

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

SELECTMEN'S MEETING

TENTATIVE AGENDA

Town Hall – Great Hall

7:00 P.M. Tuesday, October 22, 2018

1. 7:00 Call to Order – Open Session
 - Announcements
2. 7:05 Citizen Speak
3. 7:10 Coleman Institute Discussion
 - Presentation by Coleman Institute
 - Q & A /Citizen Speak
4. 8:45 New Business and Correspondence

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

Next Meeting Dates: Tuesday, October 23, 2018 **11:25 am – Juliani Room**
Monday, October 29, 2018 7:00 pm – Juliani Room

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SELECTMEN'S MEETING

TENTATIVE AGENDA

Town Hall – Juliani Room

11:25 A.M. Tuesday, October 23, 2018

1. 11:25 Call to Order – Open Session
2. 11:26 Citizen Speak
3. 11:30 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
4. 4:30 New Business and Correspondence

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

Next Meeting Dates: Monday, October 29, 2018 7:00 pm – Juliani Room
Tuesday, November 13, 2018 7:00 pm – Juliani Room

Board of Selectmen Calendar – FY19

Date	Selectmen Meeting Items	Other Meeting Items
10/23 <i>Tuesday</i>	Meeting - Tailby Lot Interviews – Juliani Room; 11:00	
10/29 <i>Monday</i>	Meeting Approve SPED stabilization fund expenditure MLP - Overview of Internet Service to Commercial customers Deliberate Tailby Interviews Wellesley Free Library Foundation: One Day License Request Presentation to BOS & Planning Board - 40B Options (Delanson & Weston Rd)	
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 Set War Memorial Scholarship Amount Open Warrant for Special Town Meeting Discuss Capital Budget guidelines	
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 Approve Boston Marathon Charity & Bib entries	
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	

<i>Date</i>	<i>Selectmen Meeting Items</i>	<i>Other Meeting Items</i>
<i>12/24 Monday</i>	No Meeting	
<i>12/25 Tuesday</i>	TOWN HALL CLOSED – Christmas Day	
<i>12/28 Friday</i>	Close ATM Warrant	
<i>12/31 Monday</i>	No Meeting	
<i>1/1 Tuesday</i>	TOWN HALL CLOSED – New Year’s Day	
<i>1/7 Monday</i>	No Meeting – Wellesley Club	
<i>1/8 Tuesday</i>	Meeting 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*

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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

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EXECUTIVE DIRECTOR OF GENERAL GOVERNMENT

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.

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

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WWW.WELLESLEYMA.GOV

DATE: October 19, 2018

TO: Board of Selectmen

FROM: Stephanie Hawkinson

SUBJECT: The Coleman Institute Information and Resources

Below is a summary of information pertaining to The Coleman Institute (TCI), a branch of BayMark Health Services (<https://baymark.com/about-us-2/>) to be discussed at the regular Board of Selectmen's meeting on Monday, Oct. 22.

Background: The Coleman Institute (<https://thecolemaninstitute.com/>) is a medical office providing outpatient withdrawal management for private-pay patients addicted to opioids, alcohol and other substances planning to open in November at 30 Washington Street in Wellesley. As a service to the community, the BOS invited representatives from The Coleman Institute to its regular meeting on Oct. 22 to learn about the business and provide a forum for the community and Town Officials to ask questions to better understand TCI. TCI was very receptive to having this type of meeting; representatives who will be attending are:

- Dr. Peter Coleman, National Medical Director, The Coleman Institute
- Andrew Blake, Chief Operating Officer, BayMark Health Services
- Melissa Bunch, Director, Development Operations, BayMark Health Services

Presentation slides provided by The Coleman Institute follow this summary. As you know, community members have expressed strong concerns about this business opening in proximity to educational facilities in the area (St. John School, Schofield Elementary, two nursery schools) and have been actively seeking information: the Selectmen, the Selectmen's office, and other Town departments have received questions and letters from residents about this business. There was a community meeting that was attended by several Town representatives to understand the types of concerns and information needs raised by residents.

To support the residents' desire for information and a better understanding of TCI, the Selectmen's office has reached out to TCI with specific questions about its business that we anticipate they will cover during the formal presentation on Monday, and others will be answered as they are raised during the Citizen Speak/Q & A portion of the meeting. The topics we expect to be covered include:

- Description of the business and services provided
 - Types of addictions treated
 - Medications used on site and types of prescriptions issued, if any

- Typical patient profile
- Local staffing
- Safety and Security measures
- Long-term growth
 - Implications of being a regional center
 - Current capacity and goals
- Federal Guidelines
 - Licensing requirements
 - Status in terms of licensing
- Location
 - Criteria used to select this location
 - Expectations community should have based on proximity to schools
 - Experiences in other communities with this type of location
- Patient experience
 - Treatment requirements
 - Transportation and extended stay option
 - Detox timeline
- Transparency and Relationship with the Community

Additional Resources: Town Counsel and staff from various Town departments are attending the meeting to provide additional information related to Town bylaws, safety, licensing and permitting, if necessary. None of these individuals/departments have formal presentations; they are present in the event their participation is needed. Staff and the issues they are prepared to cover include:

Blythe Robinson, Ex. Director – Government Services

- Town Meeting, Special Town Meeting procedures and timelines
- General Town Government information

Tom Harrington, Town Counsel

- Legal opinions related to TCI and zoning

Jack Pilecki, Chief of Police and Scott Whittemore, Deputy Chief

- Community Safety
- Local opioid issues
- TCI safety track record in other communities

Michael Grant, Building Inspector/Zoning Enforcement Officer

- Building/permitting requirements

Lenny Izzo, Health Dept. Director

- Public Health and Substance Abuse licensing requirements (Local, State and Federal)

Planning Department

- There is a PB meeting scheduled at the same time, while a representative will not be at the BOS meeting they will be available if needed.

In addition, we are aware that there may be representatives from Haynes Management, Inc. (30 Washington St. leasing company), Newton Wellesley Hospital, and the School Department/School Committee attending the meeting.

In terms of the meeting flow, it is structured to provide TCI a venue to inform the community of its plans and provide a Q & A forum to address resident information needs. We will be hearing a formal presentation from TCI and then expect to proceed directly to Q & A. Town Officials and Department representatives will be available to speak if we request they address an issue; they have not been asked to proactively make any presentations. Town Counsel has informed us that the Town should not be looking to treat TCI differently than other medical facilities; it is allowed by right under our zoning bylaw. Private citizens, however, have the right to ask questions in this area and take action.

If you have additional questions, please contact Stephanie (shawkinson@wellesleyma.gov) as soon as possible. Thank you.



Dr. Peter Coleman, Founder & National Medical Director

Andrew Blake, Chief Operating Officer

Melissa Bunch, Vice President, Development

Town of Wellesley, Massachusetts

October 22, 2018

Who We Are

- The Coleman Institute was founded in Richmond, Virginia in 1998
- We are a **specialty physician's office** offering a **limited number of private treatment suites**
- Outpatient Withdrawal Management Services, usually completed in 3-8 days
 - Commonly referred to as “detox” for:
 - Alcohol
 - Benzodiazepines, such as Xanax® or Valium®
 - Opioids, including Oxycodone and Hydrocodone
- Treatment services using **Naltrexone, a non-addictive opioid blocker**
 - Abstinence-based treatment philosophy focused on removing physical withdrawal symptoms, preparing patients to focus on long-term recovery



The Coleman Institute is NOT an Opioid Treatment Program or Methadone clinic.

We Do Not dispense
Methadone

Full Agonist

We Do Not prescribe
Buprenorphine

Partial Agonist

We use
Naltrexone

Antagonist
(non-addictive opioid blocker)

- The Coleman Institute's specialty is getting patients onto Naltrexone therapy using a quick, comfortable outpatient withdrawal management process
- 98% of opioid detox patients complete their medical procedure and are successfully inducted onto Naltrexone--either Vivitrol® or a Naltrexone implant

Patient Health & Safety

- All patients must be **accompanied 24 hours a day by a responsible support person** throughout the treatment period
 - Like other outpatient medical procedures, i.e. wisdom teeth removal, cosmetic surgery, etc., patients cannot drive themselves.
- Patients are provided individualized comfort medications to reduce cramping, nausea, anxiety and related physical symptoms under medical supervision.
- For 6 months following treatment, patients are provided with recovery support including Naltrexone/Vivitrol® therapy as well as referrals to abstinence-based services which may include, but are not limited to:
 - Individual counseling
 - Inpatient or residential treatment
 - Alcoholics Anonymous

Why Wellesley?

