

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](http://WWW.WELLESLEYMA.GOV)  
BLYTHE C. ROBINSON  
EXECUTIVE DIRECTOR OF GENERAL GOVERNMENT

### SELECTMEN'S MEETING

#### *TENTATIVE AGENDA*

Town Hall – Juliani Room

**7:00 P.M. Monday, October 29, 2018**

1. 7:00 Call to Order – Open Session
  - Announcements
2. 7:05 Citizen Speak
3. 7:10 Municipal Light Plant – Overview of New Program – Internet Services for Commercial Customers
4. 7:25 Presentation to Selectmen & Planning Board regarding Delanson Circle & 148 Weston Rd.
5. 8:25 Executive Director's Report
  - One Day License – Wellesley Library Foundation
  - Approval of Minutes
  - Appoint Records Access Officer
6. 8:30 New Business and Correspondence

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

Next Meeting Dates: Tuesday, November 13, 2018 7:00 pm – Juliani Room  
Monday, November 19, 2018 7:00 pm – Juliani Room



**Board of Selectmen Calendar – FY19**

<b>Date</b>	<b>Selectmen Meeting Items</b>	<b>Other Meeting Items</b>
<i>11/1 Thursday</i>	<b>Meeting – 3pm Legion Room Tolles Parsons Center</b> Assistant Executive Director job description	
<i>11/5 Monday</i>	<b>No Meeting – Wellesley Club</b>	
<i>11/6 Tuesday</i>	<b>Election Day</b>	
<i>11/8 Thursday</i>	<b>7pm Hills Branch Library – League of Women’s Voters “Wellesley Meet-Up”</b>	
<i>11/12 Monday</i>	<b>TOWN HALL CLOSED – Veterans Day</b>	
<i>11/13 Tuesday</i>	<b>Meeting</b> Approve SPED Stabilization Fund Expenditure FMD Capital Presentation Deliberate Tailby Interviews	
<i>11/19 Monday</i>	<b>Meeting</b> 2 Police appointments Set War Memorial Scholarship Amount Open Warrant for Special Town Meeting Discuss Capital Budget guidelines	
<i>11/22 Thursday</i>	<b>TOWN HALL CLOSED - Thanksgiving Day</b>	
<i>11/26 Monday</i>	<b>No Meeting</b>	
<i>Saturday 12/1</i>	<b>Meeting</b> <b>BOS Operating Budget Meeting – Kingsbury Room</b>	
<i>12/3 Monday</i>	<b>Meeting</b> <u>Tax Classification Public Hearing: PUBLIC HEARING 7:15</u> Discuss BOS Operating Budgets Approve 2019 CV and Alcohol License Renewals Open ATM Warrant Approve Boston Marathon Charity & Bib entries	
<i>12/10 Monday</i>	<b>Meeting</b> Audit Committee Approve: 2019 Renewals – mobile food, class I & II auto, lodging, entertainment, dining halls	
<i>12/15</i>	<b>900 Worcester Anticipated Rink Completion</b>	
<i>12/17 Monday</i>	<b>Meeting</b> Approve NYE Extensions & Holiday Beer & Wine Sales	

10/25/2018

<i>Date</i>	<i>Selectmen Meeting Items</i>	<i>Other Meeting Items</i>
<i>12/20 Thursday</i>	<b>Joint Session with SBC – 5:30pm Great Hall</b> SMMA & Team’s presentation on options for Hunnewell	
<i>12/24 Monday</i>	<b>No Meeting</b>	
<i>12/25 Tuesday</i>	<b>TOWN HALL CLOSED – Christmas Day</b>	
<i>12/28 Friday</i>	<b>Close ATM Warrant</b>	
<i>12/31 Monday</i>	<b>No Meeting</b>	
<i>1/1 Tuesday</i>	<b>TOWN HALL CLOSED – New Year’s Day</b>	
<i>1/7 Monday</i>	<b>No Meeting – Wellesley Club</b>	
<i>1/8 Tuesday</i>	<b>Meeting</b> Diversity Program w/WOW? Discussion: Options for Hunnewell	
<i>1/14 Monday</i>	<b>Review ATM Warrant</b>	
<i>1/21 Monday</i>	<b>MLK – Town Hall Closed</b>	
<i>1/22 Tuesday</i>	<b>Execute ATM Warrant</b>	
<i>1/28 Monday</i>		
<i>2/4 Monday</i>		
<i>2/11 Monday</i>		
<i>2/18 Monday</i>	<b>President’s Day – Town Hall Closed</b>	
<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>	<b>Start of ATM</b>	

Notes

Quarterly updates

10/25/2018

- *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 29, 2018 MOTIONS**

5. **MOVE** that the Board approve a one-day license for the Wellesley Library Foundation for the Fells Branch Donor Event in the Main Library located at 530 Washington Street on Thursday, November 15<sup>th</sup> subject to approval by the Library Board of Trustees for use of the building.
  
5. **MOVE** that the Board approve the minutes of the October 2, 10, 16 and 22<sup>nd</sup> meetings.
  
5. **MOVE** that the Board appoint Blythe C. Robinson as Records Access Officer for the Selectmen's Office to replace Meghan Jop.



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On Monday night we're returning to our regular schedule at 7:00 PM in the Juliani Room.

### **1. Call to Order – Open Session**

- Announcements



## 2. Citizen Speak



TOWN OF WELLESLEY



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### MEMORANDUM

DATE: October 26, 2018  
TO: Board of Selectmen  
FROM: Blythe C. Robinson, Executive Director  
SUBJECT: Weekly Report

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Below are various activities of our office and various departments that I would like to bring to your attention.

- One of the topics on our work plan this year was an analysis of whether or not it made sense to use existing staff to as our Owners Project Manager (OPM) on capital projects, or whether it was better to contract out for these services. Included in your correspondence are three spreadsheets prepared by Steve Gagosian and Joe McDonough that detail the upcoming projects, what could be accomplished in house and what cannot, and the cost savings to do so. It is important to note that this is both a financial decision and an analysis of the ability of existing staff (or additional staff) to successfully carry out the work. The take away from this work product is that FMD believes that if the proposed schedule of projects follows the timelines indicated, FMD could successfully OPM the “smaller” projects of the Town. The “larger projects” (the two HHU schools, Town Hall interior) would be completed using contracted services. Whether by formula or Steve’s calculations, the savings for the smaller projects could be approximately \$1.3 - \$1.4 million to the Town. This information was provided to the PBC at their recent retreat to give them a sense of the coming workload so they could discuss the strategy to achieve that. Please let me know if you’d like to have Joe/Steve at a meeting to discuss as well. Joe will already be at the November 13<sup>th</sup> meeting to present his capital budget, so that might be a good date.

- The Building Department issued the permit for work to be done to the office suite at 30 Washington Street for the Coleman Institute. The permit was issued to Haynes Management. The additional paperwork we required last week was submitted and acceptable.
- Wellesley College emergency preparedness training - Marianne Cooley has been in touch with the Police & Fire Chiefs asking them to participate in a tabletop exercise in January to drill through a mock event where there were a number of casualties. Our departments are definitely going to participate, and we appreciate the opportunity to do so. When I saw Marianne I reminded her we would like a date to meet with the President, which she has not identified yet.
- Included in your correspondence is a rather long list of possible warrant articles that are zoning/planning related. Some of them were already on my list, some were not. Not sure that all will come to fruition, but wanted you to have an idea of what is out there at this point. I'll get you out a full list shortly.
- Next time you are on the 3<sup>rd</sup> floor of Town Hall, I suggest taking a moment to look out the window behind Stephanie's desk to the wall on the right. This is a good example of the finished mortar work on the building. The chosen color seems almost black and I understand it is very close to the original. It really makes the stones pop out, and we think the finished product will be quite impressive on the whole building.
- James Joyce let me know that the work is done to outfit the room in the Warren Building to tape public meetings. He needs to go down and verify that everything is as expected, but we ought to be able to make this available to boards so their meetings can be taped for later viewing until such time is service to the building enables live broadcast.
- I spoke with Bonita yesterday about the parking warnings that at least two of you got on Tuesday for Tailby interviews. She has asked that you provide us with the make, model, color of your vehicle and plate number so that she can give it to the meter attendants and they will avoid giving you warnings/tickets in the future. We will rely on you to tell us when you change vehicles so that we can update her. If you got a warning or ticket this week, please get it to us or Scott Showstead to take care of.
- Verizon Cable license – although it is three years away, we've already been contacted by the State relative to the license renewal process for Verizon. I am reaching out to Tom Harrington as to how best to handle this since we don't have a cable license committee in Wellesley any more.
- Marjorie, Ellen, Catherine, Jim, Michael, Stephanie and I met on Thursday to review the 300+ comments received on the Unified Plan. A number of them were resolved by the group, and Marjorie and Michael are going to finalize the rest and work with the consultant to finish the edits on the document. After that we can schedule this on an agenda for approval, and the Planning Board at their meeting for adoption. After that the group will convene again to discuss how to move forward with support from Michael and Stephanie.
- I attended my first SBC meeting as a member last night. I'm looking forward to it, as I enjoy projects such as this and it's nice to join the team when we're funded and moving forward!

- Registration has opened for the MMA Annual Meeting in Boston on January 18-19, 2018. Please let Cay or I know if you would like to attend, and if so do you want to sign up for any of the special events where a ticket is required so we can take care of that for you.



**3. Municipal Light Plant – Overview of New Program – Internet Services for Commercial Customers**

Jack Stewart, Chair of the MLP, Dick Joyce and Deb Healy will be joining us on Monday evening to provide the Board with an update about the MLP's roll out of fiber-delivered internet services to commercial customers in Wellesley. Included in your packet is a short presentation they plan to give that night. The MLP recently successfully completed a one-year pilot program to prepare for this next step, and thus plan to begin expanding the service in January. They may be joined by other members of the MLP board, but it is not clear at this time who will be in attendance.

**NO MOTION**





**FIBER POWERED BY WMLP**

# WELLESLEY MUNICIPAL LIGHT PLANT

## One Year Pilot Program

Wellesley Free Library

Dana Hall

Wellesley College Investment Office

Cat's Hospital

KeynectUp

Unitarian Universalist

Hayes Management

Wellesley Town Hall

# WELLESLEY MUNICIPAL LIGHT PLANT

## Similar To Electric Service Business Model

Reliable Service

Faster Speeds

Less Expensive



# WELLESLEY MUNICIPAL LIGHT PLANT

## Initial Focus on Businesses

### Begins January 2019

- Existing Fiber In Close Proximity
- “Unbundling” Much Less of An Issue
- More Demand For Greater Speed
- “Last Mile” Less Costly
- Minimized Financial Risks



**Wire your  
business into  
a new world  
of *speed*.  
And *reliability*.**

4. **Presentation to Selectmen & Planning Board regarding Delanson Circle & 148 Weston Road**

As you are aware, Mr. Victor Sheen had submitted development projects subject to Massachusetts G.L. 40B to the Town for both Delanson Circle and 148 Weston Road. Both projects are currently navigating the ZBA Comprehensive permit process seeking approval. Concurrently, Planning staff reached out to Mr. Sheen to suggest that there might be an opportunity to talk about a town supported zoning change provided that the density of the projects could be brought to a point that was more respectful of the neighborhood, traffic conditions and other important development issues. Mr. Sheen is interested in this dialogue, the result of which are some draft proposals that are included in your FNM. He will be at our meeting on Monday night, and the Planning Board will be in attendance as well to hear a presentation from him on options for these parcels. We envision this as a discussion on what is put forth on the details and whether the Selectmen find value in in further discussions with him. This could result in officially engaging with Mr. Sheen on an outcome that would be subject to zoning. It is helpful to have this dialogue now so the Boards can determine at a later meeting whether or not to bring zoning changes to the annual town meeting and whether such action may be subject to any agreements.

**NO MOTION**



# 148 WESTON ROAD

## PROPOSED PROJECT CHANGE

OCTOBER 29, 2018

A PRESENTATION BY:  
**WELLESLEY PARK, LLC**

+

**EMBARC** STUDIO  
ARCHITECTURE + DESIGN





LOCUS MAP  
Not to Scale

- SURVEY NOTES:**
1. PLAN REFERENCES:  
1.1 BOOK 639, PAGE 12  
1.2 BOOK 3632, PAGE 515
  2. THE SURVEY WAS MADE ON THE GROUND OF JANUARY OF 2018 BY MCKENZIE ENGINEERING GROUP, INC.
  3. ELEVATIONS SHOWN ARE REFERENCED TO THE TOWN OF WELLESLEY VERTICAL DATUM BASE.
  4. WETLAND RESOURCE AREAS WERE NOT ENCOUNTERED DURING THE FIELD SURVEY.
  5. **MINIMUM SETBACK REQUIREMENTS:**  
SINGLE RESIDENCE 15 DISTRICT  
FRONT YARD 30'  
SIDE YARD 20'  
REAR YARD 15'
  6. THE PROPERTY SHOWN HEREON IS LOCATED IN ZONE X OF THE FLOOD INSURANCE RATE MAP COMMUNITY PANEL No. 25021C0016E, WHICH BEARS AN EFFECTIVE DATE OF JULY 17, 2012.
  7. THE PROPERTY SHOWN HEREON IS LOCATED IN A DEP ZONE 2 AND TOWN OF WELLESLEY WATER SUPPLY PROTECTION DISTRICT ZONE.
  8. UTILITY INFORMATION FROM ABOVE GROUND OBSERVED EVIDENCE IN CONJUNCTION WITH DIG SAFE MARKINGS AND RECORD PLANS. THE LAND SURVEYOR MAKES NO GUARANTEES THAT THE UNDERGROUND UTILITIES SHOWN HEREON COMPRISE ALL SUCH UTILITIES IN THE AREA, EITHER IN SERVICE OR ABANDONED. THE LAND SURVEYOR FURTHER DOES NOT WARRANT THAT THE UNDERGROUND UTILITIES SHOWN ARE IN THE EXACT LOCATION INDICATED ALTHOUGH HE DOES CERTIFY THAT THEY ARE LOCATED AS ACCURATELY AS POSSIBLE FROM AVAILABLE INFORMATION AND CONSTRUCTION AS THE LAND SURVEYOR HAS NOT PHYSICALLY LOCATED THE UNDERGROUND UTILITIES. BEFORE CONSTRUCTION CALL DIG SAFE SYSTEMS, INC. AT 1-888-344-7233.

