

TOWN OF WELLESLEY



MASSACHUSETTS

BOARD OF SELECTMEN

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

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

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

SELECTMEN'S MEETING

TENTATIVE AGENDA

Town Hall – Juliani Room

6:30 P.M. Tuesday, November 13, 2018

1. 6:30 Call to Order – Open Session
2. 6:32 Citizen Speak
3. 6:35 FMD Capital Presentation – FY20 Cash Capital Plan
4. 7:35 Discussion on Criteria for Awarding Marathon Invitational Entries
5. 7:50 Deliberate on the Tailby and Railroad Lot Interviews
6. 8:30 Acceptance of Gifts for Holiday Lighting
7. 8:35 Executive Director's Report
 - Approve SPED Stabilization Fund Expenditure
 - Approve Draft Minutes
8. 8:45 New Business and Correspondence

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

Next Meeting Dates: Monday, November 19, 2018 7:00 pm – Juliani Room
Friday, November 30, 2018 9:00 am – Juliani Room

Board of Selectmen Calendar – FY19

| Date | Selectmen Meeting Items | Other Meeting Items |
|---------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|
| <i>11/19 Monday</i> | Meeting 2 Police appointments Appointments – Cultural Council Set War Memorial Scholarship Amount Open Warrant for Special Town Meeting Discuss Capital Budget guidelines Wellesley Office Park - Prep for Public Hearing Discussion – Sprague School 5 th grade students | |
| <i>11/22 Thursday</i> | TOWN HALL CLOSED - Thanksgiving Day | |
| <i>11/26 Monday</i> | No Meeting | |
| <i>11/30 Friday</i> | Meeting BOS operating budget meeting – 9a.m. Juliani Room | |
| <i>12/3 Monday</i> | Meeting <u>Tax Classification Public Hearing: PUBLIC HEARING 6:35</u> <u>40R Zoning Bylaw Proposal Public Hearing: 7:10 pm</u> Discuss BOS Operating Budgets Approve 2019 CV and Alcohol License Renewals Open ATM Warrant Approve Boston Marathon Charity & Bib entries | |
| <i>12/4 Tuesday</i> | Meeting BOS operating budget meeting – 1p.m. Juliani Room | |
| <i>12/10 Monday</i> | Meeting Audit Committee Approve: 2019 Renewals – mobile food, class I & II auto, lodging, entertainment, dining halls | |
| <i>12/15</i> | 900 Worcester Anticipated Rink Completion | |
| <i>12/17 Monday</i> | Meeting Approve NYE Extensions & Holiday Beer & Wine Sales Approve new CV application – Rice Burg | |
| <i>12/20 Thursday</i> | Joint Session with SBC – 5:30pm Great Hall SMMA & Team’s presentation on options for Hunnewell | |
| <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</i> | No Meeting | |

11/8/2018

| <i>Date</i> | <i>Selectmen Meeting Items</i> | <i>Other Meeting Items</i> |
|-------------------------|---------------------------------------------------------------------------------|----------------------------|
| <i>Monday</i> | | |
| <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? Discussion: Options for Hunnewell | |
| <i>1/11 Friday</i> | Mid-year retreat? | |
| <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*

NOVEMBER 13, 2018 MOTIONS

6. **MOTION Option 1:** Move to authorize the inclusion of the trees described in the discussion to the list of trees approved for annual holiday lighting.

MOTION Option 2. Move to accept a gift of \$_____ from an anonymous resident to fund the lighting of x trees, including x trees at the Central Fire station and 1 tree located at _____.

7. **MOVE** that the Board authorize the payment of \$78.08 from the SPED Stabilization Fund to New England Medical Billing for the school Medicaid Claiming Fee.

7. **MOVE** that the Board approve the minutes of the October 2nd, 10th, 16th, 22nd, 23rd, 25th, 29th and November 1st meetings.

TOWN OF WELLESLEY



MASSACHUSETTS

BOARD OF SELECTMEN

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

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

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

With the holiday on Monday night, this meeting will begin on **Tuesday at 6:30 PM** in the Juliani Room.

1. Call to Order – Open Session

- Announcements

2. Citizen Speak

TOWN OF WELLESLEY



MASSACHUSETTS

BOARD OF SELECTMEN

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

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

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

MEMORANDUM

DATE: November 9, 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.

- You may recall that MIIA has an annual grant program to provide equipment that assists members in reducing their risk in some part of their organization. We have applied this year for a grant from FMD to purchase a thermal imaging camera at just under \$9,000 to assist with maintenance work.
- You might be interested to know that turnout for Tuesday's election was 77%! KC was quite pleased with how the day went, as was the Board of Health and Recreation. They also had good foot traffic with people seeking flu shots or interested in recreation programs.
- I had a meeting this week with Gayle Thieme, Kathleen Vogel and Joe McDonough to discuss adding to the FY20 budget some funds to pilot having additional programming at TPC in the evening or occasionally on a weekend to draw in residents who can't participate during the 9 - 4 Monday - Friday schedule at present. The take away from the meeting is that Gayle & Kathleen will discuss with the COA Board a limited trial through FY20 to ascertain whether there is sufficient interest to offer programs at alternative times of day. To support that, FMD would likely need to add some number of hours to their budget to provide custodial coverage. The COA is still exploring whether there are any other funding sources, and what types of programming they would

want to offer. There was also discussion about the ability to offer a regular meeting location to a board that meets perhaps twice per month.