- The Coleman Institute is a unique complement to the existing modes of addiction treatment already offered by healthcare providers in the Wellesley area
- Alcoholism and drug addiction span all socio-economic categories, but there is still deep stigma attached to them
- We sought a suburban Boston location that is safe, progressive and open-minded
- Our services are upscale and discreet, so we sought a compatible environment

THE
COLEMAN
INSTITUTE



**We aim to be good neighbors and provide
valuable medical services.**

Andrew Blake: Andrew@TheColemanInstitute.com

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



FOR 2019 13

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
122 BOARD OF SELECTION							
1 PERSONAL SERVICES	463,319	2,300.84	465,619.84	112,495.41	.00	353,124.43	24.2%
2 EXPENSES	33,225	.00	33,225.00	14,544.99	.00	18,680.01	43.8%
8 ENCUMBRANCES	100	.00	100.00	39.48	.00	60.52	39.5%
9 CONTINUED APPROPRIATIONS	38,453	.00	38,452.51	7,307.00	.00	31,145.51	19.0%
TOTAL BOARD OF SELECTION	535,097	2,300.84	537,397.35	134,386.88	.00	403,010.47	25.0%
125 GREEN RIBBON COMMITTEE							
2 EXPENSES	1,500	.00	1,500.00	683.29	.00	816.71	45.6%
TOTAL GREEN RIBBON COMMITTEE	1,500	.00	1,500.00	683.29	.00	816.71	45.6%
126 SUSTAINABILITY DEPARTMENT							
1 PERSONAL SERVICES	33,452	.00	33,452.00	5,053.56	.00	28,398.44	15.1%
2 EXPENSES	3,925	.00	3,925.00	.00	.00	3,925.00	.0%
TOTAL SUSTAINABILITY DEPARTMENT	37,377	.00	37,377.00	5,053.56	.00	32,323.44	13.5%
131 ADVISORY COMMITTEE							
1 PERSONAL SERVICES	7,000	.00	7,000.00	1,633.00	.00	5,367.00	23.3%
2 EXPENSES	25,000	.00	25,000.00	3,344.89	929.77	20,725.34	17.1%
TOTAL ADVISORY COMMITTEE	32,000	.00	32,000.00	4,977.89	929.77	26,092.34	18.5%
132 RESERVE FUND							
2 EXPENSES	175,000	.00	175,000.00	.00	.00	175,000.00	.0%
TOTAL RESERVE FUND	175,000	.00	175,000.00	.00	.00	175,000.00	.0%
133 FINANCIAL SERVICES							



10/12/2018 14:27
sstrother

Town of Wellesley
GENERAL FUND EXPENDITURES

FOR 2019 13

	ORIGINAL APPROV	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
133 FINANCIAL SERVICES							
1 PERSONAL SERVICES	444,699	2,505.39	447,204.39	119,812.76	.00	327,391.63	26.8%
2 EXPENSES	10,950	.00	10,950.00	1,712.79	980.54	8,256.67	24.6%
TOTAL FINANCIAL SERVICES	455,649	2,505.39	458,154.39	121,525.55	980.54	335,648.30	26.7%
135 AUDIT COMMITTEE							
2 EXPENSES	58,200	.00	58,200.00	15,000.00	.00	43,200.00	25.8%
TOTAL AUDIT COMMITTEE	58,200	.00	58,200.00	15,000.00	.00	43,200.00	25.8%
141 BOARD OF ASSESSORS							
1 PERSONAL SERVICES	277,592	3,220.08	280,812.08	75,646.57	.00	205,165.51	26.9%
2 EXPENSES	83,050	.00	83,050.00	23,770.62	29,000.00	30,279.38	63.5%
TOTAL BOARD OF ASSESSORS	360,642	3,220.08	363,862.08	99,417.19	29,000.00	235,444.89	35.3%
145 TREASURER/COLLECTOR							
1 PERSONAL SERVICES	310,444	3,862.78	314,306.78	88,925.86	.00	225,380.92	28.3%
2 EXPENSES	129,750	.00	129,750.00	17,854.56	.00	111,895.44	13.8%
8 ENCUMBRANCES	1,150	.00	1,150.00	451.71	.00	698.29	39.3%
TOTAL TREASURER/COLLECTOR	441,344	3,862.78	445,206.78	107,232.13	.00	337,974.65	24.1%
151 LAW							
2 EXPENSES	375,000	.00	375,000.00	13,024.00	.00	361,976.00	3.5%
TOTAL LAW	375,000	.00	375,000.00	13,024.00	.00	361,976.00	3.5%
152 HUMAN RESOURCES BOARD							



FOR 2019 13

	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
152 HUMAN RESOURCES BOARD							
1 PERSONAL SERVICES	303,834	4,995.74	308,829.74	85,522.18	.00	223,307.56	27.7%
2 EXPENSES	37,900	.00	37,900.00	3,324.67	.00	34,575.33	8.8%
6 SPECIAL PURPOSE	170,000	-122,462.62	47,537.38	.00	.00	47,537.38	.0%
8 ENCUMBRANCES	464	.00	464.46	464.46	.00	.00	100.0%
TOTAL HUMAN RESOURCES BOARD	512,198	-117,466.88	394,731.58	89,311.31	.00	305,420.27	22.6%
155 INFORMATION TECHNOLOGY							
1 PERSONAL SERVICES	657,307	14,138.00	671,445.00	183,908.45	.00	487,536.55	27.4%
2 EXPENSES	420,750	.00	420,750.00	251,880.13	853.20	168,016.67	60.1%
4 CAPITAL IMPROVEMENTS	75,000	170,000.00	245,000.00	99,930.00	.00	145,070.00	40.8%
8 ENCUMBRANCES	27,430	.00	27,430.39	27,031.64	.00	398.75	98.5%
9 CONTINUED APPROPRIATIONS	41,489	.00	41,489.25	.00	.00	41,489.25	.0%
TOTAL INFORMATION TECHNOLOGY	1,221,977	184,138.00	1,406,114.64	562,750.22	853.20	842,511.22	40.1%
161 TOWN CLERK							
1 PERSONAL SERVICES	271,549	11,204.08	282,753.08	66,216.54	.00	216,536.54	23.4%
2 EXPENSES	40,465	.00	40,465.00	5,837.13	11,742.63	22,885.24	43.4%
TOTAL TOWN CLERK	312,014	11,204.08	323,218.08	72,053.67	11,742.63	239,421.78	25.9%
171 NATURAL RESOURCES COMMISSION							
1 PERSONAL SERVICES	208,110	3,337.23	211,447.23	54,365.00	.00	157,082.23	25.7%
2 EXPENSES	22,000	.00	22,000.00	1,507.23	750.00	19,742.77	10.3%
4 CAPITAL IMPROVEMENTS	99,000	.00	99,000.00	7,080.00	12,920.00	79,000.00	20.2%
8 ENCUMBRANCES	588	.00	587.98	587.98	.00	.00	100.0%
9 CONTINUED APPROPRIATIONS	187,939	.00	187,938.89	200.00	.00	187,738.89	.1%
TOTAL NATURAL RESOURCES COMMISS	517,637	3,337.23	520,974.10	63,740.21	13,670.00	443,563.89	14.9%
172 MORSES POND							



Town of Wellesley
GENERAL FUND EXPEDITURES

FOR 2019 13

172	MORSES POND	ORIGINAL APPROP	TRANSFERS/ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
2	EXPENSES	143,250	.00	143,250.00	8,709.21	.00	134,540.79	6.1%
4	CAPITAL IMPROVEMENTS	40,000	.00	40,000.00	.00	.00	40,000.00	.0%
8	ENCUMBRANCES	5,811	.00	5,810.96	5,810.96	.00	.00	100.0%
9	CONTINUED APPROPRIATIONS	42,668	.00	42,668.28	.00	.00	42,668.28	.0%
	TOTAL MORSES POND	231,729	.00	231,729.24	14,520.17	.00	217,209.07	6.3%
175	PLANNING BOARD							
1	PERSONAL SERVICES	276,470	6,057.60	282,527.60	78,275.10	.00	204,252.50	27.7%
2	EXPENSES	42,750	.00	42,750.00	2,827.60	.00	39,922.40	6.6%
4	CAPITAL IMPROVEMENTS	25,000	.00	25,000.00	2,237.86	.00	22,762.14	9.0%
8	ENCUMBRANCES	8,871	.00	8,871.43	8,081.78	571.43	218.22	97.5%
9	CONTINUED APPROPRIATIONS	19,238	.00	19,237.86	12,000.00	5,000.00	2,237.86	88.4%
	TOTAL PLANNING BOARD	372,329	6,057.60	378,386.89	103,422.34	5,571.43	269,393.12	28.8%
176	ZONING BOARD OF APPEALS							
1	PERSONAL SERVICES	75,638	.00	75,638.00	18,669.89	.00	56,968.11	24.7%
2	EXPENSES	11,940	.00	11,940.00	386.65	.00	11,553.35	3.2%
8	ENCUMBRANCES	11,500	.00	11,500.00	279.18	.00	220.82	55.8%
	TOTAL ZONING BOARD OF APPEALS	88,078	.00	88,078.00	19,335.72	.00	68,742.28	22.0%
180	HOUSING DEVELOPMENT CORP							
2	EXPENSES	6,500	.00	6,500.00	.00	.00	6,500.00	.0%
	TOTAL HOUSING DEVELOPMENT CORP	6,500	.00	6,500.00	.00	.00	6,500.00	.0%
192	FACILITIES MANAGEMENT							
1	PERSONAL SERVICES	4,571,511	13,519.94	4,585,030.94	1,302,573.06	.00	3,282,457.88	28.4%
2	EXPENSES	3,457,748	.00	3,457,748.00	655,881.94	540,976.88	2,260,889.18	34.6%
3	CAPITAL OUTLAY	40,000	.00	40,000.00	.00	.00	40,000.00	.0%