**ABBREVIATIONS**

FFE	FIRST FLOOR ELEVATION
BIT CONC.	BITUMINOUS CONCRETE PAVEMENT
CCR	CAPE COD BERM
EP	EDGE OF PAVEMENT
BC (AM)	BITUMINOUS CONCRETE CURB AS MEASURED
RET WALL	RETAINING WALL
CONC.	CONCRETE
RCP	REINFORCED CONCRETE PIPE
VCC	VERTICAL CONCRETE CURB
ETW	EDGE OF TRAVEL WAY
MTL	METAL BERM
VCC	VERTICAL CONCRETE CURB
CMP	CORRUGATED METAL PIPE
TOW	TOP OF WALL
SGC	SLOPED GRANITE CURB

**LEGEND**

**SURVEY SYMBOLS**

- REBAR
- ANGLE IRON
- CONCRETE BOUND WITH DRILL HOLE
- STONE BOUND
- STONE BOUND

**UTILITY SYMBOLS**

- CHIMNEY
- ELECTRIC HAND HOLE
- GUY POLE
- GUY WIRE
- HVAC UNIT
- BUILDING LIGHT W/MAST
- BUILDING LIGHT TRANSFORMER
- WATER GATE
- EXHAUST VENT
- AIR VENT
- DRAINAGE SUMP
- ELECTRIC MANHOLE
- SEWER MANHOLE
- DRAIN MANHOLE
- TELEPHONE MANHOLE
- DRAINAGE CATCH BASIN
- DOOR WAY THRESHOLD
- HYDRANT
- POST INDICATOR VALVE
- UTILITY POLE
- YARD LIGHT
- RIP RAP
- BOLLARD
- SIGN
- FIRE ALARM
- DECIDUOUS TREE
- CONIFEROUS TREE

**LINE DESIGNATORS**

- WATER MAIN
- HANDRAIL
- JERSEY BARRIER
- GUARD RAIL
- RAILROAD TRACKS
- OVERHEAD WIRES
- GAS LINE
- WATER SERVICE
- UNDERGROUND ELECTRIC
- STORM DRAIN LINE
- SANITARY SEWER LINE
- DRAINAGE SWALE
- CHAIN LINK FENCE

BY	APP	DESCRIPTION	NO CHANGES	DATE
ESS	BCM			10/27/18
ESS	BCM			10/24/18

**MG**  
MCKENZIE ENGINEERING GROUP  
Assinippi Office Park  
150 Longwater Drive, Suite 101  
Norwell, MA 02061  
781.792.3900  
www.mckeng.com

**PROPOSED COMPREHENSIVE PERMIT DEVELOPMENT**  
(PARCEL ID 149-4)  
148 WESTON ROAD  
WELLESLEY, MASSACHUSETTS

PROFESSIONAL SURVEYOR:

APPLICANT:  
WELLESLEY PARK, LLC  
49 COOLIDGE STREET  
BROOKLINE, MASSACHUSETTS 02446

DRAWN BY: ESS  
DESIGNED BY: ESS  
CHECKED BY: RLS  
APPROVED BY: RJH  
DATE: FEBRUARY 15, 2018  
SCALE: 1"=20'  
PROJECT NO.: 217-177  
DWG. TITLE:

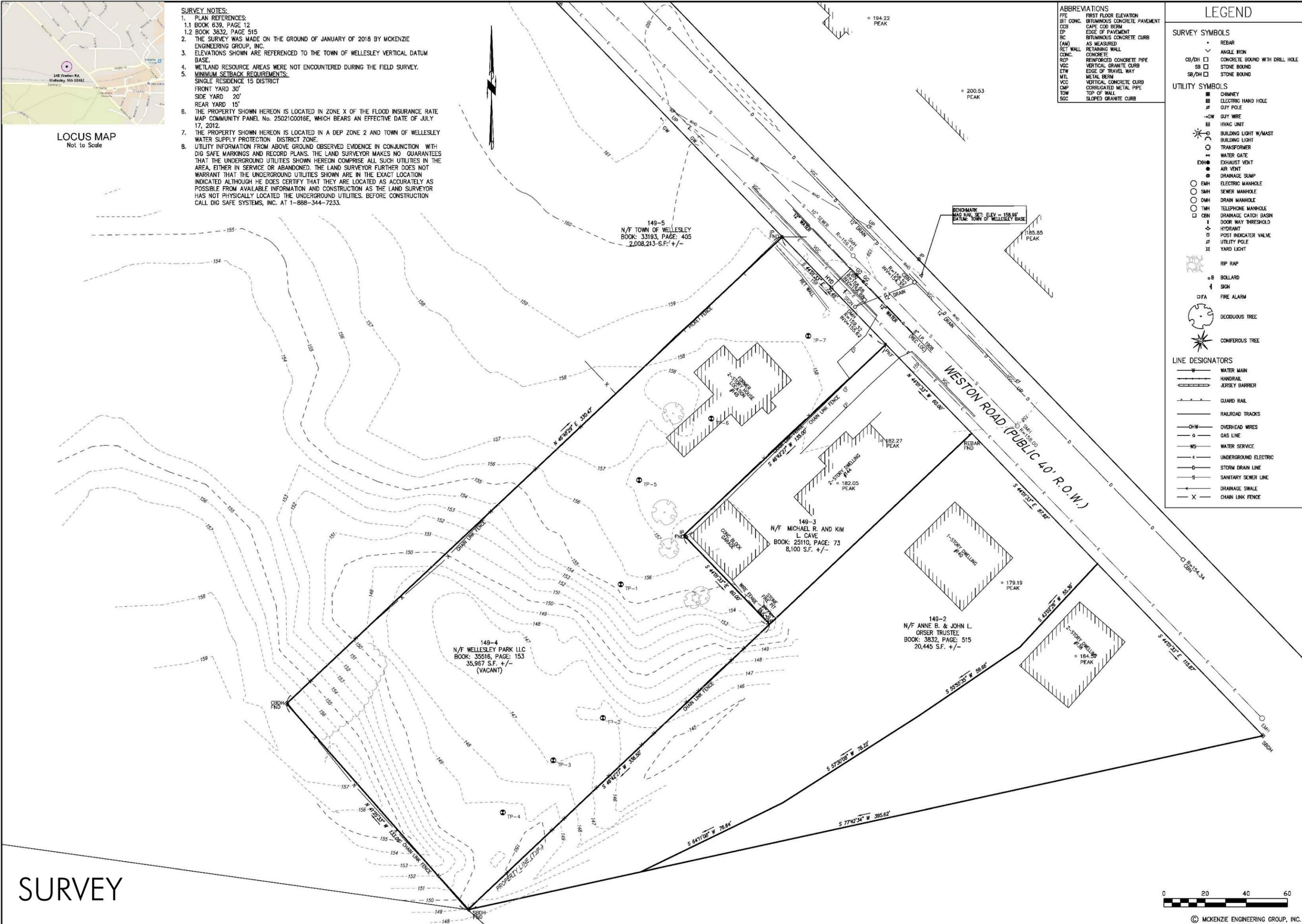
**EXISTING CONDITIONS PLAN**

DWG. NO.: **EX-1**

**SURVEY**

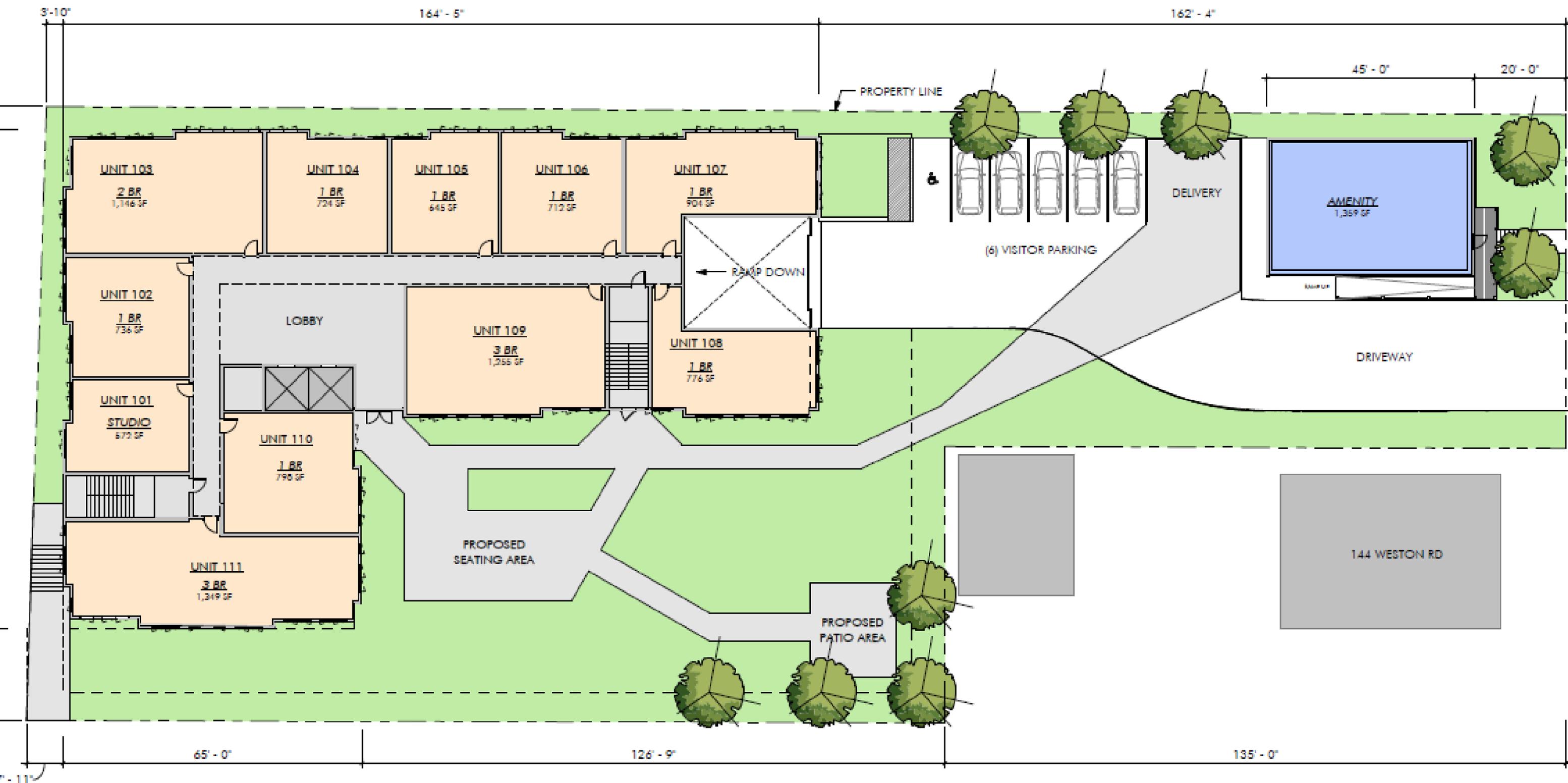


© MCKENZIE ENGINEERING GROUP, INC.



# PROPOSED PROJECT CHANGE

SUBMISSION:	40 B PROJECT	PROPOSED
RESIDENTIAL UNITS:	55	18
PARKING SPACES:	60 INT. + 6 EXT. (66 TOTAL)	32 INT. + 7 EXT. (39 TOTAL)
PARKING RATIO:	1.2	2.15
BUILDING STORIES	5 + BASEMENT	3 + BASEMENT
BUILDING HEIGHT:	58'-7"	36'-0"
BUILDING HEIGHT FROM WESTON RD:	50'-7"	28'-0"
SIDE YARD SETBACKS:	5' TO 20' RANGE	10' TO 30' RANGE

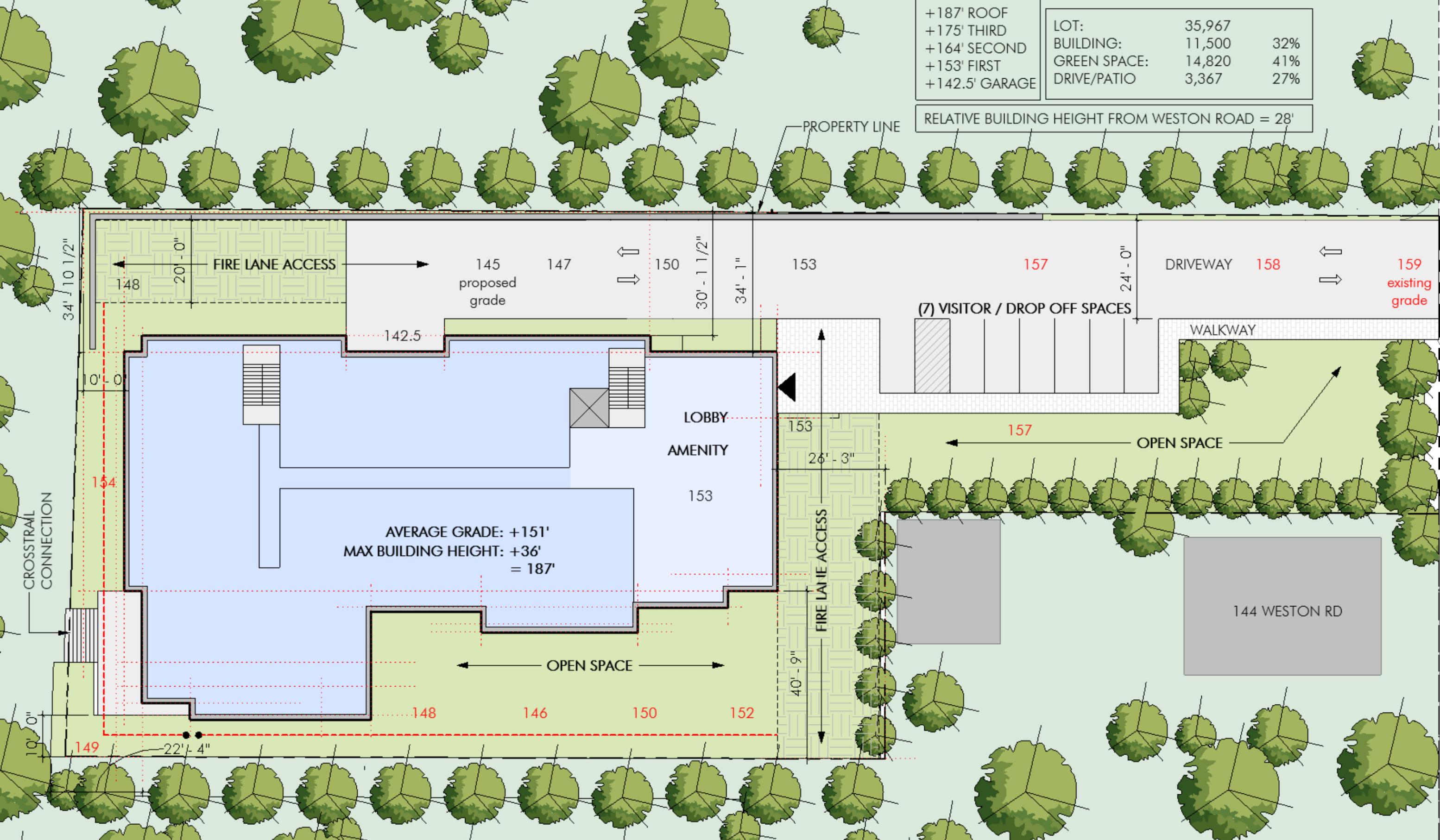


LANDSCAPED SITE PLAN – 55 UNIT DESIGN

+187' ROOF  
 +175' THIRD  
 +164' SECOND  
 +153' FIRST  
 +142.5' GARAGE

LOT:	35,967	
BUILDING:	11,500	32%
GREEN SPACE:	14,820	41%
DRIVE/PATIO	3,367	27%

RELATIVE BUILDING HEIGHT FROM WESTON ROAD = 28'