- Traffic Committee – I attended the traffic committee meeting this week in place of Meghan, mostly to discuss the Great Plain Avenue intersection. We discussed the newly released Chapter 90 funds with the thought that this would be an excellent way to cover most of the design project that we'd hoped to do soon. DPW was amenable to using this \$165,000 to which we'd need to add some monies from the traffic/parking budget. We also discussed when the Town could move forward on construction of what we anticipate would be a \$1.1 million project, as it didn't make sense to do design if there wasn't the ability to construct. DPW was also agreeable that they push back the reconstruction of Walnut Street planned in FY21 to FY22, enabling us to insert this intersection in FY21. We need to finalize some details but would plan to bring this back to the Board for approval, and at the same time DPW would revise their five-year capital request.
- As we get closer to the holidays, some employees have raised a question about whether or not the holiday calendar could be modified. There was interest in combining the two ½ days into a full day on Christmas eve to allow for a four-day weekend, and then work all of New Year's Eve. I brought this up at the department head meeting this week for discussion. When all was said and done the consensus was not to ask for any changes this year, particularly because some departments (Recreation and COA) had already advertised programs and made commitments that would have their employees keeping to the schedule. We did agree to discuss it again much earlier in 2019 to see if there is a consensus on changes for the future for the Board's consideration. What was concerning is that some small departments at Town Hall are not adhering to the schedule, and their boards have allowed that they can use comp time to close their offices around these holidays.
- I understand that the DPW is trying to nail down a date for the retirement party for Mike Pakstis. They are struggling a bit with getting the location finalized, but if so are planning to have this on December 7th. As soon as we know the date for sure we'll pass it along.
- Included in your packet is a letter to HR requesting a grade increase for the Inspector of Buildings from a 59 to a 60 which the department is recommending. I will be at the meeting on the 14th for this and for a grade increase for the administrative position that was vacated by Denise Rogers.
- Just a reminder that besides our meeting Tuesday night, we also have a daytime meeting with the HR Board in the Wakelin Room at 1:00 PM on Thursday the 15th to discuss whether or not to request funds for a classification and compensation study in FY20. In preparation for the meeting, please find some notes from me on the following pages as to why I think it is a good idea for the Town to embark upon such a study.
- Just a reminder that Monday is the date we officially celebrate Veteran's Day and as a result, Town Offices will be closed. There will be activity at Town Hall as the contractor on the exterior has scheduled work that day, for which a custodian will be on site.

Classification & Compensation Study

Given the meeting next week, there are some points I would like to ask you to keep in mind as to why I strongly believe Wellesley needs to retain a consultant to update the Town's plan.

Why should such a study be done:

- ❖ To ensure market/internal structure alignment
- ❖ To simplify classification structures
- ❖ To identify paths for career progression
- ❖ To address recruitment and retention needs
- ❖ To review minimum qualifications to facilitate recruitment of talent
- ❖ To ensure the community' job descriptions reflect all current state and federal laws

Points about Wellesley's Plan:

- ❖ The plan has not been revisited in over 15 years. It is considered a best practice that a holistic look at such plans be done at least every 10 years.
- ❖ Not all job descriptions are up to date. Some departments have been proactive in having their job descriptions updated and graded, others are more than 20 years old. The way work is completed and what is required to do the work have likely changed in that time period. Job descriptions may not be fully up to date with regard to state and federal laws that apply. Such laws include Americans with Disabilities Act, Fair Labor Standards Act. This past year the State passed an equal pay act and a study such as this would be a good opportunity to ensure that we have no exposure in this area, or address it if we do.
- ❖ Individual departments/boards are proposing job description changes or new job descriptions based on the needs of their department, without the larger view of how jobs should be structured across the organization. The best example of this is the various titles for administrative assistant/secretarial positions. There are 31 titles on the attached list that to the casual reader appear to be somewhat similar in nature. Ideally there should be some consistency across all of them, and organizationally a hierarchy depending on various factors. Exactly what they do in each department varies, but the level of education, experience, complexity of work and so on should be consistent.
- ❖ There is inconsistency as to which jobs are included in the system. Some jobs aren't classified at all because they have a salary above the top of the grade range. This is a symptom that the grades do not accurately account for the cost of these jobs today, and that they overall system is not reflective of competitive rates of pay. Recent examples of this are the Deputy Police Chief and the Assistant Fire Chief. They were removed from the plan last year when we made those contracted positions. Yet other jobs such as Executive Director, Finance Director and the Public Safety Chiefs are in the plan.

- ❖ When a department is successful in getting a position upgraded, there hasn't been a double check that the others should remain in the grade they are in. This is best accomplished by a complete review of the entire system as mentioned above.
- ❖ Some requests for job descriptions updates have come out of the perception by an employee or their supervisor that they are not being paid fairly when compared to the market. If this is the case it is a symptom that the system is not keeping pace with the market, and it doesn't necessarily mean that the job description is not accurate. Singling out job descriptions for changes for this reason is not good practice.

Questions that might arise:

- ❖ Will this cost the town to implement the results? Hopefully this is not a big factor. One thing HR has done consistently is conduct salary surveys. If the Town has been keeping pace with the market, this should not be a factor. It may be for some jobs, and then again, we might find that some are overpaid. A strategy would need to be worked out as to how to address implementing any shortfalls that are found that are fair to both the Town and the employee.
- ❖ What is the role of the HR Board in a study – determine the scope of the study, hire to a consultant, determine whether to continue to utilize the HAY system or something else, determine the spread between each job grade, the spread from low to high of each grade, and how competitive the Town wants to be in terms of compensation.
- ❖ Should we keep the HAY system or make a change – we don't necessarily need to switch to a new system. The principles of this system are still relevant, and other systems are similar, though they may be more tailored towards the public sector. This is something that the HR Board should decide.
- ❖ How much will it cost to conduct a study– based on a very similar study that Needham is about to embark on, an early estimate is \$80,000. They are basing their study on about 100 job description, a consultant re-writing all job descriptions, rating all jobs, conducting a salary survey and recommending a new grade structure. We would need to consider whether all existing 40/50/60 series jobs need to be revised, and if our salary data is up to date, we may not need that to be done by a third party. The HR staff would need to assist the consultant with distributing a survey to all employees, providing the consultant with all job descriptions, setting up meetings, discussions about recommendations, etc.