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	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
4 CAPITAL IMPROVEMENTS	1,810,000	.00	1,810,000.00	159,098.43	11,282.01	1,639,619.56	9.4%
6 SPECIAL PURPOSE	25,250	.00	25,250.00	22,275.00	2,975.00	.00	100.0%
8 ENCUMBRANCES	5,787	.00	5,786.98	5,786.27	.00	.71	100.0%
9 CONTINUED APPROPRIATIONS	2,195,744	.00	2,195,743.91	247,922.37	191,564.15	1,756,257.39	20.0%
TOTAL FACILITIES MANAGEMENT	12,106,040	13,519.94	12,119,559.83	2,393,537.07	746,798.04	8,979,224.72	25.9%
195 TOWN REPORTS							
2 EXPENSES	4,000	.00	4,000.00	.00	.00	4,000.00	.0%
TOTAL TOWN REPORTS	4,000	.00	4,000.00	.00	.00	4,000.00	.0%
199 CENTRAL ADMINISTRATION SERVICE							
2 EXPENSES	26,500	.00	26,500.00	2,478.30	.00	24,021.70	9.4%
4 CAPITAL IMPROVEMENTS	14,400	.00	14,400.00	11,200.00	.00	3,200.00	77.8%
8 ENCUMBRANCES	2,528	.00	2,528.11	2,528.11	.00	.00	100.0%
TOTAL CENTRAL ADMINISTRATION S	43,428	.00	43,428.11	16,206.41	.00	27,221.70	37.3%
210 POLICE							
1 PERSONAL SERVICES	5,692,187	1,283.88	5,693,470.88	1,543,749.91	.00	4,149,720.97	27.1%
2 EXPENSES	648,585	.00	648,585.00	183,809.72	27,012.75	437,762.53	32.5%
4 CAPITAL IMPROVEMENTS	78,279	.00	78,279.00	63,989.12	.00	14,289.88	81.7%
8 ENCUMBRANCES	8,795	.00	8,794.56	8,793.33	.00	1.23	100.0%
9 CONTINUED APPROPRIATIONS	8,264	.00	8,263.73	.00	2,800.00	5,463.73	33.9%
TOTAL POLICE	6,436,109	1,283.88	6,437,393.17	1,800,342.08	29,812.75	4,607,238.34	28.4%
211 PUBLIC SAFETY INSURANCE							
2 EXPENSES	100,000	.00	100,000.00	50,581.00	.00	49,419.00	50.6%
TOTAL PUBLIC SAFETY INSURANCE	100,000	.00	100,000.00	50,581.00	.00	49,419.00	50.6%
220 FIRE							



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220	FIRE	ORIGINAL APPROP	TRANSFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1	PERSONAL SERVICES	5,215,425	.00	5,215,425.00	1,372,413.91	.00	3,843,011.09	26.3%
2	EXPENSES	265,770	.00	265,770.00	75,734.05	3,138.56	186,897.39	29.7%
4	CAPITAL IMPROVEMENTS	65,000	.00	65,000.00	9,980.00	54,995.00	25.00	100.0%
8	ENCUMBRANCES	1,060	.00	1,059.66	1,045.21	.00	14.45	98.6%
9	CONTINUED APPROPRIATIONS	111,565	.00	111,565.45	2,858.48	11,096.00	97,610.97	12.5%
	TOTAL FIRE	5,658,820	.00	5,658,820.11	1,462,031.65	69,229.56	4,127,558.90	27.1%
241	BUILDING INSPECTION							
1	PERSONAL SERVICES	491,587	9,710.08	501,297.08	143,019.72	.00	358,277.36	28.5%
2	EXPENSES	40,600	.00	40,600.00	12,094.33	.00	28,505.67	29.8%
8	ENCUMBRANCES	50	.00	50.00	14.10	.00	35.90	28.2%
	TOTAL BUILDING INSPECTION	532,237	9,710.08	541,947.08	155,128.15	.00	386,818.93	28.6%
244	SEALER OF WEIGHTS & MEASURES							
1	PERSONAL SERVICES	16,000	.00	16,000.00	2,585.69	.00	13,414.31	16.2%
2	EXPENSES	2,550	.00	2,550.00	1,304.35	.00	1,245.65	51.2%
	TOTAL SEALER OF WEIGHTS & MEAS	18,550	.00	18,550.00	3,890.04	.00	14,659.96	21.0%
299	SPECIAL SCHOOL POLICE							
1	PERSONAL SERVICES	127,606	.00	127,606.00	10,093.05	.00	117,512.95	7.9%
2	EXPENSES	3,183	.00	3,183.00	.00	.00	3,183.00	.0%
	TOTAL SPECIAL SCHOOL POLICE	130,789	.00	130,789.00	10,093.05	.00	120,695.95	7.7%
320	INSTRUCTIONAL SERVICES							
1	PERSONAL SERVICES	46,658,687	.00	46,658,687.00	7,996,599.39	.00	38,662,087.61	17.1%
2	EXPENSES	1,983,647	.00	1,983,647.00	531,053.68	585,171.22	867,422.10	56.3%
3	CAPITAL OUTLAY	68,800	.00	68,800.00	10,697.90	.00	58,102.10	15.5%



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FOR 2019 13

	ORIGINAL APPROP	TRANFRS/ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
8 ENCUMBRANCES	3,319,891	.00	3,319,891.31	3,327,566.17	.00	-7,674.86	100.2%
9 CONTINUED APPROPRIATIONS	7,852	.00	7,852.11	.00	.00	7,852.11	.0%
TOTAL INSTRUCTIONAL SERVICES	52,038,877	.00	52,038,877.42	11,865,917.14	585,171.22	39,587,789.06	23.9%
330 CENTRAL ADMINISTRATION							
1 PERSONAL SERVICES	980,559	.00	980,559.00	321,926.40	.00	658,632.60	32.8%
2 EXPENSES	151,466	.00	151,466.00	82,725.95	4,759.25	63,980.80	57.8%
8 ENCUMBRANCES	18,485	.00	18,485.00	8,551.29	.00	9,933.71	46.3%
TOTAL CENTRAL ADMINISTRATION	1,150,510	.00	1,150,510.00	413,203.64	4,759.25	732,547.11	36.3%
340 OPERATIONAL SERVICES							
1 PERSONAL SERVICES	1,526,033	.00	1,526,033.00	452,136.48	.00	1,073,896.52	29.6%
2 EXPENSES	928,660	.00	928,660.00	272,721.74	1,259,722.08	-603,783.82	165.0%
3 CAPITAL OUTLAY	878,829	.00	878,829.00	328,946.96	122,212.92	427,669.12	51.3%
6 SPECIAL PURPOSE	75,425	.00	75,424.57	4,773.25	.00	70,651.32	6.3%
8 ENCUMBRANCES	76,175	.00	76,174.76	29,782.49	.00	46,392.27	39.1%
9 CONTINUED APPROPRIATIONS	663,017	.00	663,016.96	404,751.77	.00	258,265.19	61.0%
TOTAL OPERATIONAL SERVICES	4,148,138	.00	4,148,138.29	1,493,112.69	1,381,935.00	1,273,090.60	69.3%
360 SPECIAL TUITION/TRANSPORTATION							
1 PERSONAL SERVICES	16,733,450	.00	16,733,450.00	3,179,647.77	.00	13,553,802.23	19.0%
2 EXPENSES	5,466,416	.00	5,466,416.00	1,028,948.38	5,467,718.38	-1,030,250.76	118.8%
8 ENCUMBRANCES	1,183,493	.00	1,183,493.36	970,181.91	.00	213,311.45	82.0%
TOTAL SPECIAL TUITION/TRANSPOR	23,383,359	.00	23,383,359.36	5,178,778.06	5,467,718.38	12,736,862.92	45.5%
410 DPW - ENGINEERING DIVISION							
1 PERSONAL SERVICES	522,832	9,615.16	532,447.16	184,872.62	.00	347,574.54	34.7%
2 EXPENSES	65,500	.00	65,500.00	9,423.69	4,815.74	51,260.57	21.7%



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FOR 2019 13

	ORIGINAL APPROP	TRANSFRS/ADJSTWTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
8 ENCUMBRANCES	6,801	.00	6,800.71	5,653.82	.00	1,146.89	83.1%
9 CONTINUED APPROPRIATIONS	168,884	.00	168,883.69	8,990.86	.00	159,892.83	5.3%
TOTAL DPW - ENGINEERING DIVISI	764,016	9,615.16	773,631.56	208,940.99	4,815.74	559,874.83	27.6%
420 DPW - HIGHWAY DIVISION							
1 PERSONAL SERVICES	1,067,862	3,670.08	1,071,532.08	326,945.16	.00	744,586.92	30.5%
2 EXPENSES	456,550	.00	456,550.00	60,355.63	78,162.59	318,031.78	30.3%
4 CAPITAL IMPROVEMENTS	708,000	.00	708,000.00	153,701.06	10,200.00	544,098.94	23.1%
8 ENCUMBRANCES	24,646	.00	24,646.33	5,264.68	.00	19,381.65	21.4%
9 CONTINUED APPROPRIATIONS	1,019,376	.00	1,019,375.69	88,668.61	231,119.35	699,587.73	31.4%
TOTAL DPW - HIGHWAY DIVISION	3,276,434	3,670.08	3,280,104.10	634,935.14	319,481.94	2,325,687.02	29.1%
430 DPW - PARK DIVISION							
1 PERSONAL SERVICES	1,242,196	1,458.16	1,243,654.16	388,297.86	.00	855,356.30	31.2%
2 EXPENSES	372,570	.00	372,570.00	108,135.20	69,122.45	195,312.35	47.6%
4 CAPITAL IMPROVEMENTS	340,000	.00	340,000.00	88,074.61	42,745.31	209,180.08	38.5%
8 ENCUMBRANCES	9,844	.00	9,843.60	477.42	.00	9,366.18	4.9%
9 CONTINUED APPROPRIATIONS	177,268	.00	177,267.99	35,857.58	13,864.66	127,545.75	28.0%
TOTAL DPW - PARK DIVISION	2,141,878	1,458.16	2,143,335.75	620,842.67	125,732.42	1,396,760.66	34.8%
440 DPW - RECYCLING & DISPOSAL DIV							
1 PERSONAL SERVICES	1,080,614	3,405.59	1,084,019.59	269,333.20	.00	814,686.39	24.8%
2 EXPENSES	1,273,874	.00	1,273,874.00	184,282.91	772,148.09	317,443.00	75.1%
4 CAPITAL IMPROVEMENTS	35,000	.00	35,000.00	.00	12,766.00	22,234.00	36.5%
8 ENCUMBRANCES	6,190	.00	6,190.00	5,303.43	.00	886.57	85.7%
9 CONTINUED APPROPRIATIONS	125,275	.00	125,274.88	10,800.00	18,639.00	95,835.88	23.5%
TOTAL DPW - RECYCLING & DISPOS	2,520,953	3,405.59	2,524,358.47	469,719.54	803,553.09	1,251,085.84	50.4%
450 DPW - ADMINISTRATION DIVISION							