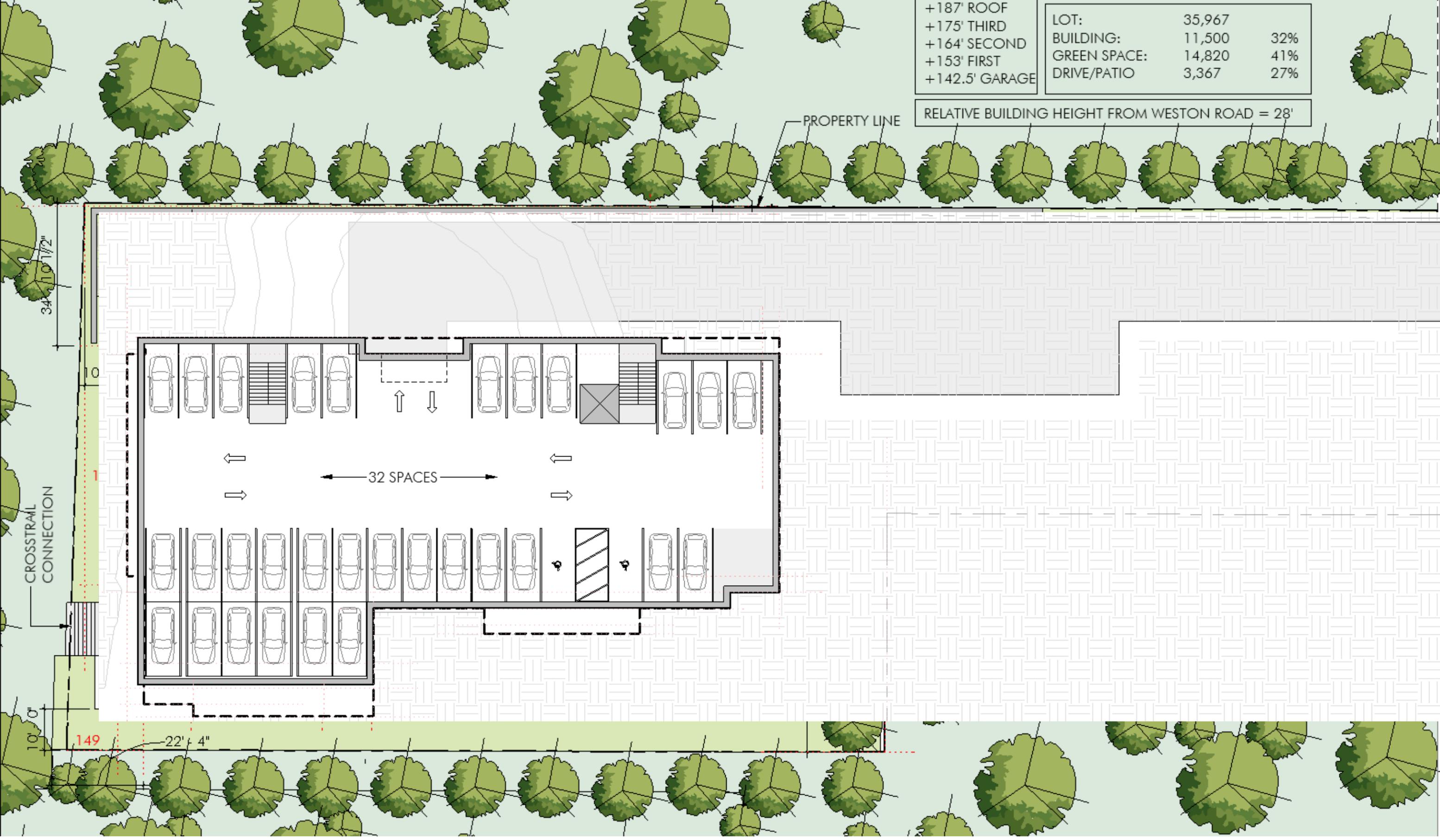


PROPOSED ARCHITECTURAL SITE PLAN – 18 UNIT DESIGN

+187' ROOF  
 +175' THIRD  
 +164' SECOND  
 +153' FIRST  
 +142.5' GARAGE

LOT:	35,967	
BUILDING:	11,500	32%
GREEN SPACE:	14,820	41%
DRIVE/PATIO:	3,367	27%

RELATIVE BUILDING HEIGHT FROM WESTON ROAD = 28'



PROPOSED ARCHITECTURAL BASE PLAN – 18 UNIT DESIGN

40 B PROJECT:

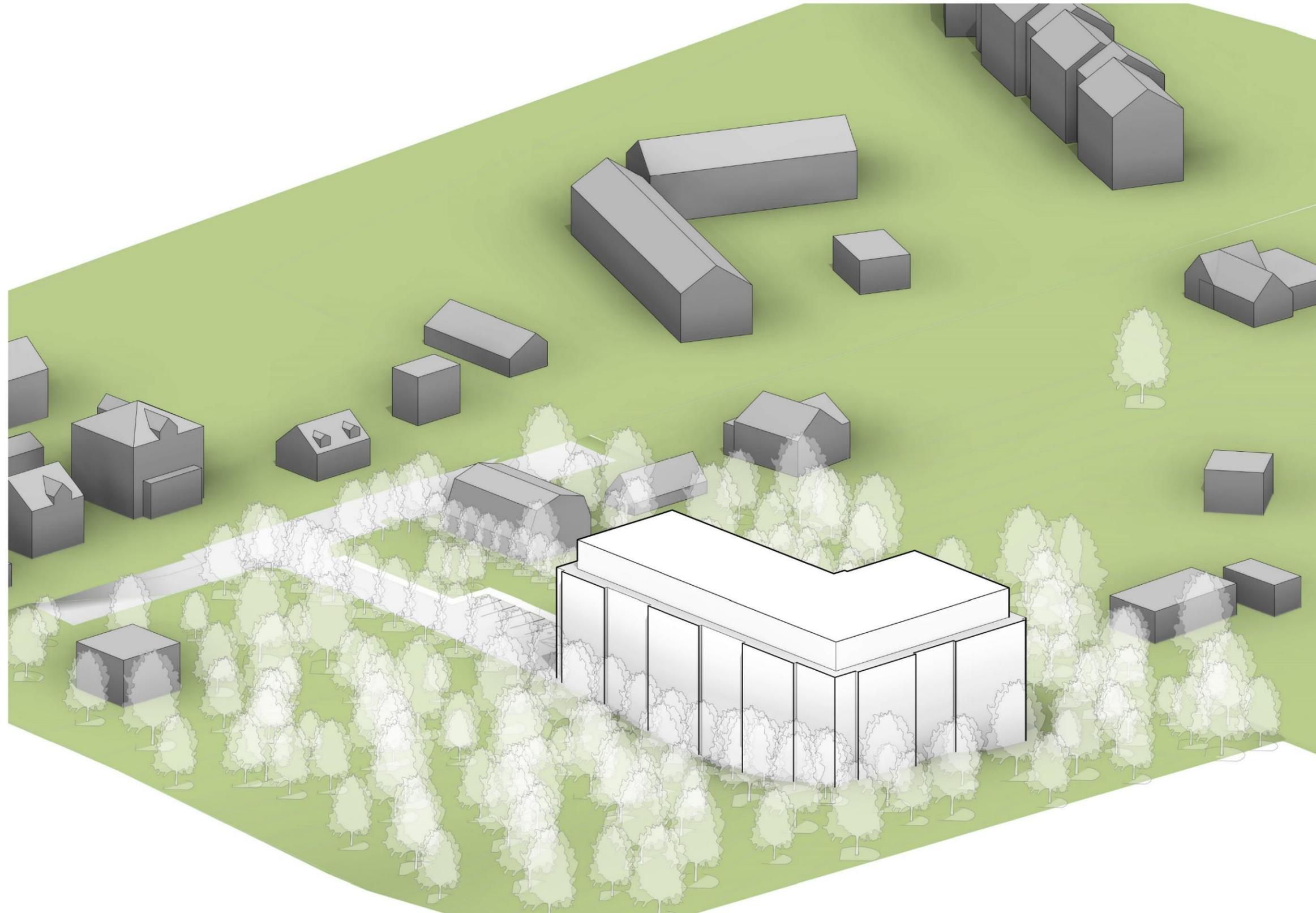
55 UNITS

PARKING RATIO:  
1.2

5 STORIES

58'-7" TALL

APARTMENT STYLE  
ARCHITECTURE



AXONOMETRIC VIEW – 55 UNITS

PROPOSED CHANGE:

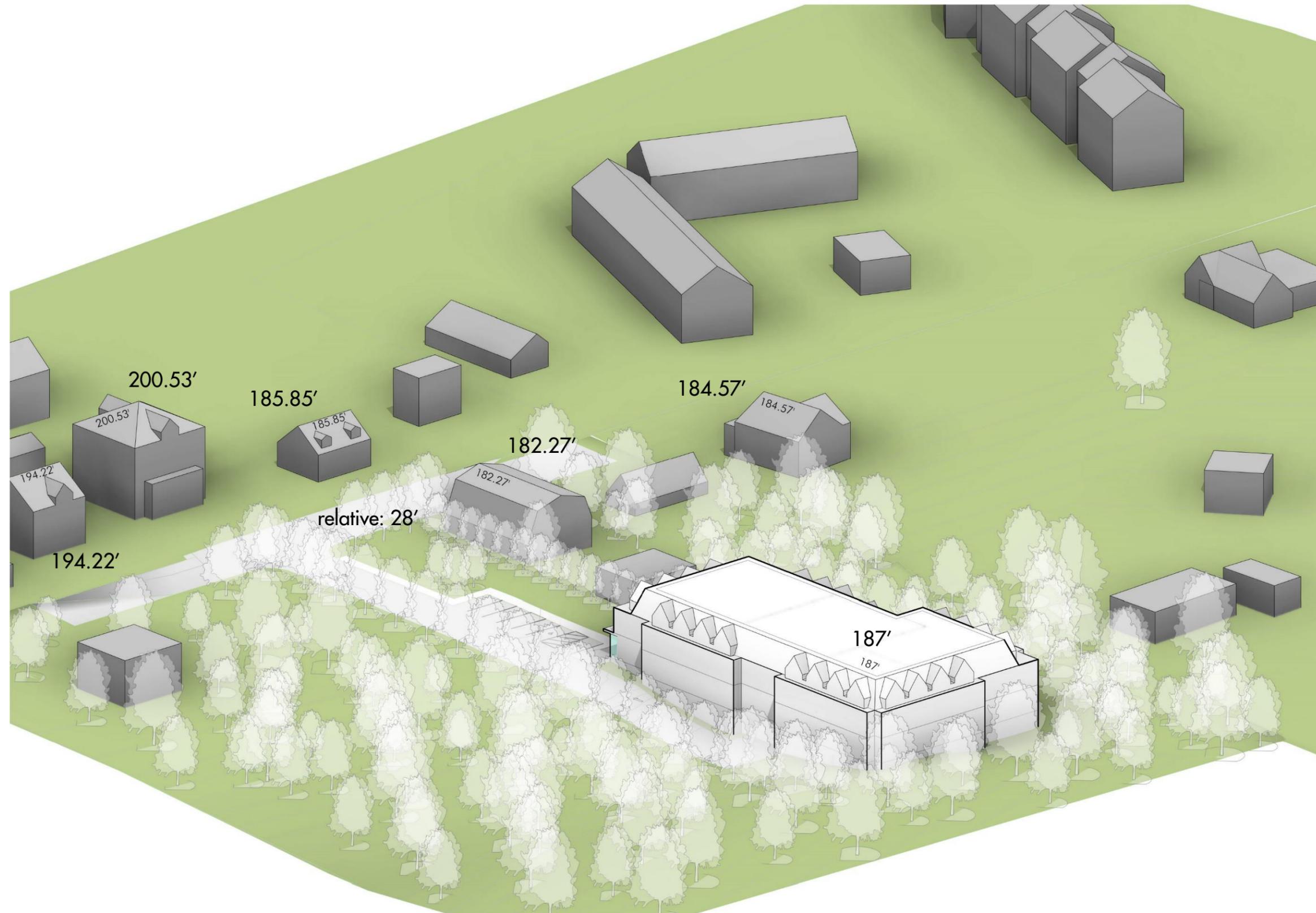
18 UNITS

PARKING RATIO:  
2.15

3 STORIES

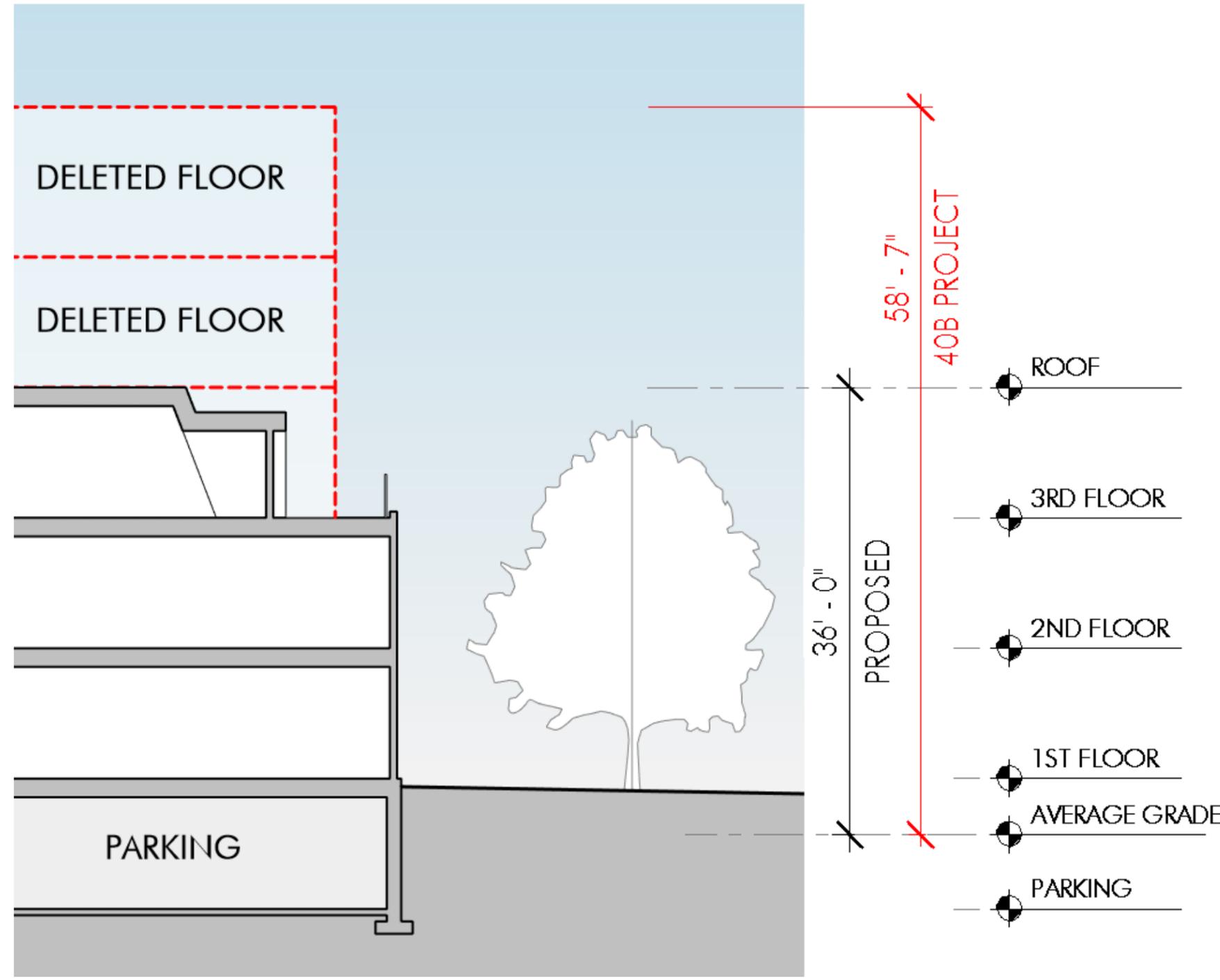
36'-0" TALL

HIPED ROOF  
CONDOMINIUM  
ARCHITECTURE  
WITH WELLESLEY  
CHARM



AXONOMETRIC VIEW – 18 UNITS

SUBMISSION:	40 B PROJECT	<b>PROPOSED</b>
RESIDENTIAL UNITS:	55	<b>18</b>
PARKING SPACES:	60 INT. + 6 EXT. (66 TOTAL)	<b>32 INT. + 7 EXT. (39 TOTAL)</b>
PARKING RATIO:	1.2	<b>2.15</b>
BUILDING STORIES	5 + BASEMENT	<b>3 + BASEMENT</b>
BUILDING HEIGHT:	58'-7"	<b>36'-0"</b>
BUILDING HEIGHT FROM WESTON RD:	50'-7"	<b>28'-0"</b>
SIDE YARD SETBACKS:	5' TO 20' RANGE	<b>10' TO 30' RANGE</b>