JOB CLASSIFICATIONS BY GROUPS

Part I – Positions not covered by collective bargaining agreements

| | |
|---------------------------------------------------|------|
| GROUP 69 | |
| Executive Director of General Government Services | SEL |
| GROUP 66 | |
| DPW Director | DPW |
| Director of Facilities | FMD |
| Finance Director | DFS |
| GROUP 63 | |
| Chief of Police | POL |
| Human Resources Director | HR |
| Treasurer/Collector | TRS |
| GROUP 62 | |
| Assistant Executive Director | SEL |
| Fire Chief | FIR |
| Library Director | LIB |
| Programs Manager/Assistant Director | DPW |
| Superintendent, Park & Highway | DPW |
| Town Engineer | DPW |
| GROUP 61 | |
| Assistant Director of General Government Services | SEL |
| IT Director | IT |
| Design and Construction Manager | FMD |
| Superintendent, RDF | DPW |
| Superintendent, Water and Sewer Division | DPW |
| GROUP 60 | |
| Assistant Town Engineer | DPW |
| Chief Assessor | ASR |
| Deputy Chief of Fire Protection | FIR |
| Director of Public Health | HLTH |
| Director of Recreation | REC |
| Planning Director | PLN |
| Project Manager | FMD |
| Senior Deputy Director | SEL |

GROUP 59

| | |
|----------------------------------------------------|------|
| Assistant Director for Library Services | LIB |
| Assistant Superintendent, Water and Sewer Division | DPW |
| Inspector of Buildings | BLDG |
| Operations Manager | FMD |

GROUP 58

| | |
|--------------------------------------------------|-----|
| Assistant Finance Director | DFS |
| Assistant IT Director | IT |
| Assistant Superintendent, Highway Division | DPW |
| Assistant Superintendent, Park and Tree Division | DPW |
| Custodial Services Manager | FMD |
| Deputy Director | SEL |
| Director of Senior Services | COA |
| Information Technology Director | LIB |
| Maintenance Manager | FMD |
| Senior Civil Engineer | DPW |
| Senior Management Analyst | DPW |

GROUP 57

| | |
|--------------------------------------------------------|------|
| Assistant Director/Health | HLTH |
| Deputy Assistant Director, General Government Services | SEL |
| Deputy Director | REC |
| Director of Natural Resources | NRC |
| Enterprise Applications Manager | IT |
| GIS Manager | IT |
| Network Manager/Webmaster | IT |
| Senior Planner | PLAN |
| Water and Sewer Systems Engineer | DPW |
| Youth Director | YC |

GROUP 56

| | |
|-----------------------------------|-----|
| Applications and Database Manager | DPW |
| Assistant Treasurer/Collector | TRS |
| Civil Engineer | DPW |
| Finance and Budget Analyst | DFS |
| Financial Analyst | FMD |
| Landscape Planner | DPW |
| Management Analyst | DPW |

GROUP 55

| | |
|---------------------------------|------|
| Associate Director | REC |
| Director of Special Projects | NRC |
| Environmental Health Specialist | HLTH |
| GIS Administrator | IT |
| Local Building Inspector | BLDG |

| | |
|-----------------------------------------------|------|
| Projects Administrator | PBC |
| Senior Engineer | DPW |
| Senior Human Resources Generalist | HR |
| Systems Administrator | IT |
| GROUP 54 | |
| Assistant Director of Senior Services | COA |
| Assistant NRC Director | NRC |
| Communications Officer | SEL |
| Desktop Administrator | IT |
| Director of Veterans' Services | VET |
| Human Resources Generalist | HR |
| Inspector of Wires | BLDG |
| Plumbing and Gas Inspector | BLDG |
| Public Health Nurse Supervisor | HLTH |
| Planner | PLAN |
| Staff Engineer | DPW |
| GROUP 53 | |
| Accounting Specialist | DFS |
| Assistant Administrator | PBC |
| Community Health Coordinator | HLTH |
| Environmental Education Coordinator | NRC |
| Executive Assistant to the Executive Director | SEL |
| Financial Assistant | FMD |
| Health and Social Services Administrator | COA |
| IT Specialist | POL |
| Program Coordinator | REC |
| Public Health Nurse | HLTH |
| Safety Coordinator | DPW |
| Sustainable Energy Administrator | SEC |
| Wetlands Administrator | NRC |
| GROUP 52 | |
| Assistant Administrator | ASR |
| Assistant Town Clerk | TC |
| Parking Clerk | SEL |
| RDF Business Manager | DPW |
| Workers' Compensation Coordinator | HR |
| GROUP 51 | |
| Administrative Assistant | FAC |
| Deputy Director of Veterans' Services | VET |
| Executive Secretary, Director, DPW | DPW |
| Executive Secretary, Zoning Board of Appeals | ZBA |
| Sealer of Weights and Measures | SEL |