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450	DPW - ADMINISTRATION DIVISION	ORIGINAL APPROP	TRANSFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1	PERSONAL SERVICES	360,016	15,264.56	375,280.56	149,259.46	.00	226,021.10	39.8%
2	EXPENSES	24,070	.00	24,070.00	4,814.66	.00	19,255.34	20.0%
3	CAPITAL OUTLAY	943,000	.00	943,000.00	.00	733,867.84	209,132.16	77.8%
8	ENCUMBRANCES	787	.00	787.00	310.45	.00	476.55	39.4%
9	CONTINUED APPROPRIATIONS	237,779	.00	237,778.99	32,872.06	107,060.00	97,846.93	58.8%
	TOTAL DPW - ADMINISTRATION DIV	1,565,652	15,264.56	1,580,916.55	187,256.63	840,927.84	552,732.08	65.0%
454	DPW - FLEET SERVICES DIVISION							
1	PERSONAL SERVICES	160,922	.00	160,922.00	160,922.00	.00	.00	100.0%
2	EXPENSES	43,462	.00	43,462.00	43,462.00	.00	.00	100.0%
	TOTAL DPW - FLEET SERVICES DIV	204,384	.00	204,384.00	204,384.00	.00	.00	100.0%
456	DPW - WINTER MAINTENANCE							
5	OTHER PROGRAMS	357,420	.00	357,420.00	11,347.32	6,550.00	339,522.68	5.0%
	TOTAL DPW - WINTER MAINTENANCE	357,420	.00	357,420.00	11,347.32	6,550.00	339,522.68	5.0%
458	DPW - STREET LIGHTING							
2	EXPENSES	145,000	.00	145,000.00	37,098.25	.00	107,901.75	25.6%
	TOTAL DPW - STREET LIGHTING	145,000	.00	145,000.00	37,098.25	.00	107,901.75	25.6%
510	BOARD OF HEALTH							
1	PERSONAL SERVICES	488,944	5,551.90	494,495.90	125,702.67	.00	368,793.23	25.4%
2	EXPENSES	80,453	.00	80,453.00	34,882.30	1,103.26	44,467.44	44.7%
8	ENCUMBRANCES	1,575	.00	1,575.00	955.31	.00	619.69	60.7%
	TOTAL BOARD OF HEALTH	570,972	5,551.90	576,523.90	161,540.28	1,103.26	413,880.36	28.2%
523	MENTAL HEALTH SERVICES							



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523	MENTAL HEALTH SERVICES	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
2	EXPENSES	238,691	.00	238,691.00	58,721.00	176,163.00	3,807.00	98.4%
	TOTAL MENTAL HEALTH SERVICES	238,691	.00	238,691.00	58,721.00	176,163.00	3,807.00	98.4%
541	COUNCIL ON AGING							
1	PERSONAL SERVICES	369,147	4,565.99	373,712.99	111,414.55	.00	262,298.44	29.8%
2	EXPENSES	63,446	.00	63,446.00	16,260.12	2,391.29	44,794.59	29.4%
4	CAPITAL IMPROVEMENTS	8,000	.00	8,000.00	.00	.00	8,000.00	.0%
8	ENCUMBRANCES	611	.00	611.33	611.33	.00	.00	100.0%
9	CONTINUED APPROPRIATIONS	10,824	.00	10,824.32	.00	.00	10,824.32	.0%
	TOTAL COUNCIL ON AGING	452,029	4,565.99	456,594.64	128,286.00	2,391.29	325,917.35	28.6%
542	YOUTH COMMISSION							
1	PERSONAL SERVICES	82,998	.00	82,998.00	25,408.36	.00	57,589.64	30.6%
2	EXPENSES	17,090	.00	17,090.00	7,446.56	.00	9,643.44	43.6%
	TOTAL YOUTH COMMISSION	100,088	.00	100,088.00	32,854.92	.00	67,233.08	32.8%
543	VETERANS SERVICES							
2	EXPENSES	69,150	.00	69,150.00	69,150.00	.00	.00	100.0%
	TOTAL VETERANS SERVICES	69,150	.00	69,150.00	69,150.00	.00	.00	100.0%
610	WELLESLEY FREE LIBRARY							
1	PERSONAL SERVICES	1,975,985	5,572.66	1,981,557.66	539,645.49	.00	1,441,912.17	27.2%
2	EXPENSES	554,621	.00	554,621.00	239,994.98	4,625.54	310,000.48	44.1%
4	CAPITAL IMPROVEMENTS	76,800	.00	76,800.00	11,890.70	17,373.82	47,535.48	38.1%
8	ENCUMBRANCES	231	.00	231.00	231.00	.00	.00	100.0%
	TOTAL WELLESLEY FREE LIBRARY	2,607,637	5,572.66	2,613,209.66	791,762.17	21,999.36	1,799,448.13	31.1%
630	RECREATION							



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630 RECREATION	ORIGINAL APPROP	TRANSFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1 PERSONAL SERVICES	331,839	7,644.88	339,483.88	94,332.05	.00	245,151.83	27.8%
2 EXPENSES	28,040	.00	28,040.00	8,720.39	.00	19,319.61	31.1%
TOTAL RECREATION	359,879	7,644.88	367,523.88	103,052.44	.00	264,471.44	28.0%
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690 HISTORICAL DISTRICT COMMISSION							
2 EXPENSES	750	-750.00	.00	.00	.00	.00	.0%
TOTAL HISTORICAL DISTRICT COMM	750	-750.00	.00	.00	.00	.00	.0%
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691 HISTORICAL COMMISSION							
2 EXPENSES	0	750.00	750.00	76.14	.00	673.86	10.2%
8 ENCUMBRANCES	200	.00	200.00	73.32	.00	126.68	36.7%
TOTAL HISTORICAL COMMISSION	200	750.00	950.00	149.46	.00	800.54	15.7%
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692 CELEBRATIONS							
2 EXPENSES	4,700	.00	4,700.00	.00	.00	4,700.00	.0%
TOTAL CELEBRATIONS	4,700	.00	4,700.00	.00	.00	4,700.00	.0%
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693 MEMORIAL DAY							
2 EXPENSES	2,500	.00	2,500.00	.00	.00	2,500.00	.0%
8 ENCUMBRANCES	598	.00	597.60	597.60	.00	.00	100.0%
TOTAL MEMORIAL DAY	3,098	.00	3,097.60	597.60	.00	2,500.00	19.3%
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710 RETIREMENT OF DEBT PRINCIPAL							
2 EXPENSES	11,571,067	.00	11,571,067.00	.00	.00	11,571,067.00	.0%



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710	RETIREMENT OF DEBT PRINCIPAL	ORIGINAL APPROP	TRANFRS/ADJSTMIS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
	TOTAL RETIREMENT OF DEBT PRINC	11,571,067	.00	11,571,067.00	.00	.00	11,571,067.00	.0%
	751 INTEREST ON DEBT							
2	EXPENSES	4,983,105	.00	4,983,105.00	742,250.00	.00	4,240,855.00	14.9%
	TOTAL INTEREST ON DEBT	4,983,105	.00	4,983,105.00	742,250.00	.00	4,240,855.00	14.9%
	810 STATE & COUNTY ASSESSMENTS							
2	EXPENSES	1,270,356	.00	1,270,356.00	178,647.00	.00	1,091,709.00	14.1%
	TOTAL STATE & COUNTY ASSESMEN	1,270,356	.00	1,270,356.00	178,647.00	.00	1,091,709.00	14.1%
	910 CONTRIBUTORY PENSIONS							
2	EXPENSES	7,056,425	.00	7,056,425.00	4,708,980.00	.00	2,347,445.00	66.7%
	TOTAL CONTRIBUTORY PENSIONS	7,056,425	.00	7,056,425.00	4,708,980.00	.00	2,347,445.00	66.7%
	911 NON-CONTRIBUTORY PENSIONS							
2	EXPENSES	19,100	.00	19,100.00	4,742.07	.00	14,357.93	24.8%
	TOTAL NON-CONTRIBUTORY PENSION	19,100	.00	19,100.00	4,742.07	.00	14,357.93	24.8%
	912 WORKERS' COMPENSATION							
2	EXPENSES	287,700	.00	287,700.00	287,700.00	.00	.00	100.0%
	TOTAL WORKERS' COMPENSATION	287,700	.00	287,700.00	287,700.00	.00	.00	100.0%
	913 UNEMPLOYMENT COMPENSATION							



