employees be chosen to run, these Invitational Entries will be offered to Town residents with the awards determined by the Board

of Selectmen. In either case, persons receiving these entries must agree to raise funds for the Town's War Memorial Scholarship.

- ii. 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. The Selectmen will determine the award of entries to charities in their sole discretion and may issue no entries or more than one entry to charities. 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.

e. Schedule

- i. The Boston Marathon is held each year on Patriots Day.
- ii. By October 31st of the preceding year Invitational Entries awarded to Wellesley Public Safety officers shall be determined pursuant to b. above.
- iii. 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.
- iv. Completed applications must be submitted to the Selectmen's Office by December 1st of the preceding year.
- v. Invitational Entries will be awarded by vote of the Board of Selectmen to qualified charities by the first Monday in January.
- vi. Awarded runners must submit their fundraising minimum to the sponsoring charity by May 15th.
- vii. Charities must report each runner's total fundraising no later than June 15th.

Administrative Policy and Procedure | Board of Selectmen
Boston Marathon Invitational Entries Policy
Approved _____, 2018

DEFINITION:

Invitational Entry: Invitations to run the Boston Marathon that the (BAA) distributes to the Town 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.

REGULATORY / STATUTORY REFERENCES

Allocation of Invitational Entries are subject to the requirements of the Boston Athletic Association.

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:

	2018	2017*	2016	2015	2014	2013
	Invitations Awarded					
Friends of Wellesley METCO	2	4	7	7	4	0
Wellesley Scholarship Foundation	2	4	2	1	1	5
Wellesley Friendly Aid	1	1	1	1	1	5
War Memorial Scholarship Fund	2	2	1	6	0	0
Wellesley A Better Chance (ABC)	1	2	3	2	1	0
Wellesley Education Foundation (WEF)	1	2	3	1	1	0
West Suburban Veterans	0	0	0	0	0	2
Fund For Wellesley	0	0	0	0	2	0
Wellesley Theatre Project	1	0	1	0	1	5
Friends of the Council on Aging	1	1	2	0	0	0
Wellesley Food Pantry	1	0	0	0	1	0
Razia's Ray of Hope	0	0	1	0	0	0
Cite Soliel Opporntnity Council	0	0	1	0	0	0
Wellesley Police	2	0	0	0	0	3
Wellelsey Fire	0	0	0	3	3	0
Wellesley FMD	0	0	0	1	0	0
Community Investors	1	1	0	0	0	0
Elizabeth Seton Residence	1	1	0	0	0	0
Newton Wellesley Weston Committee for Community Living	1	1	0	0	0	0
Wellesley Turkey Trot	0	0	0	0	0	0
Adolescent Wellness, Inc (AWI)	1	1	0	0	0	0
On Belay	0	0	0	0	0	0
World of Wellesley	1	1	0	0	0	0
Mass Bay Community College Foundation	0	1	0	0	0	0
Other	3	0	0	0	9	0
Total	22	22	22	22	24	20

2012	Totals
10	34
0	15
0	10
0	11
6	15
0	8
0	2
0	2
0	8
0	4
0	2
0	1
0	1
2	7
0	6
0	1
0	2
0	2
0	2
0	0
0	2
0	0
0	2
0	1
	0
2	14
20	110

7. **Appoint Veteran's Grave & Ceremonial Officer**

Earlier this year the Board approved the position of Veterans Grave and Ceremonial Officer. We advertised the position by sending a personal letter to each Veteran who identified themselves as such in the most recent Town census (almost 700), from which we received two expressions of interest. On Thursday, a committee of Tom Ulfelder, Pete Jones, Sarada Kalpee and I interviewed both candidates. It was our unanimous decision that Mr. Joe Oliveri be recommended to you for the position. A copy of his resume is included in your packet for your review. He has lived in the community a number of years, is a Marine Corps veteran, has been a youth hockey coach in Town for about 10 years. In fact, he has organized the youth section of the Veterans Day parade for the last several years. At the time we were putting the FNM to bed I haven't been able to confirm that he can attend the meeting on Tuesday, and we'll update you as soon as we know.

MOVE to appoint Joe Oliveri to the position of Veteran's Grave & Ceremonial Officer.

JOSEPH M. OLIVERI

(C) 774.292.9932
Joe.Oliveri@Oracle.com

Summary:

Oracle: Fy18 HUB MVP
Oracle: 252% FY'18
Oracle: Fast Start Award Q3 FY'18
Oracle: FY'18 Cloud MVP
Oracle: MVP FY'17
Oracle: ACE Award Fy'17
Oracle: 171% FY'16
PTC: 104% FY'15
PTC: Excellence Award FY'15
PTC: Most Revenue Generated Q4 FY'15

Experience:

Oracle Corporation – Enterprise Executive Oracle Cloud

Apr 2016- Sept 2018

Managed forecasts and pipeline and closed nearly 2M+ in Oracle Cloud offerings within Enterprise Retail Accounts West Managed Merger & Acquisition Team internally & responsible for MADS in Retail Vertical Enterprise Teams Responsible for hunting net new, subsidiaries, support, technical direction, and educational activity Created sales campaigns for Directors on Cloud activity throughout the year & crafted org wide custom solutions aimed at new hires and younger reps to build pipeline and grow install base within Cloud verticals Presented workshops for Oracle Direct on IaaS sales plays and conversions from On-Premise to Cloud inclusive of CSA negotiations, Systems, & Internal tools to leverage Oracle Enterprise Accounts

PTC Partner Tech-30 Director of Sales- Northeast (Atlantic & West Region)

Dec 15- Apr 2016

Manage a team of 10 remote sales representatives covering United States & Canada responsible for 1M install Responsible for training in sales processes and forecasting to senior management as well as new ventures Focused on creating and closing new business opportunities in the territory as well as support renewals >2yrs

PTC Mathcad Account Manager- Great Lakes Region & Ontario CA.