GROUP 49

Accountant B

Administrative Secretary

Animal Control Officer

Assessor Technician

Elections and Registration Administrator

Office Administrator

Office Administrator, Water and Sewer Division

Senior Accounting Clerk

DFS

SEL

POL

ASR

TC

HLTH

DPW

TRS

GROUP 48

Head Maintenance Custodian, Town Hall

Office Administrator

Office Assistant, Building

Personnel Administrative Assistant

Projects Assistant

Senior Accounting Assistant

Senior Customer Service Representative

Senior Office Assistant

FAC

LIB

BLDG

HR

FMD

DPW

MLP

DPW

GROUP 47

Accounting Clerk, Treasurer/Collector

Administrative Assistant

Administrative/Accounting Assistant

Bookkeeper

Office Assistant

Office Assistant, Engineering Division

Office Assistant, Management Division

Office Assistant, Park and Highway Divisions

Office Assistant, RDF

Office Assistant, Water and Sewer Division

Program and Office Assistant

Secretary, Recreation

Seniors Activities Coordinator

Senior Secretary, Selectmen

Voter Registration Clerk

TRS

FIR

POL

LIB

ASR

DPW

DPW

DPW

DPW

DPW

COA

REC

COA

SEL

TC

GROUP 46

Office Assistant

Police Records Manager

SEL

POL

GROUP 45

Secretary, Director's Office

Secretary, NRC

Secretary/Technical Assistant

DPW

NRC

PLAN

GROUP 44

Clerk
Communications Clerk/Receptionist
Custodian
Department Assistant
Secretary, Building
Secretary II

TC
MLP
FAC
HR
BLDG
REC

GROUP 43

Administrative Records Clerk
Department Assistant

MLP
SEC

GROUP 42

Department Assistant
Office Clerk

FMD
HLTH

GROUP 41

Night Watchman, Highway Division

DPW

3. FMD Capital Presentation – FY20 Cash Capital Plan

Joe McDonough will be at the meeting to provide the Board with an overview of the school and town projects that make up his request for \$1,850,000 in cash capital for FY20. This is the same amount that FMD received in FY19. A copy of the presentation that Joe intends to give is in your packet for review. The departments that have projects in this budget have been invited to attend the meeting, along with the SEC as there are several LED lighting projects.

His original request was higher than this, as he had planned to request funds to replace small cameras at a number of locations in and on buildings that are part of building security, particularly at the high school this next year. The cost of these devices are about \$3,500 each, and they have a useful life of perhaps 5 -7 years. For that reason, we asked him to make a request for such funds in his operating budget in order that that what is essentially replacement of small equipment items become a regular part of that budget. This may have FMD above guideline this year, for which we will have a chance to discuss during budget meetings. Joe has looked at the replacement schedule for these items, smoothed out that schedule over time so that once this is added to the FMD budget, it will not be a structural challenge.

NO MOTION

FY20 FMD Capital Budget



*Annual Presentation
November 13, 2018*

Wellesley Facilities Management Department

AGENDA

- Status Update on Capital Projects
- FMD's Role in Capital Planning
- Capital Planning & Budgeting Approach
- Progress on FY17 to FY19 Capital Projects
- FY20 Cash Capital Budget Requests

**Entire PowerPoint Presentation to be posted on FMD website*

<https://www.wellesleyma.gov/Archive.aspx?AMID=38>

FMD Budget Scope

* No FY20 Requests

- ***Preschool (PAWS)**
- Bates
- ***Fiske**
- Hardy
- Hunnewell
- ***Schofield**
- Sprague
- Upham
- Middle School
- High School
- Field House
- Σ *Districtwide*
- Σ *Townwide*

Σ Other Requests

- Town Hall
- Main Library
- Hills Branch
- Fells Branch
- Police Station
- Fire Station (Hqts)
- Fire Station (Central)
- ***Warren Building**
- ***Morse's Pond Bathhouse**
- ***DPW Operations**
- ***DPW Water & Sewer**
- DPW Highway & Park
- DPW RDF
- ***Senior Center**

Mission Statement

*The mission of the Facilities Management Department (FMD) is to treat department managers as highly valued customers, by being responsive to their facility needs and allowing them to focus on their own core missions. Facilities will be professionally managed, operated and maintained in an efficient manner and within established budgets. FMD shall maximize service life of facilities and equipment, protecting valuable public assets, through regular preventive maintenance and **collaboratively prepared long-term capital plans**. FMD staff recognize the uniqueness of each department's building and operational needs and accomplishes their work in a way that minimizes service interruption. **Sustainability and energy efficiency** are at the forefront of all FMD operations and practices, and staff shall endeavor to incorporate these into all aspects of their work.*

STATUS UPDATE ON CAPITAL PROJECTS

Anticipated Major Building Projects

| <i>Project</i> | <i>Total Estimated Budgetary Cost</i> | <i>Current Phase of Project</i> | <i>Estimated Final Design Start</i> | <i>Estimated Construction Start</i> |
|-----------------------|---------------------------------------|---------------------------------|-------------------------------------|-------------------------------------|
| MS Steam Piping | \$4,200,000 | Final Design | - | June 2019 |
| MS Building Systems | \$14,300,000 | Completed Feasibility Study | Spring 2019 | Spring 2020 |
| Library Interior Reno | \$3,500,000 | Completed Feasibility Study | Spring 2019 | Fall 2020 |
| Hunnewell School | \$55,000,000 | Feasibility Study | August 2019 | Spring 2021 |
| TH Annex Building | \$8,000,000 | Planning | Spring 2020 | Spring 2021 |
| MS Building Paving | \$2,000,000 | Completed 95% Design | - | Summer 2021 |
| Hardy/Upham School | \$55,000,000 | Feasibility Study | August 2021 | Summer 2022 |
| TH Interior Reno | \$19,000,000 | Feasibility Study | July 2021 | Summer 2022 |
| DPW Building Repairs | \$3,000,000 | Feasibility Study | Spring 2022 | Spring 2023 |
| New Preschool | \$20,000,000 | Completed Feasibility Study | Spring 2024 | Spring 2025 |
| Total = | \$184,000,000 | | | |

Investment Continues to Pay Off

- Significant Increase in Cash Capital
 - FY13: \$893,000
 - FY14: \$1,141,000
 - FY15: \$1,500,000
 - FY16: \$1,575,000
 - FY17: \$1,750,000
 - FY18: \$1,875,000
 - FY19: \$1,850,000
 - **FY20: \$1,850,000**

\$12.5M in last 8 years!