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913	UNEMPLOYMENT COMPENSATION	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
2	EXPENSES	150,000	.00	150,000.00	150,000.00	.00	.00	100.0%
	TOTAL UNEMPLOYMENT COMPENSATIO	150,000	.00	150,000.00	150,000.00	.00	.00	100.0%
914	GROUP INSURANCE							
2	EXPENSES	18,984,487	.00	18,984,487.00	18,984,487.00	.00	.00	100.0%
	TOTAL GROUP INSURANCE	18,984,487	.00	18,984,487.00	18,984,487.00	.00	.00	100.0%
919	OTHER EMPLOYEE BENEFITS							
2	EXPENSES	3,432,000	.00	3,432,000.00	.00	.00	3,432,000.00	.0%
	TOTAL OTHER EMPLOYEE BENEFITS	3,432,000	.00	3,432,000.00	.00	.00	3,432,000.00	.0%
945	RISK MANAGEMENT							
2	EXPENSES	435,679	.00	435,679.00	386,369.50	7,312.50	41,997.00	90.4%
8	ENCUMBRANCES	31,578	.00	31,578.05	1,593.00	.00	29,985.05	5.0%
	TOTAL RISK MANAGEMENT	467,257	.00	467,257.05	387,962.50	7,312.50	71,982.05	84.6%
950	COMPENSATED ABSENCES							
1	PERSONAL SERVICES	120,000	.00	120,000.00	28,129.93	.00	91,870.07	23.4%
	TOTAL COMPENSATED ABSENCES	120,000	.00	120,000.00	28,129.93	.00	91,870.07	23.4%
	GRAND TOTAL	175,209,557	180,422.00	175,389,978.66	55,462,792.02	10,658,202.21	109,268,984.43	37.7%

** END OF REPORT - Generated by Strother, Sheryl - FIN **

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 Invitational 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. Following any award of invitational entries to Wellesley Public Safety officers under section a, above, the Board of Selectmen will utilize the following criteria to determine how the remaining Invitational Entries will be awarded:
 - i. Two entries will be reserved for Town of Wellesley residents and/or employees. In the event either category (residents or employees) has more than one application, selection of the entry from that category shall be made by random drawing. If there are no applications from

one category but more than two in the other, two (2) selections shall be made from the latter category by random drawing. If there are fewer than two (2) total entries from both categories, the remaining entry(ies) shall be returned to the pool for distribution pursuant to the procedures outlined in section ii, below. Persons receiving these reserved entries must agree to raise funds for the Town's War Memorial Scholarship.

- ii. The remaining entries will be made available to charitable organizations which contribute significantly to the Town of Wellesley or to some population of Wellesley residents, as determined by the Board. 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.
- iii. Invitational entries awarded under sections i and/or ii above are made for the express purpose of use by the named recipient. The entries are not transferable to another organization. If the named recipient determines that there are no runners for their organization, any unused entry(ies) must be returned to the Board of Selectmen for further distribution under sections i and ii, above.

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.

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

- 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.

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:

MONTHLY PARKING METER, CALE, PASSPORT COLLECTIONS

				from Munis 27029300 423220, 423240,423250		from Munis 27029300 423220, 423240,423250, 423265		423220, 423225, 423226, 423227, 423235, 423240, 423245, 423250, 423265, 423266, 423270,423275, 423276, 423277, 423280, 423285,		423220, 423225, 423226, 423227, 423235, 423240, 423245, 423250, 423265, 423266, 423270,423275, 423276, 423277, 423280, 423285,	
FY14		FY15		FY16		FY17		FY18		FY19	
JULY 2013	\$41,016.09	JULY 2014	\$53,233.47	JULY 2015	\$64,094.66	JULY 2016	\$50,667.34	JULY 2017	\$54,003.77	JULY 2018	\$63,222.92
AUGUST	\$39,083.51	AUGUST	\$24,729.03	AUGUST	\$58,749.76	AUGUST	\$61,344.19	AUGUST	\$61,112.19	AUGUST	\$66,674.76
SEPTEMBER	\$62,302.39	SEPTEMBER	\$68,978.72	SEPTEMBER	\$55,809.42	SEPTEMBER	\$50,830.99	SEPTEMBER	\$55,629.78	SEPTEMBER	\$53,961.02
OCTOBER	\$35,001.90	OCTOBER	\$64,491.40	OCTOBER	\$61,535.29	OCTOBER	\$62,225.28	OCTOBER	\$51,914.25	OCTOBER	
NOVEMBER	\$59,404.77	NOVEMBER	\$49,401.08	NOVEMBER	\$49,936.99	NOVEMBER	\$50,881.23	NOVEMBER	\$62,836.07	NOVEMBER	
DECEMBER	\$29,443.71	DECEMBER	\$37,730.09	DECEMBER	\$50,918.32	DECEMBER	\$38,108.86	DECEMBER	\$46,604.28	DECEMBER	
JANUARY	\$29,533.71	JANUARY	\$44,776.94	JANUARY	\$47,964.92	JANUARY	\$47,280.92	JANUARY	\$35,145.28	JANUARY	
FEBRUARY	\$28,289.25	FEBRUARY	\$23,043.54	FEBRUARY	\$49,343.49	FEBRUARY	\$34,550.25	FEBRUARY	\$65,329.44	FEBRUARY	
MARCH	\$66,633.89	MARCH	\$65,716.03	MARCH	\$51,078.12	MARCH	\$59,385.45	MARCH	\$65,527.70	MARCH	
APRIL	\$49,509.40	APRIL	\$50,651.25	APRIL	\$51,021.54	APRIL	\$52,563.25	APRIL	\$51,080.85	APRIL	
MAY	\$57,311.58	MAY	\$28,135.00	MAY	\$67,963.90	MAY	\$52,878.35	MAY	\$68,547.60	MAY	
JUNE	<u>\$60,391.99</u>	JUNE	<u>\$64,391.57</u>	JUNE	<u>\$60,997.93</u>	JUNE	<u>\$59,343.56</u>	JUNE	<u>\$65,115.00</u>	JUNE	
	\$557,922.19		\$575,278.12		\$669,414.34		\$620,059.67		\$682,846.21		\$183,858.70
1st quarter avg	\$47,467.33		\$48,980.41		\$59,551.28		\$54,280.84		\$56,915.25		\$61,286.23
2nd quarter avg	\$41,283.46		\$50,540.86		\$54,130.20		\$50,405.12		\$53,784.87		\$0.00
3rd quarter avg	\$41,485.62		\$44,512.17		\$49,462.18		\$47,072.21		\$55,334.14		\$0.00
4th quarter avg	\$55,737.66		\$47,725.94		\$59,994.46		\$54,928.39		\$61,581.15		\$0.00
Passport Parking System implemented February 2017 (included in totals above)							\$12,553.75		\$187,170.95		\$66,825.69



October 15, 2018

Mr. Arthur Pennesi, Occupational Safety and Health Inspector
Massachusetts Department of Labor Standards
4 Summer Street, Room 212
Haverhill, MA 01830
art.pennesi@state.ma.us

**RE: Wellesley Town Hall Restoration Project
Employee Workplace Complaint
DLS File No. W-19S-7439**

Dear Mr. Pennesi:

This letter and the attached documents serve as the Town's response to your letter dated October 9, 2018 regarding the referenced matter. Attached are the following documents:

- Attachment A: 10/9/18 DLS Letter
- Attachment B: Town of Wellesley memorandum summarizing its IAQ investigations
- Attachment C: Documentation from general contractor regarding dust control precautions

The following responses are in the format of the DLS's "*Employer Incident Evaluation*" form required to be completed by the Town:

Date of Incident: Town Hall employee notified supervisor of concerns on September 17, 2018

Incident Description: The Wellesley Town Hall was undergoing exterior façade restoration at the time of the reported complaint, which included window restoration and grinding/repainting of stone mortar joints. An employee notified her direct supervisor regarding her concern about the indoor air quality (IAQ) in her work space, which includes the GIS Manager's office and adjacent Server Room at Town Hall. Specifically, she was concerned with dust and mold.

Identify Root Causes that Contributed to the Incident: Based on investigations performed by the Town's Facilities Management Department (*see report in Attachment B*), an exterior wall opening was the cause of the perceived odors from the exterior masonry work.

Recommendations to prevent future injuries: While the Town does not necessarily consider the reported complaint to be an injury, we recognize that there could have been issues associated with the construction project that could have contributed to her reported health concerns. Accordingly, the Town has taken the following actions as explained in more detail in the Town's IAQ memo:

1. Re-securing and sealing a wall opening louver in an exterior wall in the Server Room.
2. Cleaning condensate pan/coils and changing filter for AC unit in Server Room.
3. Provide additional mechanical ventilation for the space.

TOWN OF WELLESLEY

JOSEPH MCDONOUGH, P.E.
DIRECTOR OF FACILITIES

FACILITIES MANAGEMENT
DEPARTMENT (FMD)



MASSACHUSETTS

TELEPHONE: (781) 431-1019
FACSIMILE: (781) 489-4266
WWW.WELLESLEYMA.GOV

888 WORCESTER STREET, SUITE 370
WELLESLEY, MASSACHUSETTS 02482

Construction Operations: The Town investigated the precautions taken by the general contractor on the construction project, Allegrone Companies, to control dust created by the grinding operations. This assessment included conversations with the contractor, consultation with the Town's designated Owner's Project Manager for the project (Vertex, Inc.) and through visual survey of the project site. The Town also reviewed the contractor's submitted *Site-Specific Health and Safety Plan* for controlling dust and silica exposure (Attachment C). **Based upon this evaluation, the Town has concluded that the contractor has taken all necessary measures and precautions to control dust on the project.**

Please contact me via email at jmcdonough@wellesleyma.gov, or by phone at (781) 489-4254 if you have any further questions.