SECTION DIAGRAM





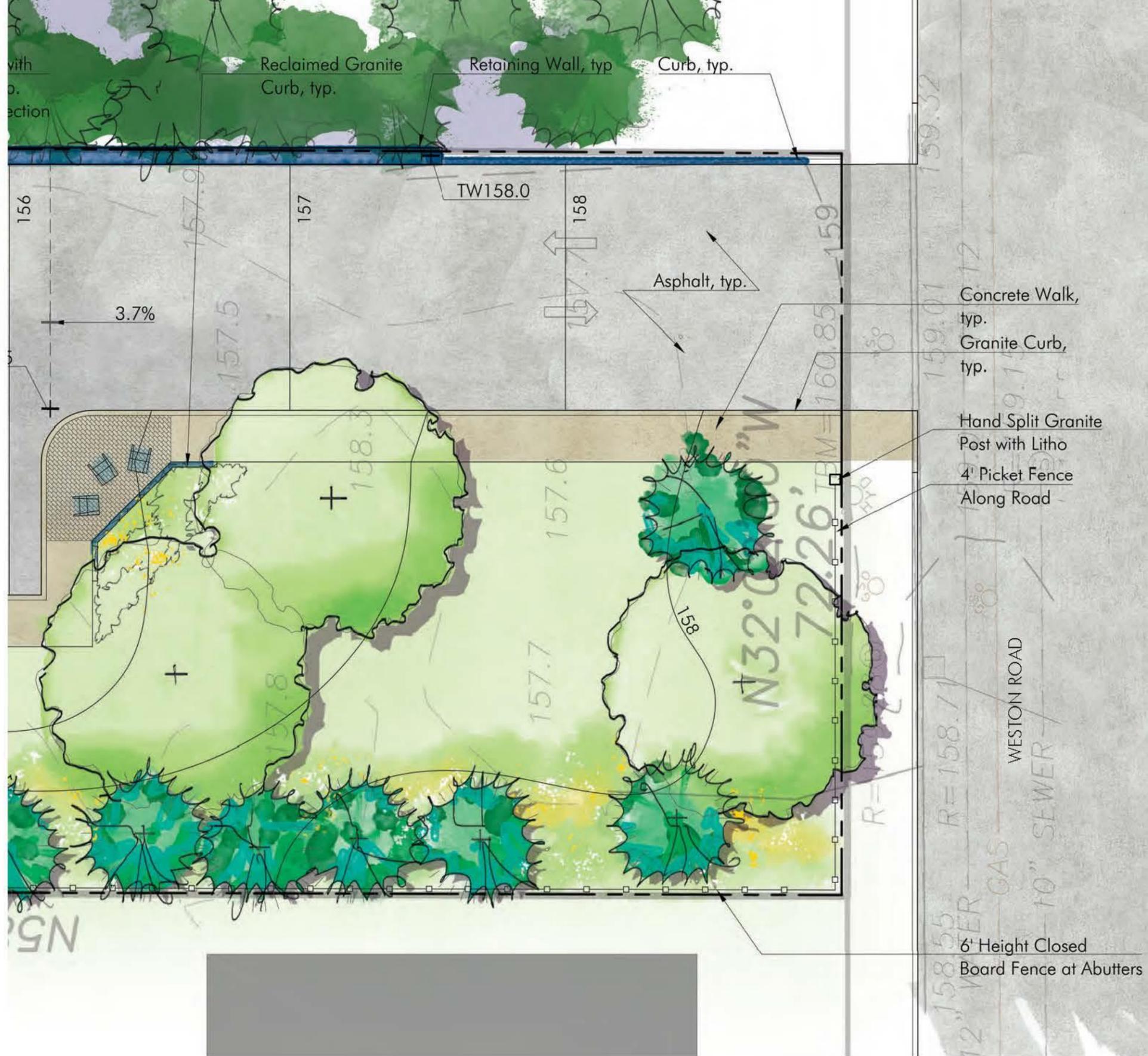
Country Garden Vignettes at key areas



4' Height Picket Fence at Weston Road



Evergreen Buffer Plantings and 6' ht. Privacy Fence at Abutters





Reclaimed Granite Curb



Blended Brick Paving at Lobby and Courtyard

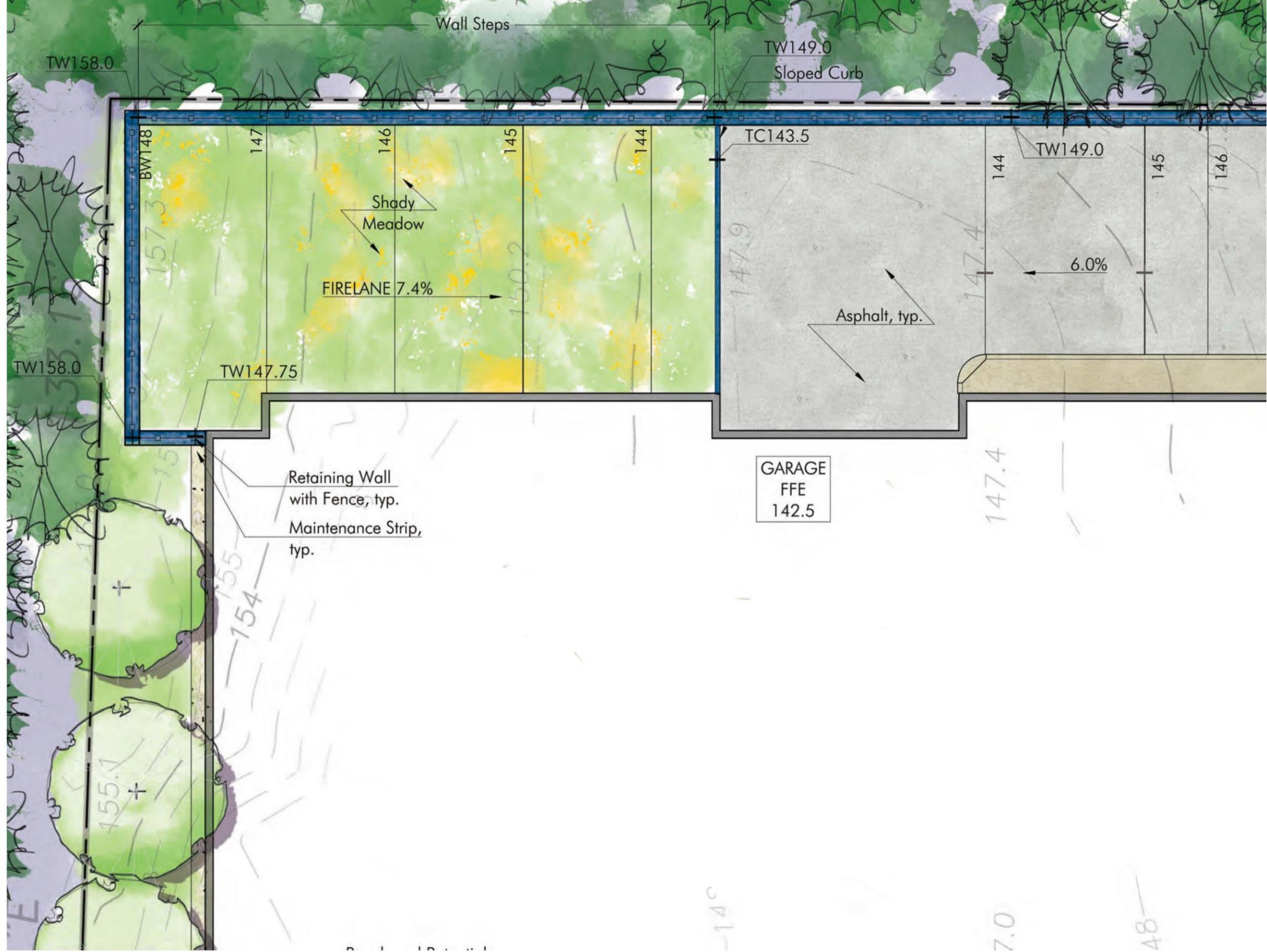




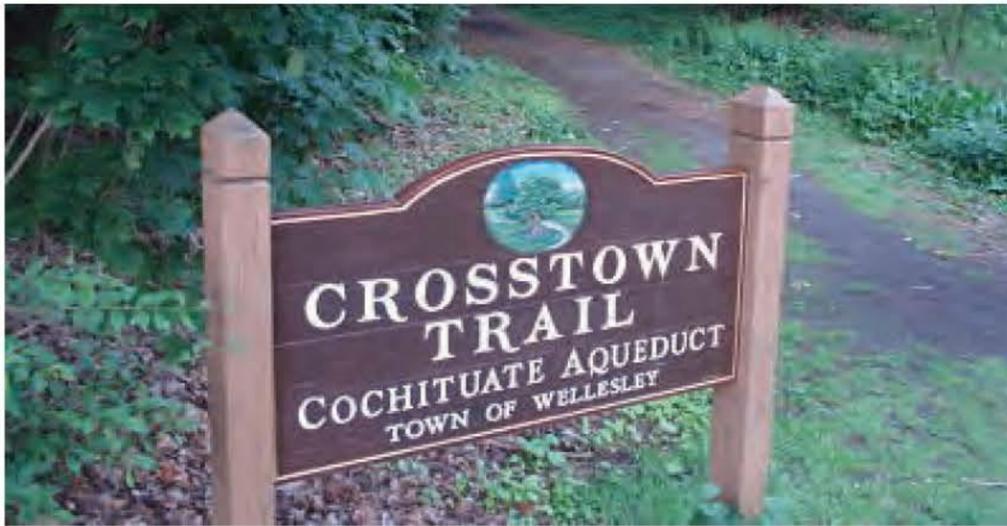
Shady Wildflower Mix at Firelane



Retaining Wall with Fence









PRECEDENT IMAGES



# WELLESLEY CROSSING

PROPOSED PROJECT CHANGE

OCTOBER 29, 2018

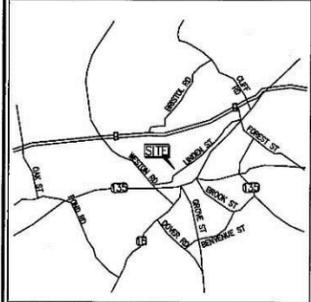
A PRESENTATION BY:

DELANSON REALTY PARTNERS

+

**EMBARC** STUDIO  
ARCHITECTURE + DESIGN





LOCUS MAP  
NO SCALE



ABBREVIATIONS

REC	RECORD LOCATION
FTE	FIRST FLOOR ELEVATION
BIT CONC.	BITUMINOUS CONCRETE PAVEMENT
CS	CURB STOP
EP	EDGE OF PAVEMENT
BC	BITUMINOUS CONCRETE CURB
RET WALL	RETAINING WALL
CONC	CONCRETE
VGC	VERTICAL GRANITE CURB
VCC	VERTICAL CONCRETE CURB

LEGEND

**SURVEY SYMBOLS**

- IRON PIN
- R/C @ REBAR WITH CAP
- CB/DH □ CONCRETE BOUND WITH DRILL HOLE
- SB □ STONE BOUND
- SB/DH □ STONE BOUND

**UTILITY SYMBOLS**

- ⊗ ELECTRIC HAND HOLE
- ⊗ TELE/COMM HAND HOLE
- ⊗ GUY POLE
- ⊗ GUY WIRE
- ⊗ HVAC UNIT
- ⊗ YARD LAMP
- ⊗ TRANSFORMER
- ⊗ WATER GATE
- ⊗ CURB STOP
- ⊗ EMH ELECTRIC MANHOLE
- ⊗ SMH SEWER MANHOLE
- ⊗ DMH DRAIN MANHOLE
- ⊗ TMH TELEPHONE MANHOLE
- ⊗ CBN DRAINAGE CATCH BASIN
- ⊗ HYDRANT
- ⊗ UTILITY POLE
- ⊗ SIGN

**LINE DESIGNATORS**

- WATER MAIN
- OHW OVERHEAD WIRES
- GAS LINE
- WS WATER SERVICE
- UNDERGROUND ELECTRIC
- S STORM DRAIN LINE
- SS SANITARY SEWER LINE
- X CHAIN LINK FENCE

APP	BY	DATE	DESCRIPTION
1	12/1/17	NO CHANGES	
2	3/7/2018	ROOF HEIGHTS	
3	3/12/2018	DPW REVIEW COMMENTS	

**MCKENZIE ENGINEERING GROUP**  
 Assinippi Office Park  
 150 Longwater Drive, Suite 101  
 Norwell, MA 02061  
 Ph: 781-792-3900  
 Website: www.mckeng.com

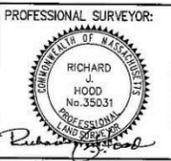
**PROPOSED COMPREHENSIVE PERMIT DEVELOPMENT PRELIMINARY PLANS**  
**WELLESLEY SQUARE RESIDENCES**  
 (ASSESSOR'S PARCELS 123-9-13)  
 DELANSON CIRCLE  
 WELLESLEY, MASSACHUSETTS

- SURVEY NOTES:**
- PLAN REFERENCES:
    - PLAN NO 1446 OF 1955 IN BOOK 3421, PAGE 100 (RECORD PLAN)
    - "LAYOUT OF A WIDENING OF LINDEN STREET IN WELLESLEY, MASS." DATED January 12, 1953 BY GLEASON ENGINEERING COMPANY FOR THE TOWN ENGINEER
    - "UTILITY EASEMENT PLAN OF OAKENCROFT ROAD" RECORDED AS PLAN NO. 768 OF 1997 IN PLAN BOOK 452
    - PLAN IN BOOK 1738, PAGE 407
    - LC PLAN NO 15683
  - THIS SURVEY WAS MADE ON THE GROUND IN JANUARY OF 2017 BY MCKENZIE ENGINEERING GROUP, INC.
  - ELEVATIONS SHOWN ARE REFERENCED TO THE TOWN OF WELLESLEY VERTICAL DATUM BASE
  - WETLAND RESOURCE AREAS WERE NOT ENCOUNTERED DURING THE FIELD SURVEY.
  - MINIMUM SETBACK REQUIREMENTS:

ZONING DISTRICT GENERAL RESIDENCE (OR CAT A)  
 FRONT YARD 35'  
 SIDE YARD 35' (ABUTTING SR) 25' (OTHER)  
 REAR YARD 35' (ABUTTING SR) 25' (OTHER)

SINGLE RESIDENCE (SR10)  
 FRONT YARD 30'  
 SIDE YARD 20'  
 REAR YARD 10'

- THE PROPERTY SHOWN HEREON IS LOCATED IN ZONE X OF THE FLOOD INSURANCE RATE MAP COMMUNITY PANEL NO. 25021C0016E, WHICH BEARS AN EFFECTIVE DATE OF JULY 17, 2012
- THE PROPERTY SHOWN HEREON IS NOT LOCATED IN A DEP ZONE 2 AND TOWN OF WELLESLEY AQUIFER PROTECTION DISTRICT ZONE.
- UTILITY INFORMATION FROM ABOVE GROUND OBSERVED EVIDENCE IN CONJUNCTION WITH DIG SAFE MARKINGS AND RECORD PLANS. THE LAND SURVEYOR MAKES NO GUARANTEES THAT THE UNDERGROUND UTILITIES SHOWN HEREON COMPRISE ALL SUCH UTILITIES IN THE AREA, EITHER IN SERVICE OR ABANDONED. THE LAND SURVEYOR FURTHER DOES NOT WARRANT THAT THE UNDERGROUND UTILITIES SHOWN ARE IN THE EXACT LOCATION INDICATED. BEFORE CONSTRUCTION CALL DIG SAFE SYSTEMS, INC. AT 1-888-344-7233.