Investment (Cont.)

- Proven Success from FY13 to FY19
 - *FY13: 65 of 66 Projects completed*
 - *FY14: 67 of 67 Projects completed*
 - *FY15: 50 of 50 Projects completed*
 - *FY16: 54 of 54 Projects completed*
 - *FY17: 47 of 51 Projects completed or in progress*
 - *FY18: 22 of 23 Projects completed or in progress*
 - *FY19: 25 of 32 Projects completed or in progress*

“STATE OF THE FMD BUILDINGS”

Significant Progress Made

- \$53M Investment over past 6 years
- “Caught Up” on Deferred Maintenance
- Reactive/repair → PM → Planned Replacement



2012: BEHIND THE WAVE



2018: AHEAD OF THE WAVE

High School



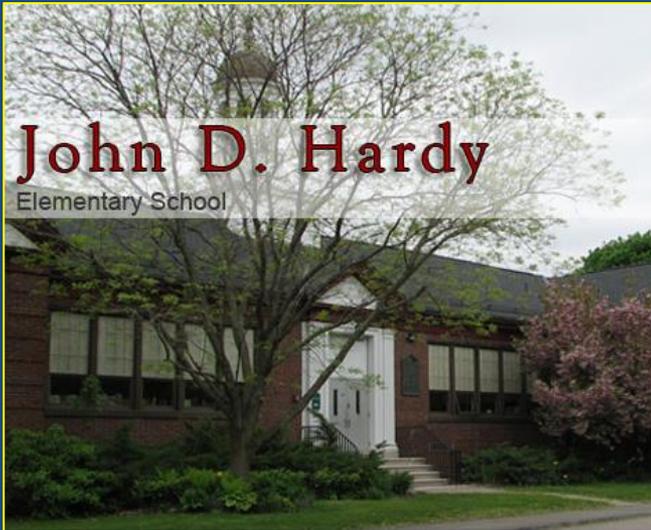
- Preventive maintenance through operating budget
- Minor projects through cash-capital budget

Schofield & Fiske



- Major interior renovations completed 2015/2016

Hardy, Hunnewell & Upham



- Hunnewell Feasibility in Progress
 - **2023** Earliest Likely Opening
- Hardy/Upham Completed MSBA Eligibility Phase
 - **2024** Earliest Likely Opening

Middle School



- **Steam Piping** Const. Funds to be Requested at 2019 ATM
- **Building Systems** Study Completed in 2018
 - \$14.3M Total Project Cost Estimate
 - Design Funds to be Requested at 2019 ATM
- **Paving Project** assumed for 2021

“25-Year” School will be Achieved

Bates & Sprague



- Preventive maintenance through operating budget
- Minor projects through cash-capital budget

PAWS



- Feasibility Study completed in 2018
 - New \$20M school – design assumed in FY25
- Existing School
 - Preventive maintenance through operating budget
 - Minor projects through cash-capital budget

Field House at Sprague



- One of two FMD Maintenance Shops (other at Fiske)
- Preventive maintenance through operating budget
- Minor projects through cash-capital budget

Town Hall



- **Exterior Restoration** in progress
- **Visioning & Space Utilization Study** nearly complete
 - \$19M Total Project Cost Estimate
 - Design Funds to be Requested at 2019 ATM
- **Town Hall “Annex”**
 - \$75k study funds request in FY20 cash-capital
 - Municipal Way campus sites to be assessed
 - **MAAB Timetable** – Fall 2022 Time Variance Ends

Police Station



- Preventive maintenance through operating budget
- Minor projects through cash-capital budget
- IT/Data Room Cooling Upgrades in FY20

Fire HQ and Central Station 1



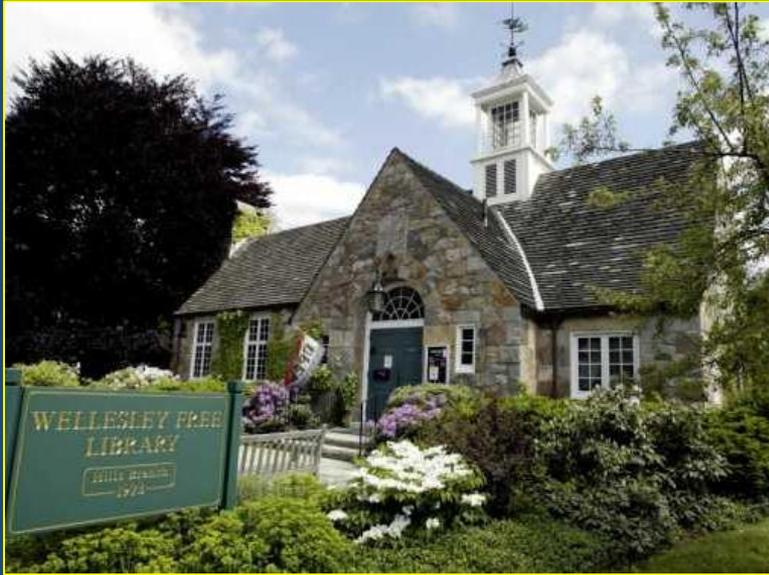
- Preventive maintenance through operating budget
- Minor projects through cash-capital budget
- Station 1: \$50k Roofing and Envelope Study in FY20