Sincerely,

Joseph F. McDonough, P.E.
Facilities Director

Enclosures

cc: Blythe Robinson, Town Executive Director
Steve Gagosian, Town Design & Construction Manager
Scott Szczebak, Town HR Director

ATTACHMENT A: 10/9/18 DLS Letter



THE COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE OF LABOR AND WORKFORCE DEVELOPMENT
DEPARTMENT OF LABOR STANDARDS

CHARLES D. BAKER
GOVERNOR

KARYN E. POLITO
LIEUTENANT GOVERNOR

ROSALIN ACOSTA
SECRETARY

WILLIAM D. MCKINNEY
DIRECTOR

Date October 9, 2018

Joseph McDonough P.E.
Facilities Director
Town of Wellesley
888 Worcester Street, Suite 370
Wellesley MA 02482

DLS File # W- 19S-7439

**RE: Historic Town Hall Renovation Project
525 Washington Street Wellesley MA 02482**

Dear Mr: McDonough:

The Department of Labor Standards ("DLS") has been made aware of an employee complaint which occurred at a workplace within your agency, and requests that you conduct an incident evaluation and respond back to us with the actions you have taken to prevent future incidents.

Pursuant to M.G.L. c. 149, §§ 6 and 6-1/2, it is the responsibility of the Department of Labor Standards ("DLS") to investigate occupational hazards in the workplace, to recommend controls to reduce such hazards, and to assist counties, municipalities and state agencies to ensure compliance with applicable workplace safety and health laws, regulations, and recognized industry standards.

DLS became aware of the incident through a complaint filed with our Department. The complaint alleges that on or about September 17th, 2018 a building renovation project involving window replacement and repointing the stone facade mortar resulted in dust laden air entering the building. When the DLS inspector contacted the Facilities Manager regarding this incident the pointing work involving grinding of the old mortar was already completed. This office did not see the need to conduct an on-site safety inspection as this work is no longer occurring. It is important to try to find out if the General contractor for this project had taken steps to control the generation of Silica dust for the protection of both his employees and the protection of the town employees who remained in the building at the site. DLS requires confirmation that the employer has conducted its own incident investigation to prevent a similar injury from occurring. The contractor should be controlling silica dust exposure using dust controls as per OSHA 1926.1153 (a) table 1 dust control measures, to below the PEL 25 ug/m3.

The description of the incident is as follows:

Incident description: During a window replacement and repointing project silica dust laden air was alleged to have entered the building

Date of incident: 09-17-2018

Injury category: respiratory coughing , eye discomfort

Employer: Town of Wellesley

DLS requires the following action:

- Evaluate the incident to determine contributing causes and corrective action.
- Send DLS a copy of your safety program, photos, or training records to show that the conditions which contributed to the incident have been corrected. An Incident Evaluation Form is enclosed with this letter (Attachment A).

The Response Due Date is October 16, 2018 .

The goal of your incident investigation will be to identify both the immediate and underlying causes of the incident. Additional resources are available at www.Mass.gov/lwd/labor-standards. Employees doing work that can cause potential silica dust exposure should be required to wear and use personal protective equipment(PPE) that can prevent the injury, and to use dust control devices on angle grinders while doing pointing work. The General Contractor should not schedule window replacement work during pointing work which could allow silica dust laden air to enter the occupied building. In addition using high volume HEPA air units to positively pressurize the building may have prevented dust laden air produced outside the building from leaking into the building instead and into the breathing air plenum of town hall workers.

Return your response to DLS before the Response Due Date. Send to:

Department of Labor Standards
4 Summer Street, Room 212
Haverhill MA 01830
Art.pennesi@mass.gov
617 626 5548 (office), or 774 258 0666 (cell)

If DLS does not receive your response by the due date, your worksite may be considered for an immediate on-site inspection. Please note that it is against the law for employers to retaliate or discriminate in any way against an employee for raising safety and health issues or for exercising their rights under M.G.L. This includes the right to report a work-related injury or illness to their employer, or to contact DLS.

If you have questions feel free to contact me at the phone number listed above or the DLS website www.mass.gov/dols. Enclosed is information which may be useful to you while investigating and correcting the alleged hazards. In addition, DLS will assist you if you have any questions concerning this matter.

Sincerely,



Arthur Pennesi
Occupational Safety and Health Inspector see enclosures Attachment A

Attachment A
Employer Incident Evaluation

1. **Date of Incident:** 9/17/18

2. **Incident Description:** SEE ATTACHED LETTER DATED 10/15/18

3. Identify Root Causes that Contributed to the Incident:

The root causes are underlying reasons that contributed to the incident, and are the factors that should be adjusted to prevent future incidents. Evaluate the sequence of events prior to the incident to determine contributing causes.

For example:

- **Back injury:** too heavy object; twisting while lifting; objects stored too high
- **Equipment:** poor maintenance; improper tool selection; equipment not inspected before use; lack of training on owner's manual
- **Floors:** wet, slippery, sticky, uneven, cluttered; ice removal
- **Ladders:** damaged, not inspected, not set up properly, not used properly
- **PPE:** inadequate gloves, goggles, high-vis clothing, incorrect use of PPE
- **Stairs:** wet; slippery; uneven; lack of railing; poor lighting
- **Vehicles:** inadequate preventive maintenance; lack of pre-trip inspection; lack of repairs based on pre-trip inspection; lack of owner's manual
- **Violence:** facility design; student IEP; patient care plan; de-escalation training
- **Work Practices:** inadequate procedures; not following procedures; procedures did not include hazard control

● Other: SEE ATTACHED LETTER

4. Recommendations to prevent future injuries

For each root cause identified above, recommend equipment, tools or procedures that could prevent the hazard. Consult employees and safety committee to develop correction strategies.

SEE ATTACHED LETTER

Person conducting Evaluation: JOSEPH F. McDONOUGH
Title: FACILITIES DIRECTOR Date of Evaluation: 10/15/18

Note: This tool to assist your safety program does not replace First Report of Injury and Industrial Accident forms required by DIA or your workers compensation provider

ATTACHMENT B: Town IAQ Memo



MEMORANDUM

DATE: October 15, 2018

FMD-M-19454

TO: Joseph F. McDonough, P.E.

FROM: Joseph Murray

CC: File

SUBJECT: TH Server Room IAQ issue

Filing No.: FMD .05, .29, .76

Complaint: Musty/moldy smell and possible particulates from masonry construction work were identified in a complaint received by email on the afternoon of September 17. The complaint mentions respiratory/cough and eye irritation issues. The Contractor and Owner's Project Manager on site for the ongoing construction project were made aware of this complaint concurrently, along with Facilities Management Department.

Evaluation of Conditions: Inspection of AC unit and general conditions by FMD/Hoffman and Murray, Vertex/Rossi, and Allegrone/Hayward. Musty odor permeates space, seeming to emanate from storage room adjacent to server room, Town Hall 2nd, floor. Odor is present, less pronounced in hallway, stairwell, Retirement and HR Offices. Similar odor in basement foyer, and outside of building rear entrance. Odor seems related to construction repointing in progress on building exterior. Primary inspection revealed no evident dampness or evidence of recent water infiltration, and no obvious suspended dust or particulate per se in the air. AC unit inspected, but no cause of odor generation evident. A decommissioned air transfer louver was recently removed from the storage room exterior wall, and a plywood cover had been installed to close off the ducting penetration. Interstitial space within the exterior wall cavity became available for air transfer as a result, and technicians and facilities personnel suspect that odor from this space may have been drawn in to storage and server room spaces, possibly from negative pressure relative to outside of building. Some mortar joints required very deep grinding and deep repointing due to disintegration of old mortar. Intentional wetting associated with mortar joint restoration and repointing may have contributed to wetting rubble and exacerbating odors within the masonry wall.

Response and corrective actions: Response has included immediate inspection within the subject space and other interior and exterior areas of the building, communication with staff, notification of contractors, environmental testing and daily monitoring of the spaces associated with the complaint. Air testing was conducted on September 28 by an

Town of Wellesley ■ Facilities Management Department
■ 888 Worcester Street, Suite 370 ■ Wellesley, MA 02482
■ (781)489-4254 tel ■ (781)489-4266 fax ■



MEMORANDUM

independent environmental testing firm, Universal Environmental Consultants. They submitted the report they generated on October 6.

UEC conducted air testing conducted for the following:

- Total Volatile Organic Compounds (TVOCs).
- Carbon Dioxide (CO₂), Carbon monoxide (CO), Temperature (°F) and Relative Humidity (RH %).
- PM (Particulate matter) - PM₁₀ (particles less than 10 micrometers in diameter) and PM_{2.5} (particles less than 2.5 micrometers in diameter).

Environmental testing also included monitoring of relative humidity and temperature over time. The environmental testing reports did not reveal any conditions for concern or action.

The staff member who submitted the initial complaint temporarily relocated to a workspace in another building to avoid exposure.