PROFESSIONAL SURVEYOR:  
 RICHARD J. HOOD  
 No. 35031  
 State of Massachusetts  
 LAND SURVEYOR

OWNER:  
 DELANSON REALTY PARTNERS, LLC  
 420 HARVARD STREET  
 BROOKLINE, MASSACHUSETTS 02446

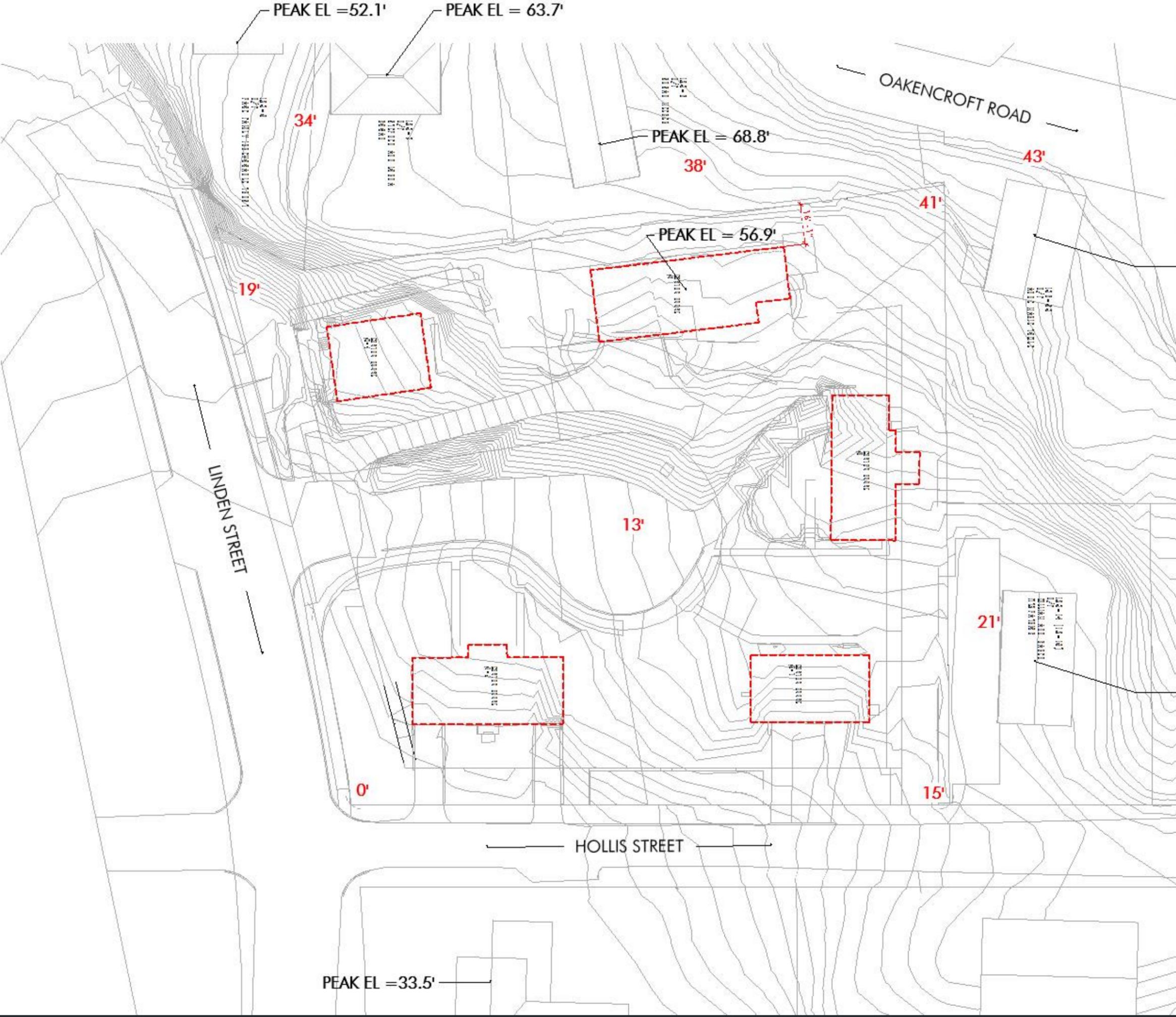
DRAWN BY: DLA  
 DESIGNED BY: R.J.H.  
 CHECKED BY: R.J.H.  
 APPROVED BY: R.J.H.  
 DATE: NOVEMBER 16, 2017  
 SCALE: 1"=20'  
 PROJECT NO.: 216-194  
 DWG. TITLE:

**EXISTING CONDITIONS PLAN**

DWG. NO.: **EX-1**



**SURVEY**



PEAK EL = 64.5'

PEAK EL = 44.7'



# PROPOSED PROJECT CHANGE

SUBMISSION:	40 B PROJECT	PROPOSED CHANGE
RESIDENTIAL UNITS:	90	40+8 OFFSITE
PARKING SPACES:	122 INT. + 4 EXT. (126 TOTAL)	76 INT. + 10 EXT. (86 TOTAL) NO STACKERS
PARKING RATIO:	1.4	2.15
BUILDING STORIES	4 OVER 1	4 OVER 1 WITH 5' STEPBACK
BUILDING HEIGHT:	51'-7"	47'-3"
BUILDING SHAPE:	"U"	"L"
SIDE SETBACK AT LINDEN:	11'-0"	22'-0"
REAR SETBACK AT HOLLIS:	87'-0"	127'-0"



40 B SITE PLAN – 90 UNITS

40 B PROJECT:

PARKING RATIO:  
1.4

16' GARAGE DOOR

DROP OFF ALONG  
HOLLIS VIA  
PORTE COCHERE

STACKER SYSTEM  
WITH PITS



40 B PARKING PLAN – 90 UNITS



**PROPOSED CHANGES:**

**PARKING RATIO:  
2.15**

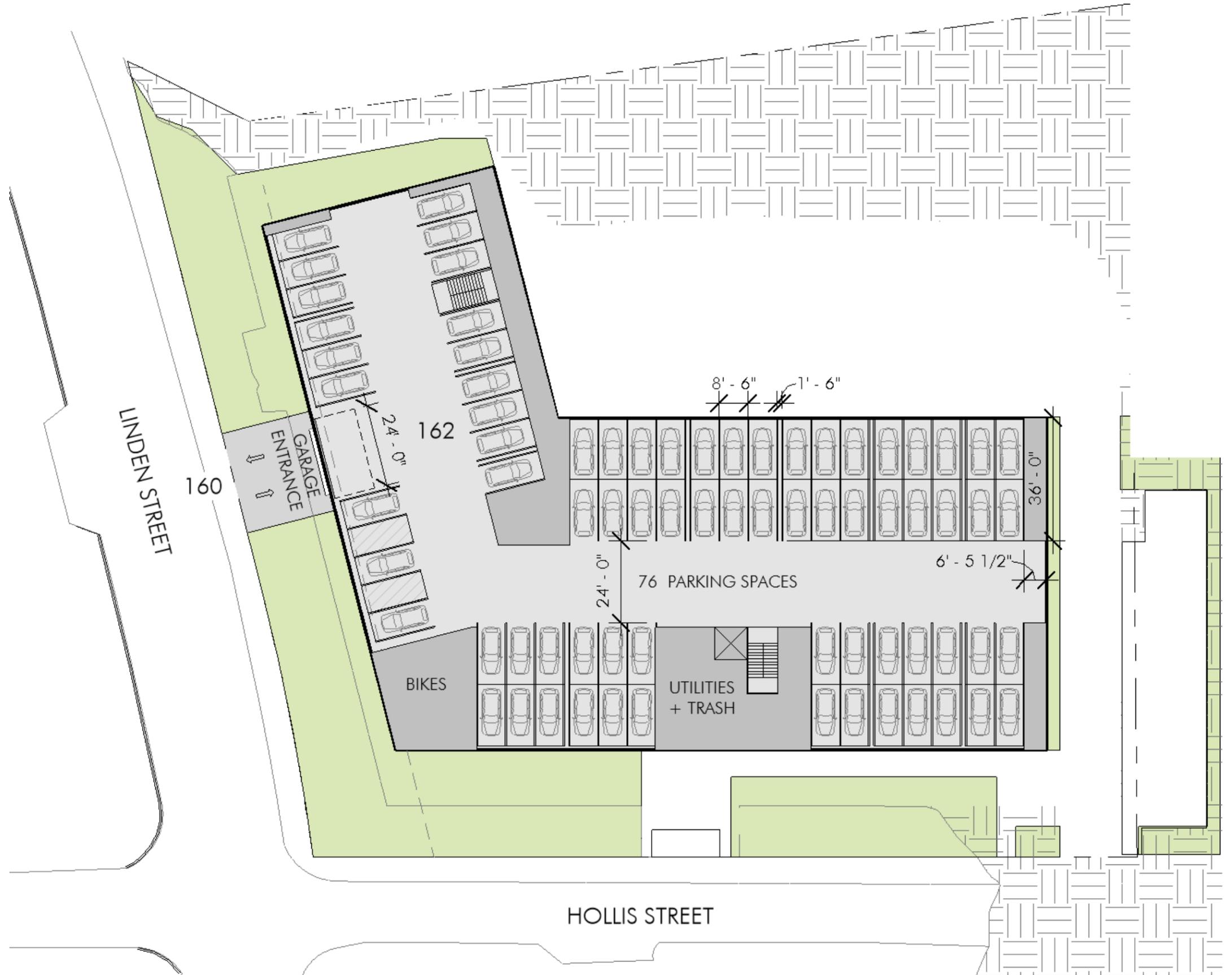
**24' GARAGE DOOR**

**NO STACKERS**

**TURNING  
MANUVERABILITY**

**1'6" SPACING  
FOR STRUCTURE**

**INCREASED TRASH  
AND RECYCLE**



**PROPOSED PARKING PLAN – 40 UNITS**

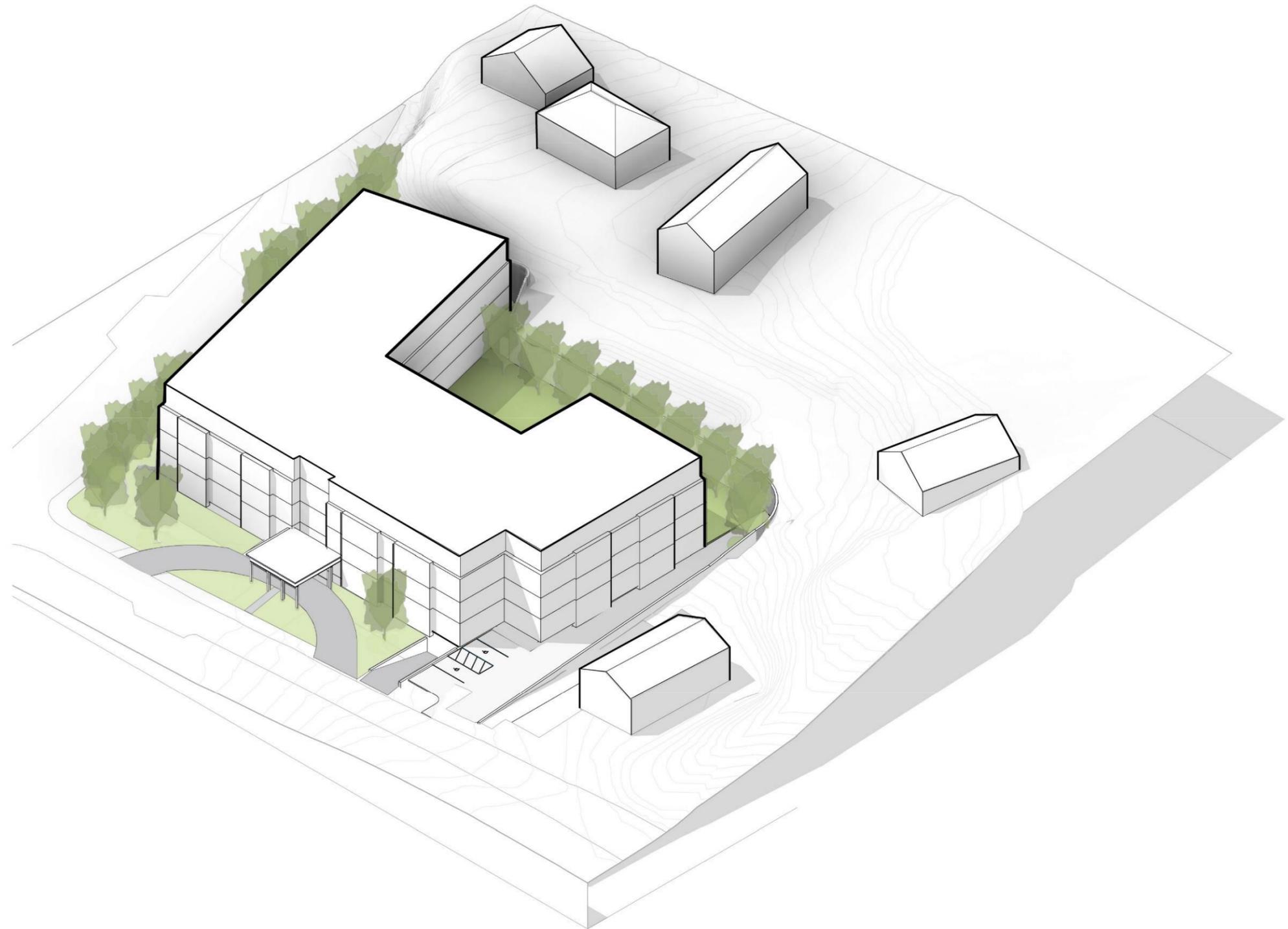
40 B PROJECT:

90 UNITS

4 STORIES

51'-7" TALL

APARTMENT STYLE  
ARCHITECTURE



PROPOSED CHANGE:

40+8 OFFSITE

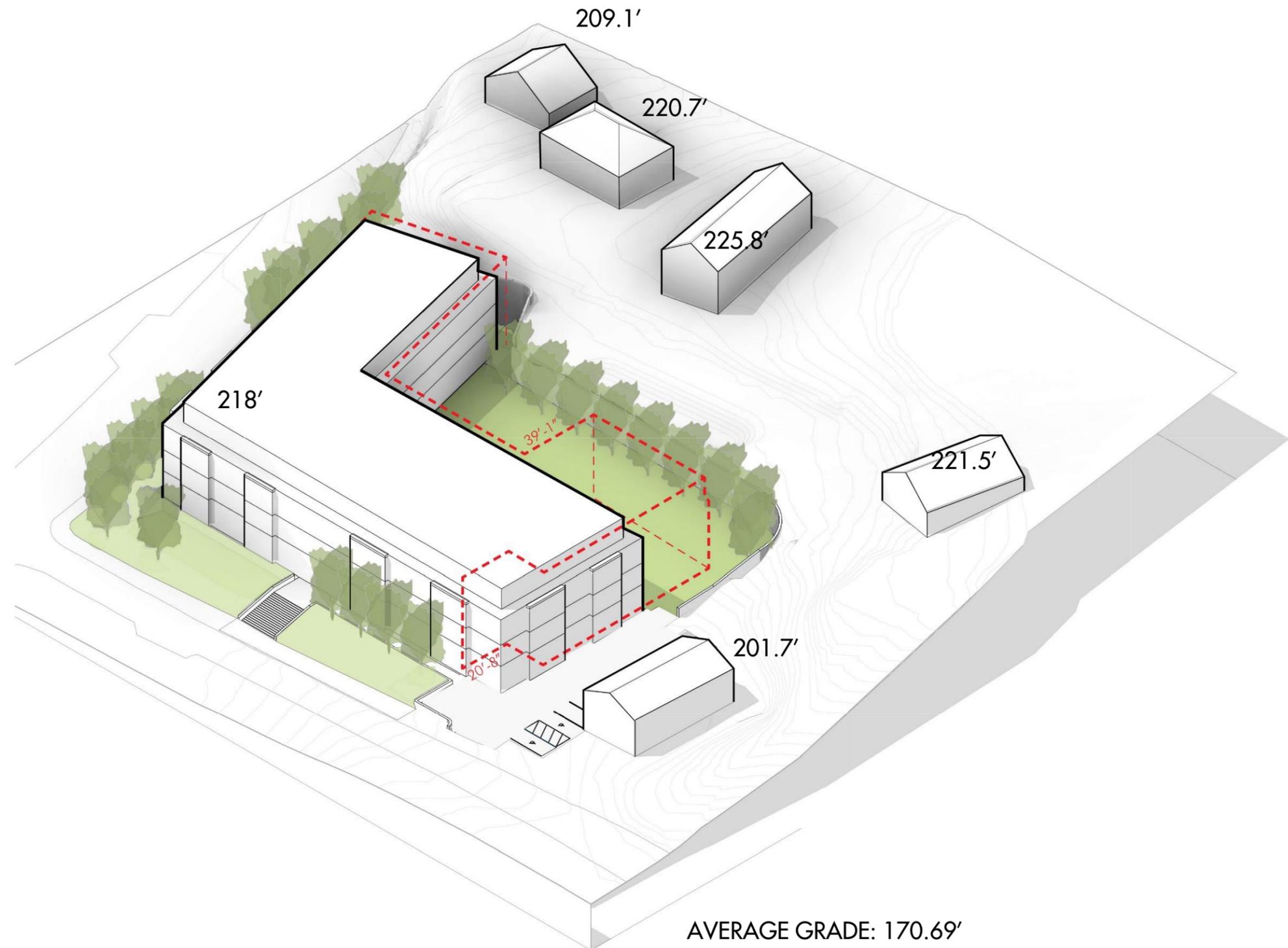
4 STORIES

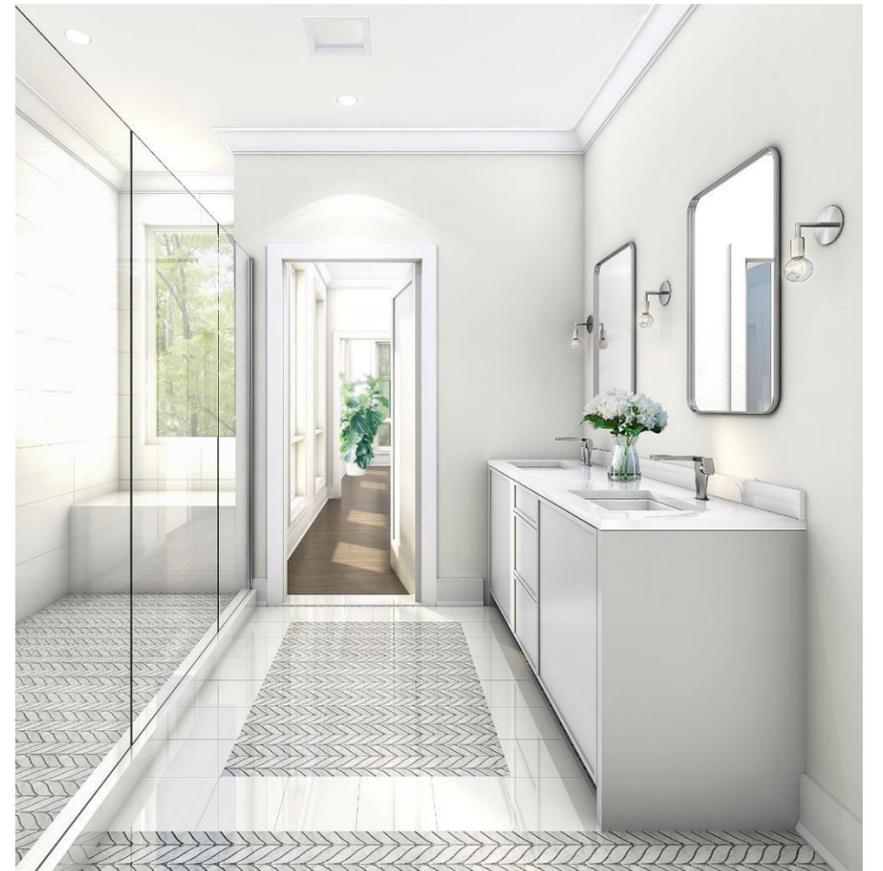
47'-3" TALL

CONDOMINIUM  
ARCHITECTURE  
WITH WELLESLEY  
CHARM WITH  
STEPBACKS

UP TO 7' SHORTER  
THAN HOUSES ON  
OAKENCROFT RD

5' STEP BACK  
AROUND ALL SIDES





## 5. Executive Director's Report

### a. **One Day License – Wellesley Library Foundation**

The WFL has applied for a one-day license to hold a Fells Branch Donor Event at the Main Branch Library on November 15<sup>th</sup>. The WFL will have a tent for the event at which they anticipate 40 persons to participate. They have requested the license for the opportunity to provide participants with a champagne toast that will be done in the location indoors noted on the floor plan. As this is the first event in a town building you may want to take note of the following:

- They have provided a completed application including use of a caterer that is TIPS certified, liquor liability insurance and a floor plan
- The Library Trustees are set to vote on approval of the building at their November 6<sup>th</sup> meeting

**MOVE** that the Board approve a one-day license for the Wellesley Library Foundation for the Fells Branch Donor Event in the Main Library located at 530 Washington Street on Thursday, November 15<sup>th</sup> subject to approval by the Library Board of Trustees for use of the building.





WELLESLEY FREE  
LIBRARY

WELLESLEY FREE LIBRARY FOUNDATION

TO: Board of Selectman, Town of Wellesley

FROM: Marisa Rowe, Director of Development,  
Wellesley Free Library Foundation

RE: One-day liquor license application 11/15/2018

DATE: October 25, 2018

---

The Wellesley Free Library Foundation is hosting a small donor reception on Thursday, November 15, from 6-8pm at the Fells Branch Library, located at 308 Weston Rd. We are respectfully submitting this application for a one-day liquor license for the event so that we can do a “champagne toast” in honor of the occasion. We have hired a fully-licensed, Tips-certified bartender (Michelle MacKenzie from Superior Servers). The only alcohol served will be champagne.

I expect approximately 40 guests, who will come and go, as this is an “Open House” style event. As per the floor plan provided, we will place the bar inside the building and will not allow anyone outside with their drinks.

I understand that the approval of this application is contingent on the approval of the Trustees of the Wellesley Free Library.

This event is free of charge and is by invitation only. We mailed invitations to approximately 150 households. To date, we have 10 RSVPs.



# TOWN OF WELLESLEY

## Application for Special License(s)

Date of Application: 12/24/18 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: Wellesley Free Library Foundation  
Address: 530 Washington St  
Name of Event Manager: Marisa Rowe Address: ↑ same  
Assistant Event Manager: \_\_\_\_\_ Address: \_\_\_\_\_

### EVENT INFORMATION

Event Description: Fells Branch Library Donor Event  
Location: Fells Branch Library, 38 Weston Rd  
Occupancy: 50\* Estimated Attendance: 40 Indoor/Outdoor (circle one)  
\* est. Both

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.

Name of catering service responsible for service of alcoholic beverages:

Superior Servers 60 Aberdeen Rd Quincy MA  
Name of Catering Service Address 02171

If catering service is not being used, list the names and addresses of persons who will be serving alcoholic beverages. Use additional sheets if necessary.

_____ Name	_____ 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. (e.g. Tips training program)

our server is Tips-certified.

Describe security precautions or police details if any:

N/A

Marisa Rowe  
Printed Name of Applicant

Marisa Rowe  
Applicant's Signature

10/24/18  
Date

RETURN COMPLETED APPLICATION, FLOOR PLAN, CERTIFICATE OF INSURANCE AND CHECK FOR THE APPLICATION FEE TO:

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

**CERTIFIED**

**tips** eTIPS On Premise 3.0

Issued: 11/4/2016

ID#: 4392225

Expires: 11/4/2019

Michelle MacKenzie  
68 Aberdeen Rd  
Quincy, MA 02171-1323

For service: visit us online at [www.gettips.com](http://www.gettips.com)



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
10/23/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Veracity Insurance Solutions, LLC. 260 South 2500 West, Suite 303 Pleasant Grove UT 84062	<b>CONTACT NAME:</b> FLIP Program Support	
	<b>PHONE (A/C, No, Ext):</b> (844)-520-6992	<b>FAX (A/C, No):</b>
	<b>E-MAIL ADDRESS:</b> info@fliprogram.com	
	<b>INSURER(S) AFFORDING COVERAGE</b>	<b>NAIC #</b>
	<b>INSURER A:</b> Certain Underwriters at Lloyds	
<b>INSURED</b> Michelle Mackenzie, DBA Superior Servers 68 aberdeen road Quincy MA 02171	<b>INSURER B:</b>	
	<b>INSURER C:</b>	
	<b>INSURER D:</b>	
	<b>INSURER E:</b>	
	<b>INSURER F:</b>	

**COVERAGES**                      **CERTIFICATE NUMBER:**                      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	<b>GENERAL LIABILITY</b> <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC					EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ ANIMAL BAILEE \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE  DED    RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICE/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	<input type="checkbox"/> Y / <input type="checkbox"/> N <input type="checkbox"/> N / <input type="checkbox"/> A				WC STATU-TORY LIMITS    OTH-ER \$ E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	<b>LIQUOR LIABILITY</b> <input checked="" type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR	<input checked="" type="checkbox"/> X	<b>BINDER NUMBER:</b> LLB-53845	10/05/2018	10/05/2019	\$100,000 Occurrence / \$300,000 Aggregate

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES** (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Certificate holder had been added as additional insured regarding the above mentioned policy per attached Additional Insured - Liquor License Holder (FLL2022)

### CERTIFICATE HOLDER

Town of wellesley  
 530 Washington st  
 Wellesley MA 02482

### CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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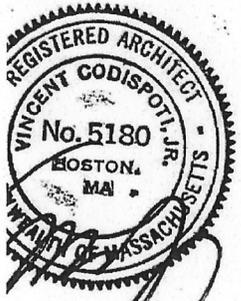
SCALE 5

10 FEET

about 985 sq. ft.

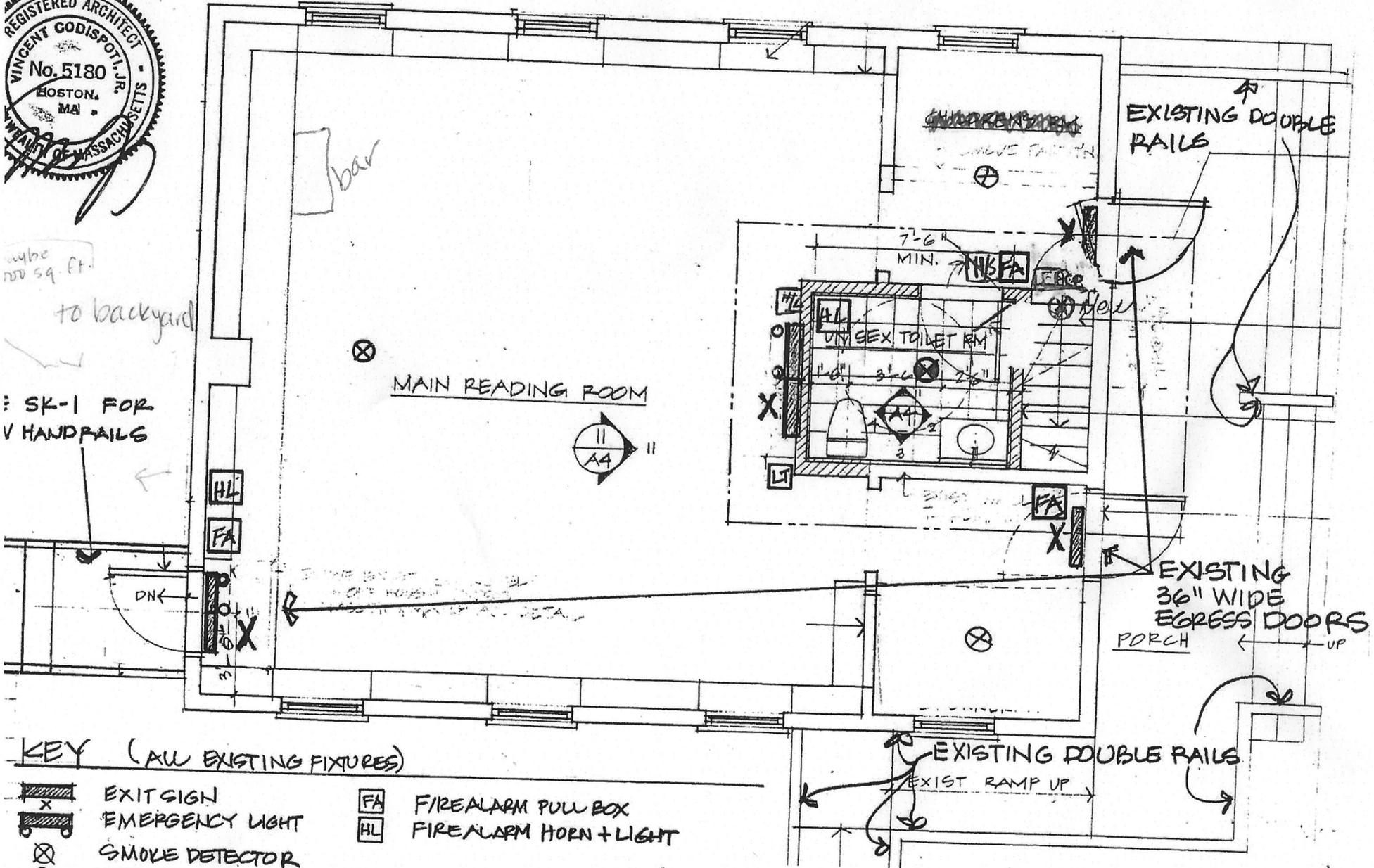
SK-2

DATE: 8-3-07



to backyard

SK-1 FOR HANDRAILS



KEY (ALL EXISTING FIXTURES)

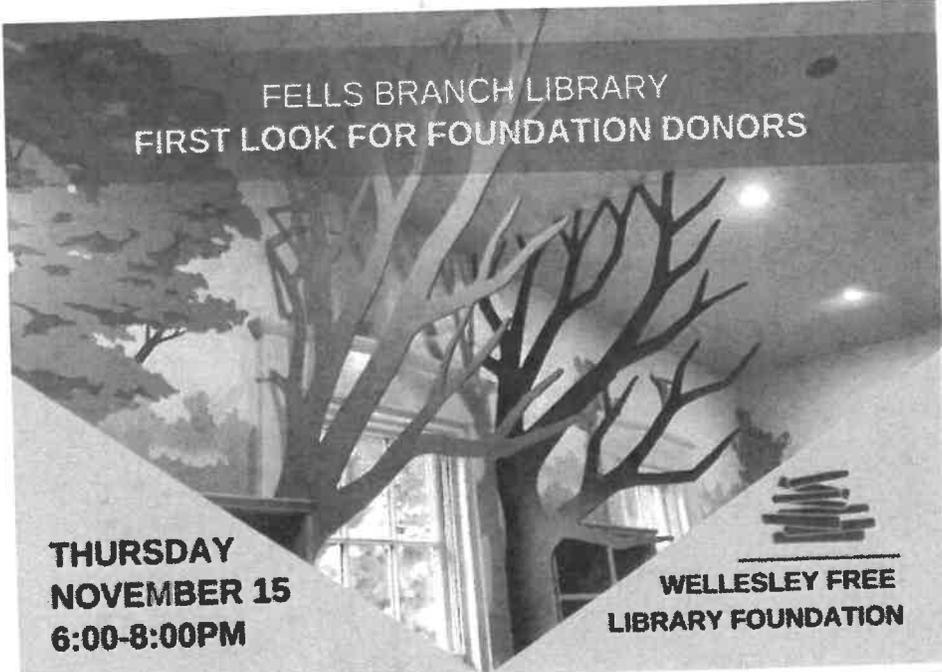
- EXIT SIGN
- EMERGENCY LIGHT
- SMOKE DETECTOR
- HEAT DETECTOR
- FIREALARM PULL BOX
- FIREALARM HORN + LIGHT

EXISTING 1ST FLOOR PLAN @ FELLS BRANCH LIBRARY

REF: SHANNON TAYLOR-SCARLETT ARCHITECTS PNG A-4 DATED 2-11-98

Vincent Codispoti, Jr. ■ Architect

130 Oakland Street Wellesley Hills MA 02481



FELLS BRANCH LIBRARY  
FIRST LOOK FOR FOUNDATION DONORS

**THURSDAY  
NOVEMBER 15  
6:00-8:00PM**



**WELLESLEY FREE  
LIBRARY FOUNDATION**

**COME AND SEE THE DIFFERENCE YOUR SUPPORT MAKES!**

Please join the Directors of the Wellesley Free Library Foundation for a preview of the newly-imagined Fells Branch library. With YOUR help during the special appeal at last spring's Wellesley Free Library Foundation Gala, the Fells Branch has returned to its roots as a unique and intimate early learning library focused on young learners. The new high-impact literacy and learning environment will offer hands-on, interactive activities geared toward children up to age six.