Main Library



- \$3.5M Renovation Project
 - Design Funds to be Requested at 2019 ATM
- Preventive maintenance through operating budget
- Various projects through cash-capital budget

Hills & Fells Branch Libraries



- AC and Security Upgrades in FY20
- Operations and cash-capital budgets used for other work

Warren Building



- \$500k HVAC improvements needed in FY21
- Operations and cash-capital budgets used for other work

Morses Pond Bath House



- Recreation Dept. currently managing CPC funded study
- Preventive maintenance through operating budget
- Minor projects through cash-capital budget

8 DPW Buildings

***RDF Site:
5 Buildings***

Wellesley Recycling and Disposal Facility



Municipal Way Site: 3 Buildings

DPW Operations Building



- Preventive maintenance through operating budget
- Various projects through cash-capital budget

DPW Water & Sewer Building



- Preventive maintenance through operating budget
- Various projects through cash-capital budget

DPW Highway & Park Building



- Interior LED Upgrades in FY20
- Preventive maintenance through operating budget
- Various projects through cash-capital budget

DPW RDF Buildings



- LED Upgrades in FY20
- Preventive maintenance through operating budget
- Various projects through cash-capital budget

FMD'S ROLE IN CAPITAL PLANNING

Capital Planning Role

Facilities *Management* Department

- Capital Planning and Design & Construction
- *ALL* capital projects first identified in FMD
- Process starts in August and ends at ATM

Capital Planning Role (Cont.)

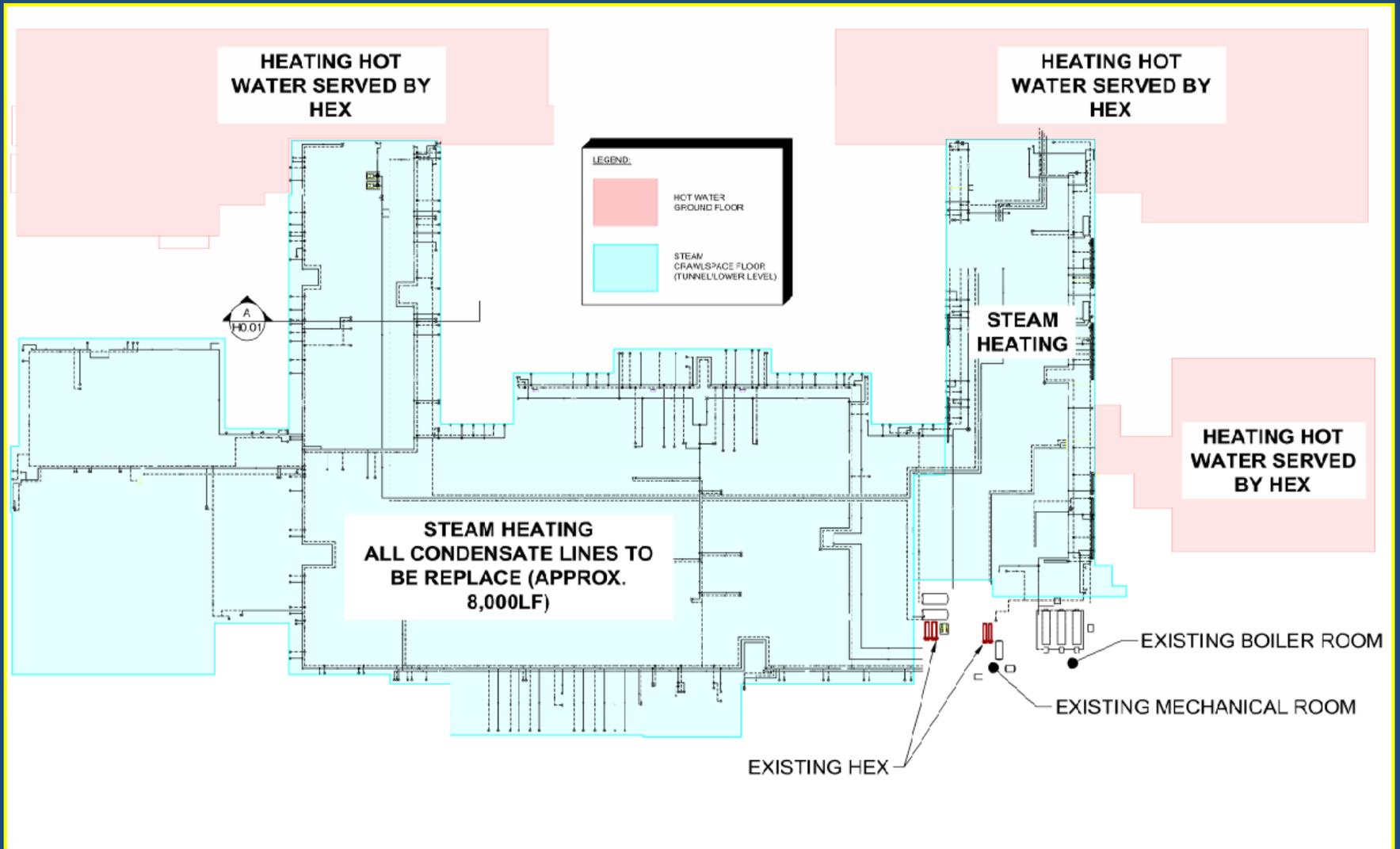
- Typical Cash Capital (under \$500k): FMD executes all aspects of project; or
- Major Projects (over \$500k): PBC manages and FMD provides support led by our *Design & Construction Group*

Note: Fixtures, Furniture/Furnishings and Equipment (FFE) carried in department budgets

PLANNING MAJOR PROJECTS

- Major Design/Construction Projects in 2018
 - MS Steam Piping
 - Town Hall Envelope
 - HHU Projects
- Projects Originated in Capital Plans
- Process Working: Projects Being Completed!