Corrective Actions: Maintenance staff have engaged in corrective actions including service, filter change, condensate line blow-out and cleaning of the AC unit condensate pan and coils, re-securing and sealing of louver opening in wall, sealing of smaller penetrations in walls, general cleaning, and installation of a dehumidifier in the storage room. Maintenance staff has attempted extra ventilation of the spaces, but the configuration of the rooms with no windows available to open to the outside has limited the efficacy of this effort.

Although the musty odor has diminished in the server room and storage room spaces, it has not completely dissipated to date. The Facilities Department has ordered an in-line exhaust fan, which is scheduled for installation when it is received, to provide the capability for flush-out ventilation of the space and to draw in conditioned fresh air exchanges from the building system air handlers that service the spaces outside the server room.

Town of Wellesley ■ Facilities Management Department
■ 888 Worcester Street, Suite 370 ■ Wellesley, MA 02482
■ (781)489-4254 tel ■ (781)489-4266 fax ■

**Report for Limited
Indoor Air Quality Study
At The
Wellesley Town Hall
Wellesley, MA**

Study Date:
September 28, 2018

Project# 218 494.00

STUDY CONDUCTED BY:

UNIVERSAL ENVIRONMENTAL CONSULTANTS
12 Brewster Road
Framingham, Massachusetts



October 6, 2018

Mr. Joseph Murray
Project Manager/Designated Person
Wellesley Public Schools
Facilities Maintenance Department
888 Worcester Street, Suite 370
Wellesley, MA 02482

Reference: **Indoor Air Quality Study**
Wellesley Town Hall, Wellesley, MA

Dear Mr. Murray:

Thank you for the opportunity for Universal Environmental Consultants (UEC) to provide professional services.

Enclosed please find the report for limited Indoor Air Quality Study at the Wellesley Town Hall, Wellesley, MA conducted on Friday, September 28, 2018.

Please do not hesitate to call should you have any questions.

Very truly yours,

Universal Environmental Consultants

A handwritten signature in blue ink, appearing to read "Ammar M. Dieb", is written over a horizontal line.

Ammar M. Dieb
President

UEC:\218 494.00\Report.DOC

Enclosure

1.0 Scope:

UEC was contracted to perform a limited Indoor Air Quality study at the Wellesley Town Hall, Wellesley, MA. Testing was performed on Friday, September 28, 2018.

2.0 Methodology:

Air testing was conducted for the following.

- Total Volatile Organic Compounds (**TVOCs**).
- Carbon Dioxide (**CO₂**), Carbon monoxide (**CO**), Temperature (**°F**) and Relative Humidity (**RH %**).
- **PM** (Particulate matter) - **PM₁₀** (particles less than 10 micrometers in diameter) and **PM_{2.5}** (particles less than 2.5 micrometers in diameter).¹

Testing for Total Volatile Organic Compounds (**TVOCs**) was performed using a Rae Systems "ppbRae 3000" Photo-ionization Detector (PID) with a 10.6 eV lamp. This is a state of the art instrument capable of detecting **TVOCs** in the ppb (parts per billion) and $\mu\text{g}/\text{m}^3$ (micrograms per cubic meter) ranges. The instrument is a direct reading instrument and provides continuous results over an extended time. The unit is calibrated prior to use and serviced by an independent vendor annually.

Volatile organic compounds are a broad class of chemicals with diverse applications which are frequently emitted by new carpets, furniture, pressboards, varnishes, adhesives and high gloss finishes. Other common products which may emit VOCs include: construction materials, paints, paint strippers, other solvents, wood preservatives, aerosol sprays, cleansers, disinfectants, hand sanitizer, moth repellents, air fresheners, stored fuels, automotive products, hobby supplies, and dry-cleaned clothing. High levels of VOCs are a common Indoor Air Quality problem, especially in newly constructed, recently renovated, or currently being renovated buildings.

Carbon monoxide (**CO**), Carbon Dioxide (**CO₂**), Temperature (**°F**) and Relative Humidity (**%RH**) were measured using a Q-Trak plus monitor manufactured by TSI Incorporated. The unit is calibrated prior to use and serviced by an independent vendor annually.

Airborne particulate matter (**PM**) levels for **PM₁₀** and **PM_{2.5}** were tested using a TSI Corporation DustTrak DRX 8534 handheld aerosol monitor (S/N 8534124302). This is a state of the art instrument capable of simultaneously detecting **PM₁₀** and **PM_{2.5}** in the microgram per cubic meter ($\mu\text{g}/\text{m}^3$) range. The instrument is a direct reading monitor and provided sampling readings at 1 second intervals over the duration of each test. The instrument was zeroed prior to testing and is serviced annually by the manufacturer or an independent vendor.

Real time **PM** Measurement is a useful comparative measure of indoor and outdoor dust levels as well as identifying indoor sources of **PM**.

Samples were collected for approximately 2 minutes at each test location. No TWA (8 hour time weighted average) or other types or methods of sampling were included in the scope of work.

¹ ASHRAE = American Society of Heating, Refrigeration and Air-conditioning Engineers.

¹ Fine particles (**PM_{2.5}**) - Particles less than 2.5 micrometers in diameter are called "fine" particles. Sources of fine particles include all types of combustion, including motor vehicles, power plants, residential wood burning, forest fires, agricultural burning, and some industrial processes. Coarse particles - Particles between 2.5 and 10 micrometers in diameter are referred to as "coarse." Sources of coarse particles include crushing or grinding operations, and dust stirred up by vehicles traveling on roads.

3.0 Results:

TEMPERATURE, RELATIVE HUMIDITY, CARBON MONOXIDE, CARBON DIOXIDE & TOTAL VOLATILE ORGANIC COMPOUNDS by PID

Location	W	D	#	T	RH	CO	CO ₂	TVOC
Outside	-	-	-	57.9	77.0	0.0	447	0.0
Computer Room	-	C	0	65.6	42.2	0.5	606	0.0
Computer Server Room	-	O	2	70.3	39.1	0.6	730	18
GIS Office	-	C	0	73.4	52.7	0.0	601	0.0
Retirement Office	-	O	1	70.8	59.6	0.0	584	0.0

Total PM - PM₁₀, Respirable, PM_{2.5} and PM1

Location	Total PM	PM 10 (mg/m ³)	Respirable (mg/m ³)	PM 2.5 (mg/m ³)	PM1 (mg/m ³)
Computer Room	0.004	0.001	0.0	0.0	0.0
Computer Server Room	0.014	0.003	0.001	0.001	0.001
GIS Office	0.064	0.013	0.003	0.002	0.002
Retirement Office	0.014	0.002	0.001	0.001	0.001

Legend:

µg/m³ - micrograms per cubic meter, ppm - parts per million, ppb - parts per billion

ND - Not Detected, CO OSHA PEL is 30 ppm, ACGIH TLV is 25 ppm.

CO₂ - OSHA PEL is 5000 ppm, Mass DOH Guideline is 800 ppm

TVOC – UEC suggested guideline of 100 ppb; Seifert "Target Guideline Value" of 0.3 mg/m³

ND - Not Detected

W/D: Windows and Doors (Open/Closed)

#: Number of Occupants

4.0 Observations and Interpretation of Results:

Temperature and Relative Humidity (T & RH)

The outside *T* and *RH* were approximately 57.9°F and 77.0%. Massachusetts Department of Public Health (MDPH) recommends that indoor air temperatures be maintained in a range of 70 - 78 °F and 40 to 60 % for indoor air relative humidity in order to provide for the comfort of building occupants.

Interior *T* and *RH* humidity were 65.6°F – 73.4°F and 39.1% – 59.6% during the test period. Interior temperature tests were mostly within the MDPH recommended temperature range of 70 - 78 °F. Interior relative humidity tests were also mostly within the MDPH recommended relative humidity range of 40 to 60 %.

TVOCs

TVOC levels on this day were lower than the Seifert "Target Guideline Value" of 300- $\mu\text{g}/\text{m}^3$ (0.3 mg/m^3). The Seifert Target Guideline Value (reference #3 and #8 below) is a widely recognized *TVOCs* guideline for pollutant levels based on Seifert's personal judgment, rather than on toxicological data, for long term exposure. Seifert proposed that 1 week after completion of construction or renovation *TVOC* concentration of 50 times higher be acceptable (i.e. 15 mg/m^3) and after 6 weeks, 10 times higher be acceptable (i.e. 3 mg/m^3). *TVOCs* test levels were between 0.0 and 0.018 mg/m^3 , lower than the Seifert target guideline of 0.3 mg/m^3 and much lower than the 1-week and 6-week post-construction/renovation acceptable limits of 15 mg/m^3 and 3 mg/m^3 .

Neither OSHA (Occupational Safety and Health Administration) nor ACGIH (American Conference of Governmental Industrial Hygienists) promulgates exposure standards for *TVOCs* that relate to protection of the general population as opposed to industrial occupational standards. Both have limits on individual VOCs but they relate to industrial occupational standard.

Testing conducted was of short duration and did not assess representative full-day occupancy levels. Measurements were made using a real-time, portable *TVOC* monitor referenced to isobutylene and not by sample collection for individual VOC analysis by gas chromatography technique and evaluation based on Seifert's chemical classes. Mølhave of Denmark reported at INDOOR AIR '90 (reference #8 below) on low levels of indoor air VOCs and human health. Bearg summarized Mølhave's findings as follows.