**FIRST LOOK FOR FOUNDATION DONORS**

**Thursday, November 15, 6:00-8:00PM**

**Fells Branch Library  
308 Weston Rd, Wellesley**

**RSVP to Marisa Rowe:  
email: [mrowe@minilib.net](mailto:mrowe@minilib.net)  
tel: (781) 235-1610 x1127**

**Light refreshments will be served.**

**WELLESLEY FREE LIBRARY  
ALCOHOL POLICY**

Alcohol is not permitted on or about Library property unless by prior approval of the Wellesley Free Library (WFL) Board of Trustees and in compliance with the Town of Wellesley's Rules and Regulations Governing Alcoholic Beverages, as amended (the "Town's Governing Rules"). The relevant Town Bylaw is included on back of this page.

The WFL Trustees will consider an application to serve alcohol only at an event sponsored by a non-profit organization. The sponsoring organization of such an event (the "Sponsor") must submit the appropriate application to the Board of Library Trustees no later than 2 weeks prior to the scheduled event. Any approval of such application will be contingent upon the Sponsor producing a copy of an approved Special License issued by Town's Board of Selectman under the Town's Governing Rules. The Sponsor making application to the WFL, must be the same person/entity named on the "Special License" issued by the Board of Selectman.

Permission to serve alcohol on library property, is subject to the following rules and regulations (some of which are part of the Town's governing rules, included here for emphasis):

- (a) The Town of Wellesley's Rules and Regulations Governing Alcoholic Beverages, as amended;
- (b) The General Laws of the Commonwealth of Massachusetts governing the sale, service and consumption of Alcohol (and its regulations);
- (c) Alcohol may only be dispensed by bonded bartenders regardless of whether the alcohol is complimentary or sold to guests;
- (d) Service bars must be attended at all times;
- (e) Service bars may be placed only in areas pre-approved by the WFL.
- (f) Alcohol servers are required to ask anyone being served alcohol to produce proper proof of age that the guest is twenty-one years of age or older (see also the Town's Governing Rules);
- (g) The Sponsor of such event must provide proof of a general liability insurance policy in the amount of \$2,000,000 (see the Town's Governing Rules for more information).
- (h) The Sponsor must provide its own bartending supplies (glasses, mixers, ice, etc.);
- (i) The Sponsor must provide food at any event at which alcohol is served;
- (j) Any other WFL, local or state rules and regulations that may pertain to the sale service and/or consumption of alcohol beverages.

**LIABILITY**

The Sponsor shall assume all risk and shall be liable for any damage, loss, disappearance or theft of any item of property, or liable for any financial loss or damage, and/or bodily harm caused by, or related to, such event. Neither the Wellesley Free Library nor the Town of Wellesley shall assume any risk.

**COMPLIANCE**

By signing the attached application, the Sponsor states that it has received a copy of this policy and agrees to comply with its terms. Failure to comply with the above rules and regulations may result in one or more of the following: immediate and/or permanent removal from the Library; responsibility for payment of damages (which may include, but not would not be limited to, legal costs/fees); and/or other any other penalty imposed at the discretion of the WFL Trustees.

(over)

## **RELEVANT TOWN BYLAW**

Section 12C. (a) The commission may issue an annual caterer's license to an operator of a catering business for the sale and service of alcoholic beverages to be served and drunk on the premises where the operator caters a private event that is not open to the public; provided, however, that no such license shall be exercisable on premises located in a city or town wherein the granting of licenses under section 12 has not been authorized by that city or town. A caterer's license shall authorize the licensee to store, transport, sell and deliver alcoholic beverages in the ordinary course of the licensee's business. Alcoholic beverages may be stored only on the premises owned by the licensee or that the licensee has the exclusive right to occupy. Caterers licensed pursuant to this section shall not serve alcoholic beverages at the caterer's principal place of business. A licensee under this section shall purchase all alcoholic beverages for resale from a wholesaler licensed pursuant to section 18 and shall maintain liquor liability insurance providing security for the liability of the licensee in a minimum amount of \$250,000 on account of injury to or death of 1 person and \$500,000 on account of any 1 accident resulting in injury to or death of more than 1 person. The service of alcoholic beverages shall not be for more than 5 hours during a catered event. All agents and employees of a licensed caterer who serve alcoholic beverages shall be certified by a nationally-recognized alcoholic beverages server training program. The license shall be renewable annually and shall be subject to an annual fee of \$1,500.

(b) Prior to 48 hours before the start of a catered event where alcoholic beverages shall be served, a caterer licensed under this section shall provide written notice of the event to the police chief and the local licensing authority of the city or town wherein the event will be held. The notice shall include the following information:

- (1) a copy of the caterers' license;
- (2) proof of liquor liability insurance; and
- (3) emergency contact information of the manager of the catering company.



**b. Approval of Minutes**

There are several sets of minutes from recent meetings in your packet for approval.

**MOVE** that the Board approve the minutes of the October 2, 10, 16 and 22<sup>nd</sup> meetings.



**c. Appoint Records Access Officer**

With Meghan's departure from her position, a new Records Access Officer needs to be appointed to assume these duties. I would ask that the Board appoint me until such time as the Assistant Executive Director's position is filled.

**MOVE** that the Board appoint Blythe C. Robinson as Records Access Officer for the Selectmen's Office to replace Meghan Jop.



6. **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:

- ❖ FY18 Draft Audit Management Letter
- ❖ Verizon Cable License Renewal Notice
- ❖ Email from Michael Zehner – Possible ATM Articles
- ❖ Capital Projects Schedule
- ❖ OPM External Hire Analysis
- ❖ OPM External Hire Details
- ❖ FY19 Work Plan – October, 2018



**DRAFT**

**TOWN OF WELLESLEY, MASSACHUSETTS**

**MANAGEMENT LETTER**

**JUNE 30, 2018**



To the Honorable Board of Selectmen  
and the Audit Committee  
Town of Wellesley, Massachusetts

In planning and performing our audit of the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Town of Wellesley, Massachusetts as of and for the year ended June 30, 2018 , in accordance with auditing standards generally accepted in the United States of America, we considered the Town's internal control over financial reporting (internal control) as a basis for designing our auditing procedures for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Town's internal control. Accordingly, we do not express an opinion on the effectiveness of the Town's internal control.

However, during our audit we became aware of other matters that we believe represent opportunities for strengthening internal controls and operating efficiency. The memorandum that accompanies this letter summarizes our comments and suggestions regarding those matters.

We will review the status of these comments during our next audit engagement. We have already discussed these comments and suggestions with various Town personnel, and will be pleased to discuss them in further detail at your convenience, to perform any additional study of these matters, or to assist you in implementing the recommendations.

The Town of Wellesley's written responses to the comments identified in our audit have not been subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on them.

This communication is intended solely for the information and use of management of the Town of Wellesley, Massachusetts, and is not intended to be and should not be used by anyone other than these specified parties.

\_\_\_\_\_, 2018

**TOWN OF WELLESLEY, MASSACHUSETTS**

**MANAGEMENT LETTER**

**JUNE 30, 2018**

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***PRIOR PERIOD COMMENTS AND  
RECOMMENDATIONS***

## **Timeliness of Actuarial Information for Pension and OPEB Financial Reporting and Disclosure**

### Prior Comment

Current GASB pronouncements require information that is provided through independent actuaries in order to meet the financial reporting and disclosure requirements for Pensions and Other Postemployment Benefits Other Than Pensions (OPEB). The actuaries base their reports on a significant amount of information provided by various Departments of the Town. Actuarial reports are required to be completed every two years for both Pension and OPEB reporting with updates required on each of the off years. So for all intents and purposes, the actuaries are reporting on this information every year.

The Town has established an annual closing process and an audit schedule that anticipates a completion date of approximately October 31, so that various Committee meetings can take place prior to the presentation of the annual financial statements to the Board of Selectmen in early December. This process has been hindered by the availability of the actuarial information in recent audits. We recommended that the closing process and the audit schedules be modified, as needed, in order to identify and verify that information requested by the actuaries is provided in a timely fashion to ensure that the overall audit timeline can be maintained.

### Current Status

*Resolved.* For the fiscal year 2018 audit, management has worked with the Town's actuary to establish deliverable dates and set a schedule to ensure that actuarial data was available in time to meet the Town's reporting requirements.

## **Documentation of Internal Controls**

### Prior Comment

In December 2013, the U.S. Office of Management and Budget (OMB) issued Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance) in an effort to (1) streamline guidance for federal awards while easing the administrative burden and (2) to strengthen oversight over the expenditure of federal funds and to reduce the risks of waste, fraud and abuse.

The Uniform Guidance supersedes and streamlines requirements from eight different federal grant circulars (including OMB Circular A-133) into one set of guidance. Local governments were required to implement the new administrative requirements and cost principles for all new federal awards and to additional funding to existing awards made after December 26, 2014 (fiscal year 2016).

In conformance with Uniform Guidance, the non-Federal entity must: (a) Establish and maintain effective internal control over the Federal award that provides reasonable assurance that the non-Federal entity is managing the Federal award in compliance with Federal statutes, regulations, and the terms and conditions of the Federal award.

These internal controls should be in compliance with guidance in "Standards for Internal Control in the Federal Government" issued by the Comptroller General of the United States (the Green Book) and the "Internal Control Integrated Framework", issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).

Management is responsible for internal controls and to see that the entity is doing what needs to be done to meet its objectives. Governments have limited resources and constraints on how much can be spent on designing, implementing, and conducting systems of internal control. The COSO Framework can help management

consider alternative approaches and decide what action it needs to take to meet its objectives. Depending on circumstances, these approaches and decisions can contribute to efficiencies in the design, implementation, and conduct of internal control. With the COSO Framework, management can more successfully diagnose issues and assert effectiveness regarding their internal controls and, for external financial reporting, help avoid material weaknesses or significant deficiencies.

The COSO internal control framework must incorporate the 5 major components of internal control, while addressing the 17 principles of internal control that support the COSO framework. Refer to [www.coso.org](http://www.coso.org) for articles describing the 5 components and their 17 principles in detail.

Management should evaluate and assess the government's internal control system to determine whether: each of the five essential elements of a comprehensive framework of internal control is present throughout the organization; whether each element addresses all of the associated principles; and whether all five elements effectively function together.

#### Current Status

*In Process.* Management of the School Department is currently in the process of developing a draft manual using the COSO internal control framework that documents their internal control system over federal awards.

### **Future Government Accounting Standards Board (GASB) Statements for OPEB**

#### Prior Comment

GASB Statement #75 - The GASB has issued new pronouncements that will significantly affect the accounting and reporting requirements for Other Postemployment Benefits (OPEB) similar to the changes that were required for Pensions. This information has been communicated in previous Management Letters and management is preparing for this to occur in through fiscal year 2018.

#### Current Status

*Resolved.* Management has taken the proper steps to implement the required disclosures regarding other postemployment benefits.

***CURRENT PERIOD COMMENTS AND  
RECOMMENDATIONS***

## **Formalize Cash Handling Policies and Procedures and Consider Enhanced Physical Controls in the Treasurer/Collector's Office**

### Current Comment

The Town currently has a decentralized cash collection process where receipts are collected at various Town departments, then turned over to the Treasurer/Collector's office for deposit. Town departments are informally instructed to turnover funds to the Treasurer/Collector's office on a weekly basis, at a minimum, or on a daily basis if larger sums of money are collected. While the majority of Town departments adhere to this directive, we note that the Town does not currently have a formal cash handling policy in place. A formal cash handling policy would provide guidance for departments and would give the Treasurer/Collector's office and Town management leverage in enforcing the requirement for the timely turnover of cash collections. A formal cash handling policy could have the added benefit of defining the level of documentation required to support the cash collections, and the use of standard turnover forms. This could improve efficiencies over processing turnovers.

The Town is currently in the design phase of a major construction project with the goal to completely renovate the interior of Town Hall. As management reviews the various interior layout and design options of Town departments, it would be beneficial to consider the physical security of the Treasurer/Collector's office; as this is where the most significant amount of cash is received and processed in the Town. For example, the office does not currently contain a physical vault or safe and there is no glass payment window as a physical barrier between the public and the office staff.

### Recommendation

We recommend that the Town formalized a cash handling policy to include how cash should be handled and stored by departments, the timing for turning funds over to the Treasurer/Collector, and the detail of support that should accompany departmental turnovers.

We also recommend that as part of the design phase of the interior renovation of Town Hall, management consider including additional security features within the Treasurer/Collector department.

While the Treasurer/Collector's office has a cash handling process in place to regularly deposit funds into Town bank accounts, there are times when cash deposits are kept in the office overnight. It would be beneficial for the Town to install a locked safe to house deposits kept in the department overnight, as well as to consider installing security windows to protect those clerks collecting and handling Town funds.





**COMMONWEALTH OF MASSACHUSETTS  
DEPARTMENT OF TELECOMMUNICATIONS AND CABLE**

1000 Washington Street, Suite 820  
Boston, MA 02118-6500  
Telephone: (617) 305-3580  
[www.mass.gov/dtc](http://www.mass.gov/dtc)

CHARLES D. BAKER  
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SECRETARY OF HOUSING AND  
ECONOMIC DEVELOPMENT

JOHN C. CHAPMAN  
UNDERSECRETARY  
OFFICE OF CONSUMER AFFAIRS AND  
BUSINESS REGULATIONS  
KAREN CHARLES PETERSON  
COMMISSIONER

October 3, 2018

Chairman Board of Selectmen  
Town Hall  
525 Washington St.  
Wellesley MA 02181

Re: License Expiration Notice

Dear Chairman:

According to the Department of Telecommunications and Cable's (Department) records, your cable television license (license) with Verizon New England, Inc. expires on 11/5/2021. Federal law provides for a formal renewal process that begins between 36 and 30 months before a license expires. As the Issuing Authority, you may begin the process of determining your community's cable-related needs and review Verizon New England, Inc.'s performance under the current license. This is known as the "ascertainment process." You must notify Verizon New England, Inc. if you elect to begin the ascertainment process. You may also be required to begin the ascertainment process if you receive a notice from Verizon New England, Inc. invoking the formal renewal process; you must begin the ascertainment process within six months of receiving such notice.

You may want to form a cable advisory committee (CAC) as part of the formal renewal process and delegate to it certain duties. If you form a CAC, please provide the Department with the name and contact information for at least one CAC member. I have enclosed a fact sheet describing the typical responsibilities of a CAC, and please see M.G.L. c. 268A concerning potential conflicts of interest for both municipal officials and CAC members.

For your convenience, the Department has prepared a "Practical Guide to Cable Television License Renewal" that is available at [www.mass.gov/dtc](http://www.mass.gov/dtc). The Department is also available to advise you regarding your duties and rights during the renewal process. While we cannot assist you with substantive negotiations, we would be happy to meet with you and/or your CAC to discuss procedural requirements.

If you would like to schedule a meeting or if you have any questions regarding the renewal process, please contact the Department at 617-305-3580 or [dtc.efiling@mass.gov](mailto:dtc.efiling@mass.gov).