Middle School Steam Piping



Town Hall Exterior Restoration



November 13th FMD Presentation

*FMD'S CAPITAL
PLANNING AND
BUDGETING
APPROACH*

Criteria & Considerations

- Safety (Life Safety & Environmental Health)
- Impact to Learning/Work Environment
- Sustainability/Energy Efficiency
- Preventive Maintenance
- Service Life Exceeded
- Interim School Measures – “Triage”
- Is a major renovation planned?

Major Projects & Triage

- Plan must anticipate upcoming major projects:
 - Hardy/Hunnewell/Upham
 - Middle School Renovations
 - Town Hall
 - Library
- “Triage” for schools started in FY13
 - MODS repairs
 - HVAC recommissioning
 - Doors, carpeting, exterior lighting
 - Smoke detectors, emergency lights, steam traps

Budget Development Process

- Tour buildings with Managers in summer
- Evaluate Previous Year's Requests
- Develop Preliminary List of Projects
- Generate Costs for Each Project
- Review w/ Principals & Department Heads

Budget Development Process (Cont.)

- Review School List with Superintendent and Assistant Superintendent of Finance
- Review Final List with:
 - FMD Managers, Executive Director and Financial Services Dept
- Final Version Presented Tonight for Input
- Continue to advocate for projects until Town Meeting

*PROGRESS ON FY17,
FY18 & FY19 CAPITAL
PROJECTS*

ACCOMPLISHING FY19 CAPITAL PROJECTS

- **25 of 32** Projects Complete or in Progress

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

“Why not bid all 32 projects as one \$1.7M project?”

- **Costs** much less
 - Design costs eliminated or minimized
 - In-house projects often half of bid projects
- **Schedule** benefits
 - Many projects approved at ATM can be completed that same summer
- **Quality** improved by Vested Staff
 - FMD Managers oversight on all projects
 - FMD staff complete many projects