Tentative Dose-Response Relationship for Discomfort Resulting from Exposure to Solvent-Like VOCs

Total concentration (mg/m^3)	Irritation and discomfort	Exposure
< 0.20	No irritation or discomfort	The comfort range
0.20 - 3.0	Irritation and discomfort possible if other exposures interact	The multifactorial exposure range
3.0 – 25	Exposure effect and probable headache possible if other exposures interact	The discomfort range
> 25	Additional neurotoxic effects other than headache may occur	The toxic range

TVOCs test levels were between 0.0 and 0.018 mg/m^3 .

Carbon Monoxide

CO levels were below the limit of detection for this method which is 1 PPM. The OSHA limit, for comparison purposes, is 30 PPM and the ACGIH TLV is 25 PPM.

Carbon Dioxide

Most CO_2 levels were below the acceptable range. For comparative purposes, fresh outdoor air has approximately 400 ppm of CO_2 . All areas were well below the OSHA/NIOSH limit of 5000 ppm and also below the MDPH guideline of 800 ppm for publicly occupied buildings. MDPH recommends an optimal level of below 600 ppm. Exposure to high levels of CO_2 for prolonged periods could cause building occupants to become lethargic and generally uncomfortable. CO_2 levels will rise over the course of the day especially in those areas which have a high occupancy. CO_2 at these levels are a comfort as opposed to a health issue. It is common for CO_2 levels to be higher during cold weather as windows are mostly closed during school hours.

Airborne Particulate Matter:

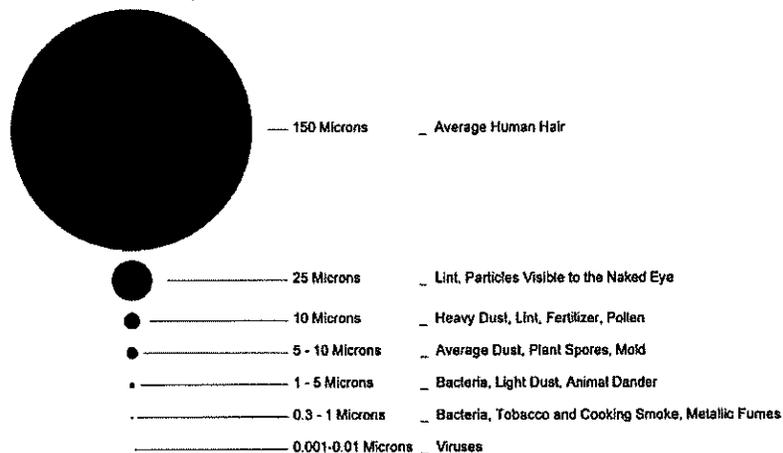
Dust monitoring is one aspect of air quality that an industrial hygienist can use to determine the amount of dust particles present in the workplace, cities or communities over a given period of time.

The Particulate Matter (PM) monitoring focused on measuring a range of particulate sizes in the air that are equal to or less than 10 micrometers (PM10) and equal to or less than 2.5 micrometers (PM2.5) in diameter (course dust and fine dust respectively), i.e. PM capable of penetrating the outer defenses of the respiratory tract, such as the mouth and nose, and can pass into the lungs based on PM size. PM air pollutants include but are not limited to soot, smoke, salts, metals, acids and soil and road dust. These pollutants are typically monitored along work site fence lines, industrial complexes, during wildfires, and high traffic areas (vehicle exhaust).

EPA's health-based National Ambient Air Quality Standard (NAAQS) for PM10 is $150\text{-}\mu\text{g}/\text{m}^3$ and for PM2.5 is $35\text{-}\mu\text{g}/\text{m}^3$ (measured as a 24-hours period concentration) for outdoor (ambient) air. The OSHA Permissible Exposure Limit (PEL) for occupational exposure for respirable dust is $5\text{-mg}/\text{m}^3$ ($5,000\text{-}\mu\text{g}/\text{m}^3$) for a time-weighted average (8 hour) exposure. While the EPA NAAQS is an outdoor, ambient air standard, it is a useful reference guide for acceptable air quality in general with limits far below OSHA worker compliance requirement levels.

The TSI DustTrak DRX 8534 real-time PM monitor used in this survey is able to measure PM simultaneously as PM10, PMresp, PM2.5 and PM1, i.e. particles in the size range categories of 10, Respirable (4), 2.5 and 1 micrometer diameter.

Figure 1.1-Visual Particle Size Comparison Chart.



Indoor levels of PM10 recorded in areas tested during the survey ranged from **1 to 13- $\mu\text{g}/\text{m}^3$ or 0.001 to 0.013- mg/m^3** . EPA's health-based National Ambient Air Quality Standard (NAAQS) recommended level for PM10 is **150- $\mu\text{g}/\text{m}^3$ or 0.150- mg/m^3** .

Indoor level of PMresp (respirable dust) recorded in areas tested during the survey ranged from **0 to 3- $\mu\text{g}/\text{m}^3$ or 0.0 to 0.003- mg/m^3** . OSHA PEL limit for PMresp is **5,000- $\mu\text{g}/\text{m}^3$ or 5- mg/m^3** .

Indoor level of PM2.5 recorded in areas tested during the survey ranged from **0 to 2- $\mu\text{g}/\text{m}^3$ or 0.0 to 0.002- mg/m^3** . EPA's health-based National Ambient Air Quality Standard (NAAQS) recommended level for PM2.5 is **35- $\mu\text{g}/\text{m}^3$ or 0.035- mg/m^3** .

Direct reading PM monitors are not a reference method for OSHA compliance Respirable Dust testing. However, the direct reading instrument is useful in providing accurate order of magnitude evaluation of Respirable Dust levels.

Samples were collected for approximately 2 minutes at each test location and results/levels are not based on TWA (8 hour time weighted average).

5.0 Conclusions and Recommendations:

All IAQ limits were within recommended levels.

6.0 Limitations and Conditions:

This report has been completed based on visual and physical observations made and information available at the time of the site visits. This report is intended to be used as a summary of available information on existing conditions with conclusions based on a reasonable and knowledgeable review of evidence found in accordance with normally accepted industry standards, state and federal protocols, and within the scope and budget established by the client. Any additional data obtained by further review must be reviewed by UEC and the conclusions presented herein may be modified accordingly.

This report and attachments, prepared for the exclusive use of Owner for use in an environmental evaluation of the subject site, are an integral part of the inspections and opinions should not be formulated without reading the report in its entirety. No part of this report may be altered, used, copied or relied upon without prior written permission from UEC, except that this report may be conveyed in its entirety to parties associated with Owner for this subject study.

REFERENCES:

1. ACGIH, Threshold Limit values and Biological Exposure Indices, 2007.
2. AIHA, 2700 Prospect Ave., Fairfax, VA. IAQ Paper #130 June 23, 1999.
3. Seifert, B. Regulation Indoor Air. In: Indoor Air '90, Proceedings of the 5th International Conference on Indoor Air Quality and Climate, Volume V, p. 35. Toronto 1990.
4. American Society of Heating, Refrigeration and Air-conditioning Engineers' ANSI/ASHRAE 55-1992 "**Thermal Environmental Conditions for Human Occupancy.**"
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6. SBBRS, 1997. Mechanical Ventilation, State Board of Building Regulations and Standards Code of Massachusetts Regulations 780 CMR 1209.0
7. Field Guide for the Determination of Biological Contaminants in Environmental Samples. (2005)
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ATTACHMENT C: Contractor Documentation

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

TOWN OF WELLESLEY



MASSACHUSETTS

BOARD OF SELECTMEN

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EXECUTIVE DIRECTOR OF GENERAL GOVERNMENT

DATE: October 17, 2018

TO: Board of Selectmen

FROM: Meghan C. Jop

SUBJECT: October 23, 2018 Tailby and Railroad Interviews

Please find a brief recap to where the Tailby and Railroad Lot RFP process currently stands. The Town has scheduled interviews with the most advantageous responses to the Tailby and Railroad Lot RFP released in March 2018. The Town received six (6) responses June 1, 2018 from Aura-Pritzker, Berkeley Financial, Boston Development Group, Federal Realty, Pennrose, and Trinity Financial. Since that time, the Tailby and Railroad Working Group did an initial evaluation and ranking of responses. The Board has received the report of the Working Group. During the Working Group process, Boston Development Group withdrew their response, leaving five (5) respondents. The Working Group's recommendation was to interview the top four (4) respondents, eliminating Berkeley Financial. The Selectmen agreed, and the staff notified the top respondents Trinity Financial, Pennrose, Federal Realty, and Aura-Pritzker of the date for interviews with the Board of Selectmen. Since that time, Aura-Pritzker has also withdrawn their response leaving Trinity Financial, Pennrose, and Federal Realty.

The following schedule has been prepared for the Board of Selectmen's meeting on October 23, 2018:

11:30 am	Trinity Financial
1:00 pm	Break for Lunch
1:30 pm	Pennrose
3:00 pm	Federal Realty

The respondents received the following directions:

Each team will have 1.5 hours in total for the interview. This time will include your presentation and any follow up questions. The interview should simply be a complete overview of the project including the project concept, architecture, landscape, and financials. As part of your presentation please discuss the intended demographics of the target market, any sustainable components of the design, and the public amenities proposed. Please bring those members of your team that will best assist you in presenting the proposal.

The Board can ask any questions of the respondents', but the more consistent with general questions the better for comparison purposes. Given the variation in proposals, project specific questions are expected. Following the interviews, the current schedule has the Board deliberating on the interviews, Working Group Report, and RFP responses on October 29, 2018.