

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

Given that we have meetings Monday and Tuesday that are single topics, this background is truncated to just cover those topics and the correspondence that is available. See you on Monday at 7:00 PM in the Great Hall, and Tuesday at 11:25 AM in the Juliani.

MONDAY, OCTOBER 22, 2018

1. Call to Order – Open Session

- Announcements

2. Citizen Speak

3. Coleman Institute Discussion

a. Presentation by Coleman Institute

b. Q & A /Citizen Speak

Beth and Tom have taken the lead on coordinating this item for the meeting on Monday. Once the item is introduced for the audience, the team from the Coleman Institute will give a presentation, a copy of which is in your packet. The team is comprised of:

- Dr. Peter Coleman
- Mr. Andrew Blake, COO
- Ms. Melissa Bunch, Director, Development Operations

Also included in your packet is a memo from Stephanie outlining the various points of interest on this topic, and whom will be there from the Town to answer questions if they are posed by residents.

NO MOTION

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

- ❖ FY19 Year to Date Budget Report
- ❖ Marathon Invitational Entries Policy – Final
- ❖ Monthly Parking Meter Collection Report, September
- ❖ Response to DLS Investigation – Town Hall

TUESDAY, OCTOBER 23, 2018

1. Call to Order – Open Session

- Announcements

2. Citizen Speak

3. Tailby and Railroad Lot RFP Interviews

- **11:30** **Trinity Financial Presentation and Interview**
- **1:00** **Break**
- **1:30** **Pennrose Presentation and Interview**
- **3:00** **Federal Realty Presentation and Interview**

Included in your packet is an overview memo from Meghan giving a brief recap on the interview process for the day and how we arrived at this point. We have not included the working group report again, but if you find you'd like another copy, or any other background items, we can get them to you on Monday night.

NO MOTION

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MEMORANDUM

DATE: October 19, 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.

- Mike Grant notified me this morning that he will be denying the application by Haynes Management for the renovation of the office at 30 Washington Street for the Coleman Institute. The application is lacking some required information and he will notify the applicant of that so it can be corrected. This is not abnormal to the process, and once it is corrected he fully expects to issue the permit. Given the heightened interest in the topic we wanted you to be aware. Mike will be prepared to speak to it if necessary on Monday.
- The HR Board met on Tuesday evening to take up a number of matters. Among them was to recommend a 40/50/60 series wage increase for FY20. They have set that at a 2% increase across the board for next year. This is based on several factors including a detailed salary survey, negotiated agreements with unions, economic indicators and input from the Board. The Board also discussed their desire to put forth a general bylaw amendment to remove the personnel bylaw from the purview of Town Meeting. This was one of the recommendations by the Town Government Study Committee on which they believe there was general consensus. Having to review a number of updates to the policies on the Town Meeting floor has been a barrier to their doing so. They would like to discuss this jointly with the Board at a meeting in the next month or so.

- The Board also approved the pay increases for the two local inspectors as well as \$7,000 from the funds allocated at Town meeting for such changes. Next month they will take up revised job descriptions for Mike Grant's position and the position being vacated by Denise Rogers. Please note that over the past few months we have had to spend quite a bit more than anticipated to pay on call plumbing and electrical inspectors due to our regular inspectors having several health and family issues that have kept them from working. We've also brought in a temp to help with the transition from Denise leaving to filling this position in the next couple of months. These issues combined with reclassifying the two jobs noted above will very likely result in a motion under article 7 of the ATM to transfer dollars into the building department salaries, and a larger than 2.5% increase in the budget for FY20. We are continuing to analyze these costs so we can apprise both you and the Advisory Committee.
- Work on a bylaw proposal to adopt a 40R district will continue next week as we are scheduling a meeting with Peter Tamm, John Hancock, Planning and our office to discuss where a draft bylaw stands and when we would be ready to have a public hearing on this.
- The Town Hall contractor is about to embark on abatement of non-friable asbestos caulking and glazing compound is required as part of the window restoration work. This non-friable asbestos containing material is located on the exterior of the windows. The work is scheduled to start on Tuesday, 10/23 on a 2nd shift from 4:00PM to 12:00AM. The anticipated completion is 11/2. Work on Saturdays may also be needed from 7:00AM to 4:30PM. The building can be occupied during this work. The Town will have a third party certified industrial hygienist providing continuous monitoring of the abatement contractors work and collecting air quality data. The proper MA DEP notifications have been submitted by the abatement contractor. The contractor will need access to both the exterior and interior offices of the building. Staff should clear items away from the windows to allow access to install/remove poly barriers on the inside of each window. In some cases, the window will be removed and a temporary wood/Plexiglas infill will be installed (i.e. tall windows at north wall of Selectmen's Office). Eventually this will occur at all windows, the schedule of which is to be determined.
- In your FNM is a copy of what we expect is the final version of the marathon entries policy. Thanks to Marjorie for editing this version. Please scan it, and we'll bring it to the meeting for signatures.
- We received confirmation from the State that the IT grant we won is for the sum of \$24,000 for the enhancement to our network infrastructure to improve our disaster recovery posture. We're disappointed it is less than the \$40,000 we requested, but Brian assures me it will still help us keep moving in the right direction in partnership with the MLP.
- On Saturday I will be attending the Mass. Selectmen's Association annual meeting at Fort Devens to join Bernie Lynch (recruiter we used for the ED search) and Steve Bartha from Danvers to speak on recruiting for Town Manager positions. There was positive feedback from the talk we gave in January at the MMA in which Marjorie participated, and they've asked us to come back and talk about more of the nuts and bolts.