Aug 2014-Dec 2015

Closed 500k+ while managing a team of 5 representatives to include Application Engineers and Support Team Responsible for forecasting sales accurately for management using Salesforce and CRM tools Primary focus closing new business opportunities in Lakes Region and Ontario, while supporting existing Create and execute sales campaigns, sales demonstrations, and renewals on existing and new perpetual licenses Achieved Sales goals forecasted quarterly & awarded for achievements Q2, Q3, Q4 FY'15.

PTC Strategic Support Representative –Great Lakes Region & Ontario CA.

Mar 2014- Aug 2014

Manage Central territories covering the Great Lakes Territory & Ontario CAN. In the Direct Space +750M Responsible for forecasting to sales directors, strategic account representatives using Salesforce, CRM tools Created and executed campaigns, demonstrations to customers, seminars and continuing education sessions Manage existing sales relationships while cultivating new opportunities in Direct space accounts

ADT Security High Volume Sales Representative

Apr 2013-March 2014

New England Top Sales Representative Awards in July/September of 2013 & January of 2014.
62.5 % GCR and over 129k in production at 200% to plan 3 months into the field.

Connell & Curley Insurance Agency

Apr 2008 -Dec 2012

Connell & Curley Insurance agency in Metro-West as a Sales representative dedicated create Chubb portfolio

United States Marine Corps

Oct 2002-Dec-2006

Special Operations Command(SOC), Secret Level clearance; 1st BN 6th Marines 2nd Marine Division. Awards include commanding over 80 day/night combat patrols assuring younger Marines readiness. Team and Squad leader roles over two deployments while on 22nd MEU Amphibious LARV team, HQ, and CO Security Det.

Service Time Awards include: Combat Action Ribbon, Good Conduct Medal, Department of the Navy Unit Commendation, Iraqi Campaign Medal, Sea Service Deployment Ribbon (2nd Award) Global War on Terrorism Service & Expeditionary Medals for Afghanistan and Iraq Deployment 03-05, and National Defense Service Medal.

Organizations/Affiliations:

Executive Member -Committee of ADA; American Diabetes Association, Leukemia & Lymphoma Society, Children's Hospital Philadelphia, ABC Foundation Wellesley Veterans Parade Organizer, WYHA Program Hockey Skills Director, Meridian Lodge AF&AM, MAVEN & Co-Captain of Veterans Organization Oracle.

Education:

Becker College; Worcester, MA (May 2008-2013/ Jan 2015-2017)

Bachelors of Science: BS Management Concentration & Bachelors of Arts: Graphic Design

Boston University – Finance & Investments April 2017-current 2019est.

8. Discuss Program for October 22nd Meeting on Coleman Institute

Under the leadership of Beth and Tom we are working to put together a program to inform the public about the planned opening of the Coleman Institute at 30 Washington Street. The purpose of this item on the agenda is to bring you up to speed on the plans for that evening, the topics we plan to cover, who will speak, and what information will be provided. Beth, Tom, Stephanie and I will be meeting on Monday to review our progress on this, and we may have a handout for you later that day or at the meeting to discuss.

NO MOTION

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

- ❖ Correspondence from Harborlight Community Partners



Harborlight
Community
Partners

Providing Homes & Community Support

September 24, 2018

Town Of Wellesley
525 Washington St
Wellesley, MA 02482

Dear Sir or Madam,

On behalf of YIMBYtown Conference 2018, thank you so much for your support of the national "Yes In My Backyard" conference, held in Boston this September. The grant of \$200.00, received on 9/19/2018 will serve to fund three days of learning and sharing of ideas to address housing scarcity, barriers to development and access. We will explore ways toward meaningful change to across the county in urban, rural, and suburban counties and municipalities.

We anticipate hundreds of concerned community members, activists, housing advocates and public officials to participate and learn from this important event. In no state in our nation can someone earning minimum wage afford market rate rent; the time to say "Yes In My Backyard" to affordable housing development could not be critical. The YIMBYtown conference will provide an opportunity for many from across the country to galvanize energy and ideas around creating substantive change at both the national and local levels.

Again, we offer our most sincere thanks for this generous grant in support of the YIMBYtown 2018 conference. You are playing a large part a wider movement toward transformation around housing issues, needs, and challenges across the nation. We look forward to sharing our progress and highlights with you as our planning progresses.

Sincerely,

Andrew DeFranza
Executive Director, Harborlight Community Partners

Thank you!

Jesse Kanson-Benanav
Chairman, A Better Cambridge

*Harborlight Community Partners is a 501c3 non profit organization.
Tax ID # 04-2313571. All donations are tax deductible. No goods or services were provided in exchange for this gift.*