Sincerely,

Shonda D. Green  
Department Secretary



## COMMONWEALTH OF MASSACHUSETTS DEPARTMENT OF TELECOMMUNICATIONS AND CABLE

### Cable Advisory Committee

Under Massachusetts regulations, an Issuing Authority (“IA”), such as the mayor of a city or the board of selectmen of a town, may appoint a Cable Advisory Committee (“CAC”) to advise the IA throughout the licensing process. 207 C.M.R. § 3.01(3). In many instances, the CAC remains as an active committee throughout the term of the license. Currently, there are over 280 CACs in the Commonwealth. The composition of the CAC is determined by the IA, including the number of members on the CAC.

The IA may, at its discretion, define the role and responsibilities of the CAC to the extent permitted under G.L. c. 166A. Thus, there is almost complete local control as to the tasks assigned to an advisory committee, so long as these tasks do not conflict with the statutory requirements of the IA in G.L. c. 166A. While an IA may delegate to a CAC the authority to negotiate a license agreement, an IA may not delegate authority to execute such an agreement. CAC responsibilities vary according to the current status of the license or the objectives of the IA. The following list includes some typical responsibilities assigned to CACs in the Commonwealth:

- Inform and educate the public about cable television service;
- Assess the cable needs of the community and recommend policy changes;
- Conduct regular meetings with cable company representatives to discuss matters of mutual interest;
- Report to the IA on company compliance with the license;
- Supervise the cable operator’s response to complaints;
- Respond to citizen’s questions regarding the cable television system; and
- Keep abreast of community programming issues.

CACs are considered “governmental bodies” within the purview of the Massachusetts Conflict of Interest law, G.L. c. 268A.

Recognizing that CACs fulfill an important and valuable link between the IA, the licensee, and the citizens of the community, the Department of Telecommunications and Cable (“Department”) seeks to build positive professional relationships with the CACs. The Department's staff works closely with local committees to educate them on the licensing process and improve information-sharing.

The Department’s program includes an informational presentation available to communities. Please contact the Department to schedule a presentation or to discuss any cable licensing matter.

## Robinson, Blythe

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**From:** Zehner, Michael  
**Sent:** Wednesday, October 24, 2018 11:40 AM  
**To:** Robinson, Blythe  
**Cc:** Panak, Victor; Catherine L. Johnson  
**Subject:** RE: ATM - Possible Warrant articles

Blythe - our list is as follows:

- Planning Department/Board Work Plan Items:
  - Outdoor Lighting Bylaw - this has been redrafted to only apply to multi-family (3+ units), commercial, and institutional projects.
  - Off-Street Parking Bylaw - amendments will be proposed to cleanup and clarify the provisions and processes; no changes to standards, ratios, or design requirements at this time.
  - Zoning Bylaw Recodification - at present we are considering putting up articles that were considered in 2015, but tabled. This would consist of 4 articles amending 7 sections of the Zoning Bylaw, focusing on clarification and modernization of the Bylaw only.
  - Zoning Map Corrections, Phase 3 - address errors on 3 properties/areas
  
- In support of or initiated by others:
  - Rezoning of 999 Worcester Street - the Planning Board will likely assist the property owner in the rezoning of this property. While the majority of the property is zoned Business, the rear of the property, including a large portion of the parking lot, is zoned Single Residence and has been subject to a now defunct Use Variance. This would resolve issues of compliance.
  - Rezoning of Dexter Road/Wellesley Avenue Properties - a Citizens Petition to rezone 9 properties
  - Wellesley Office Park 40R - the amendment of the Zoning Bylaw to establish a 40R District and rezoning of the Wellesley Office Park to the District
  
- Other potential actions:
  - Tailby/Railroad - amendments and/or rezoning to support development
  - Delanson - amendments and/or rezoning to support development
  - 148 Weston - amendments and/or rezoning to support development
  - Sisters of Charity - amendments and/or rezoning to support sale/transition of use
  - Wellesley Gateway - amendments and/or rezoning to support development
  - Belvedere Estates Historic District - creation of local historic district and rezoning of properties to the Historic District; pending initiation of study requested by residents; pending recommendations of study committee.

In addition to the above Zoning articles, we will obviously be submitting our operating budget and have also submitted a Capital Budget request for \$30,000 for a Mobility Plan. Both the Planning Board, the Housing Development Corporation, and members of the Selectmen have also discussed the potential of creating a Housing Coordinator position (perhaps a Housing/Economic Development Coordinator), and members of the Planning Board and the Historical Commission have discussed the potential of creating a Historic Preservationist position. I think it would be helpful to begin discussing the process of going about creating these positions, especially where it may be possible to use CPA funds.

Please let me know if you have any questions.



### PBC Capital Projects Look Ahead

ID	Task Name	Duration	Start	Finish	Predecessors	Resource Names	Timeline																											
							2019	2020	2021	2022	2023	2024	2025	2026	2027	2028																		
1	<b>Capital Projects</b>	<b>2184 days</b>	<b>Wed 8/22/18</b>	<b>Mon 1/4/27</b>			[Timeline visualization showing project summary bar from 2018 Q2 to 2027 Q4]																											
2	<b>Hunnewell</b>	<b>1264 days</b>	<b>Wed 8/22/18</b>	<b>Sat 6/24/23</b>			[Timeline visualization showing project summary bar from 2018 Q2 to 2023 Q4]																											
3	Feasibility/Present	247 days	Wed 8/22/18	Thu 8/1/19		Kevin .40/OUT[40%]	[Timeline visualization showing task bar from 2018 Q2 to 2019 Q4]																											
4	Design	479 days	Fri 8/2/19	Wed 6/2/21	3	Kevin .40/OUT	[Timeline visualization showing task bar from 2019 Q1 to 2021 Q4]																											
5	Construction	480 days	Thu 6/3/21	Wed 4/5/23	4	Kevin .40/OUT	[Timeline visualization showing task bar from 2021 Q1 to 2023 Q4]																											
6	Close out	60 days	Thu 4/6/23	Wed 6/28/23	5	Kevin .40/OUT	[Timeline visualization showing task bar from 2023 Q1 to 2023 Q4]																											
7	<b>Hardy/Upham</b>	<b>1474 days</b>	<b>Mon 1/7/19</b>	<b>Thu 8/29/24</b>			[Timeline visualization showing project summary bar from 2019 Q1 to 2024 Q4]																											
8	Feasibility/Schematic	671 days	Mon 1/7/19	Mon 8/2/21		Dick .40/OUT	[Timeline visualization showing task bar from 2019 Q1 to 2021 Q4]																											
9	Design	262 days	Tue 8/3/21	Wed 8/3/22	8	Dick .40/OUT	[Timeline visualization showing task bar from 2021 Q3 to 2022 Q4]																											
10	Construction	480 days	Thu 8/4/22	Wed 6/5/24	9	Dick .40/OUT	[Timeline visualization showing task bar from 2022 Q1 to 2024 Q4]																											
11	Close Out	60 days	Thu 6/6/24	Wed 8/28/24	10	Dick .40/OUT	[Timeline visualization showing task bar from 2024 Q1 to 2024 Q4]																											
12	<b>Town Hall Exterior</b>	<b>342 days</b>	<b>Wed 8/22/18</b>	<b>Thu 12/12/19</b>			[Timeline visualization showing project summary bar from 2018 Q2 to 2019 Q4]																											
13	Construction	279 days	Wed 8/22/18	Mon 9/16/19		Steve .15/OUT	[Timeline visualization showing task bar from 2018 Q2 to 2019 Q4]																											
14	Close out	62 days	Tue 9/17/19	Wed 12/11/19	13	Steve .15/OUT	[Timeline visualization showing task bar from 2019 Q3 to 2019 Q4]																											
15	<b>Town Hall Interior</b>	<b>1525 days</b>	<b>Wed 8/22/18</b>	<b>Tue 6/25/24</b>			[Timeline visualization showing project summary bar from 2018 Q2 to 2024 Q4]																											
16	Feasibility	28 days	Wed 8/22/18	Fri 9/28/18		Kevin .10/in	[Timeline visualization showing task bar from 2018 Q2 to 2018 Q3]																											
17	Feasibility Annex	333 days	Sat 3/23/19	Tue 6/30/20	16	Kevin .10/in[10%]	[Timeline visualization showing task bar from 2019 Q1 to 2020 Q4]																											
18	Design Annex	262 days	Wed 9/30/20	Thu 9/30/21	17	Kevin .30/in[30%]	[Timeline visualization showing task bar from 2020 Q3 to 2021 Q4]																											
19	Construction Annex	347 days	Fri 10/1/21	Mon 1/30/23	18	Kevin .30/in[30%]	[Timeline visualization showing task bar from 2021 Q1 to 2023 Q4]																											
20	Annex Close out	41 days	Wed 2/1/23	Wed 3/29/23	19	Kevin .30/in[30%]	[Timeline visualization showing task bar from 2023 Q1 to 2023 Q2]																											
21	Design Interior	238 days	Thu 9/30/21	Mon 8/29/22		Steve .20/OUT[20%]	[Timeline visualization showing task bar from 2021 Q4 to 2022 Q4]																											
22	Interior construction	400 days	Wed 10/5/22	Tue 4/16/24	21	Steve .20/OUT	[Timeline visualization showing task bar from 2022 Q3 to 2024 Q4]																											
23	Close Out Both	47 days	Wed 4/17/24	Thu 6/20/24	22	Steve .30/OUT	[Timeline visualization showing task bar from 2024 Q1 to 2024 Q2]																											
24	<b>MS Piping</b>	<b>589 days</b>	<b>Wed 8/22/18</b>	<b>Sat 11/21/20</b>			[Timeline visualization showing project summary bar from 2018 Q2 to 2020 Q4]																											
25	Design	154 days	Wed 8/22/18	Mon 3/25/19		Kevin .30/in	[Timeline visualization showing task bar from 2018 Q2 to 2019 Q1]																											
26	Construction	375 days	Tue 3/26/19	Mon 8/31/20	25	Kevin .30/in[30%]	[Timeline visualization showing task bar from 2019 Q1 to 2020 Q4]																											
27	Close Out	46 days	Tue 9/1/20	Tue 11/3/20	26	Kevin .30/in	[Timeline visualization showing task bar from 2020 Q3 to 2020 Q4]																											
28	<b>MS Systems</b>	<b>918 days</b>	<b>Wed 8/22/18</b>	<b>Fri 2/25/22</b>			[Timeline visualization showing project summary bar from 2018 Q2 to 2022 Q4]																											
29	Feasibility	154 days	Wed 8/22/18	Mon 3/25/19		Steve.10	[Timeline visualization showing task bar from 2018 Q2 to 2019 Q1]																											
30	Design	263 days	Tue 3/26/19	Thu 3/26/20	29	Dick .35/in[35%], Steve .30/in[30%]	[Timeline visualization showing task bar from 2019 Q1 to 2020 Q4]																											
31	Construction	441 days	Fri 3/27/20	Fri 12/3/21	30	Dick .35/in[35%], Steve .30/in[30%]	[Timeline visualization showing task bar from 2020 Q1 to 2021 Q4]																											
32	Close Out	59 days	Mon 12/6/21	Thu 2/24/22	31	Dick .30/in[30%], Steve.10[10%]	[Timeline visualization showing task bar from 2021 Q4 to 2022 Q1]																											
33	<b>Library Interior</b>	<b>692 days</b>	<b>Mon 3/25/19</b>	<b>Tue 11/16/21</b>			[Timeline visualization showing project summary bar from 2019 Q1 to 2021 Q4]																											
34	Design	400 days	Mon 3/25/19	Fri 10/2/20		Steve .30/in[30%]	[Timeline visualization showing task bar from 2019 Q1 to 2020 Q4]																											
35	Construction	240 days	Mon 10/5/20	Fri 9/3/21	34	Steve .50/in	[Timeline visualization showing task bar from 2020 Q3 to 2021 Q4]																											
36	Close Out	51 days	Mon 9/6/21	Mon 11/15/21	35	Steve .25/in	[Timeline visualization showing task bar from 2021 Q4 to 2022 Q1]																											

Project: Capital Projects Schemu  
Date: Mon 10/22/18

Task		Project Summary		Manual Task		Start-only		Deadline	
Split		Inactive Task		Duration-only		Finish-only		Progress	
Milestone		Inactive Milestone		Manual Summary Rollup		External Tasks		Manual Progress	
Summary		Inactive Summary		Manual Summary		External Milestone			



## Capital Projects Potential Outsourced OPM & Clerk Expenses

Project Name	Cost	Duration (# mo)	Phase	Formulas	Steve #s	Formulas	Steve #s	Notes/Exceptions
				OPM 3-5%	OPM 3-5%	Clerk	Clerk	
MS Piping	\$ 3,600,000.00		Design	\$ 48,000.00	\$ 50,000.00		\$ -	Round up
MS Piping		17	Construction	\$ 96,000.00	\$ 100,000.00	\$ 272,000.00	\$ 272,000.00	Round up
				\$ 144,000.00	\$ 150,000.00	\$ 272,000.00	\$ 272,000.00	
MS Bundle	\$ 13,000,000.00		Design	\$ 130,000.00	\$ 130,000.00		\$ -	
MS Bundle		19	Construction	\$ 260,000.00	\$ 260,000.00	\$ 304,000.00	\$ 304,000.00	
				\$ 390,000.00	\$ 390,000.00	\$ 304,000.00	\$ 304,000.00	
Library Reno	\$ 3,000,000.00		Design	\$ 40,000.00	\$ 80,000.00		\$ -	Piece meal project
Library Reno		5	Construction	\$ 80,000.00	\$ 120,000.00	\$ 80,000.00	\$ 100,000.00	Piece meal project
				\$ 120,000.00	\$ 200,000.00	\$ 80,000.00	\$ 100,000.00	
Town Hall Interior	\$ 18,000,000.00		Design	\$ 180,000.00	\$ 180,000.00		\$ -	
Town Hall Interior		18	Construction	\$ 360,000.00	\$ 360,000.00	\$ 288,000.00	\$ 288,000.00	
				\$ 540,000.00	\$ 540,000.00	\$ 288,000.00	\$ 288,000.00	
Town Hall Annex	\$ 7,000,000.00		Design	\$ 93,333.33	\$ 110,000.00		\$ -	Multiple sites
Town Hall Annex		16	Construction	\$ 186,666.67	\$ 187,000.00	\$ 256,000.00	\$ 256,000.00	Simple building
				\$ 280,000.00	\$ 297,000.00	\$ 256,000.00	\$ 256,000.00	
DPW Lockers & Env	\$ 2,000,000.00		Design	\$ 33,333.33	\$ 40,000.00		\$ -	Difficult reno
DPW Lockers & Env		12	Construction	\$ 66,666.67	\$ 80,000.00	\$ 192,000.00	\$ 192,000.00	Difficult reno
				\$ 100,000.00	\$ 120,000.00	\$ 192,000.00	\$ 192,000.00	
PAWS	\$ 20,000,000.00		Design	\$ 333,333.33	\$ 333,333.33		\$ -	
PAWS		18	Construction	\$ 666,666.67	\$ 666,666.67	\$ 288,000.00	\$ 288,000.00	
				\$ 1,000,000.00	\$ 1,000,000.00	\$ 288,000.00	\$ 288,000.00	
Total Cost	\$ 66,600,000.00			\$ 2,574,000.00	\$ 2,697,000.00	\$ 1,680,000.00	\$ 1,700,000.00	
OPM Savings				\$ 2,034,000.00	\$ 2,157,000.00			
Clerk Savings 40%						\$ 672,000.00	\$ 680,000.00	

### IN House OPM

OPM Fees are based on the following:

up to \$2M	5%
\$2M-\$5M	4%
\$5M+	3%

Apportioning of OPM Amounts by Phase

Design	1/3 of Total fee
Construction	2/3 of Total fee