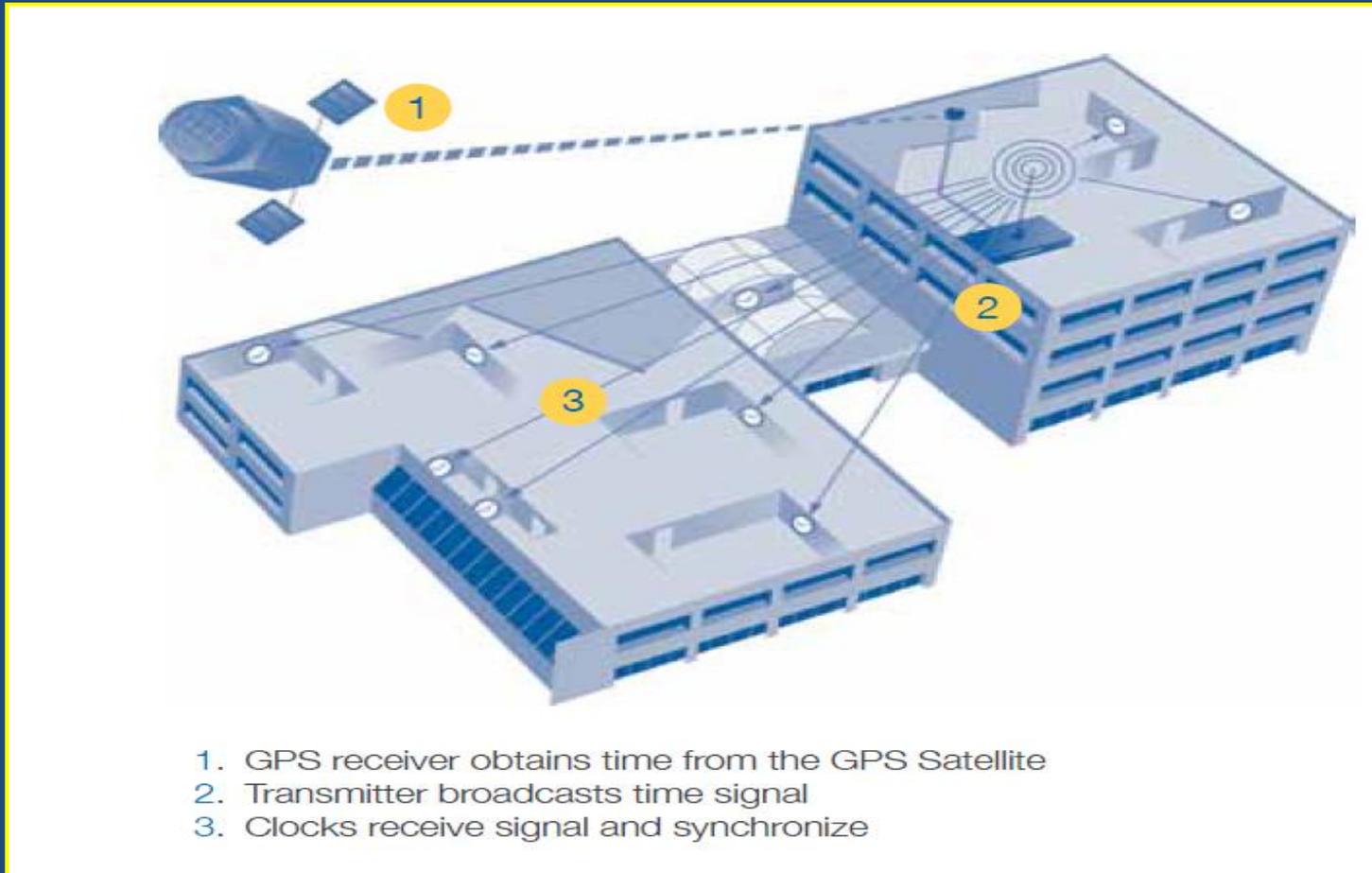
FY17 Project: Fire Headquarters

Replace 3rd Floor Vinyl Tile



FY18 Projects: Sprague School

New Satellite Clock System w/ 52 Clocks



Replaces 2001 Master Clock System – Districtwide Initiative

FY18 Projects: Middle School

Replaced Folding Partitions with Permanent Wall



Folding
partitions not
used &
acoustically
poor

FY18 Projects: Hardy & Hunnewell

Replace Window Shades

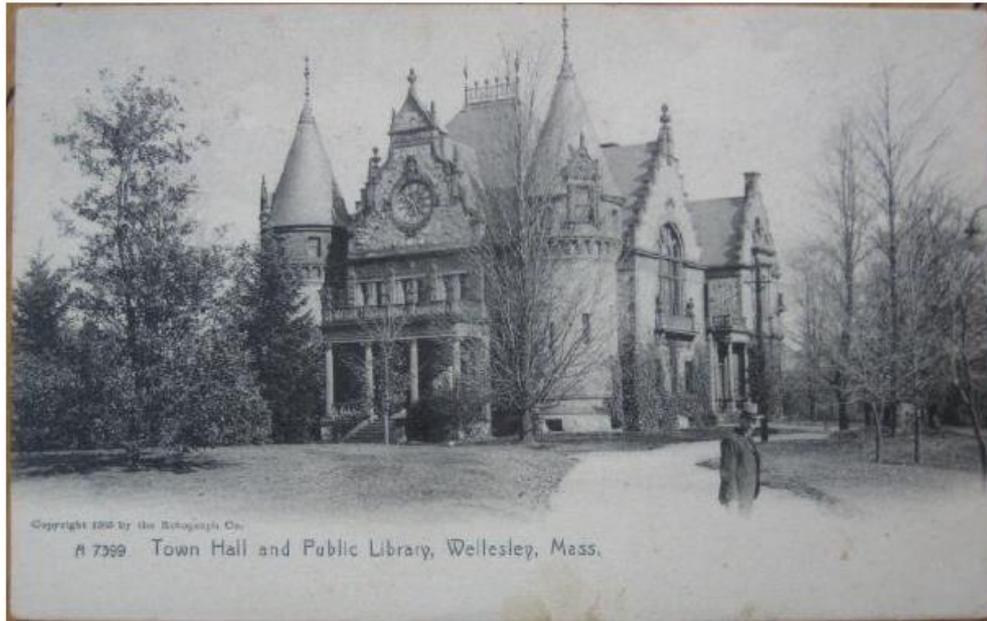


BEFORE

FY18 Projects: Town Hall

Visioning & Space Utilization Study

Wellesley Town Hall



Copyright 1898 by the Biograph Co.
7399 Town Hall and Public Library, Wellesley, Mass.



McKinley Kalsow
& Associates, Inc.
ARCHITECTS & PLANNERS

September 12, 2018

\$19M Renovation and \$8M New “Annex” Proposed

FY18 Projects: Central Fire Station

Central Air-Conditioning



FY18 Projects: Main Library

Site Retaining Wall Assessment Study

Wellesley Free Library

October 1, 2018

Retaining Wall Assessment Conditions Report



Town of Wellesley
Facilities Management Department



McGinley Kalsow
& Associates, Inc.
ARCHITECTS & PRESERVATION PLANNERS
324 Broadway - PO Box 45248
Somerville, MA 02145-2803

MacLeod Consulting, Inc.
29 Woods Road
Belmont, MA 02478
(617) 484-4733
fax (617) 484-9708
www.macleod-consulting.com

FY19 Projects: Fells Library

Wood Roof and Painting



November 13th FMD Presentation

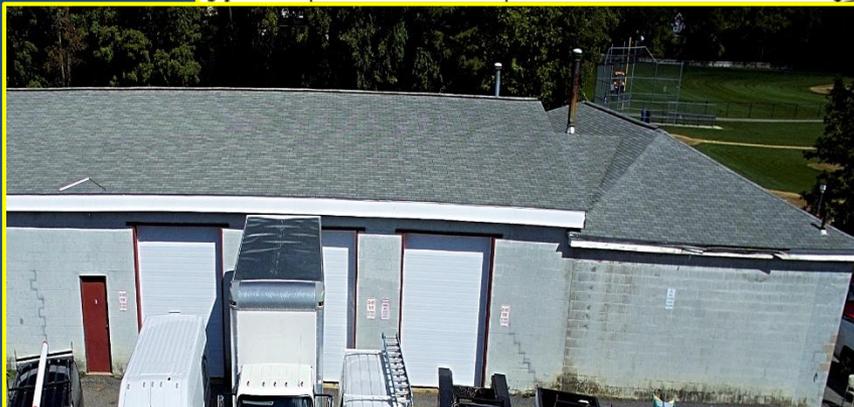
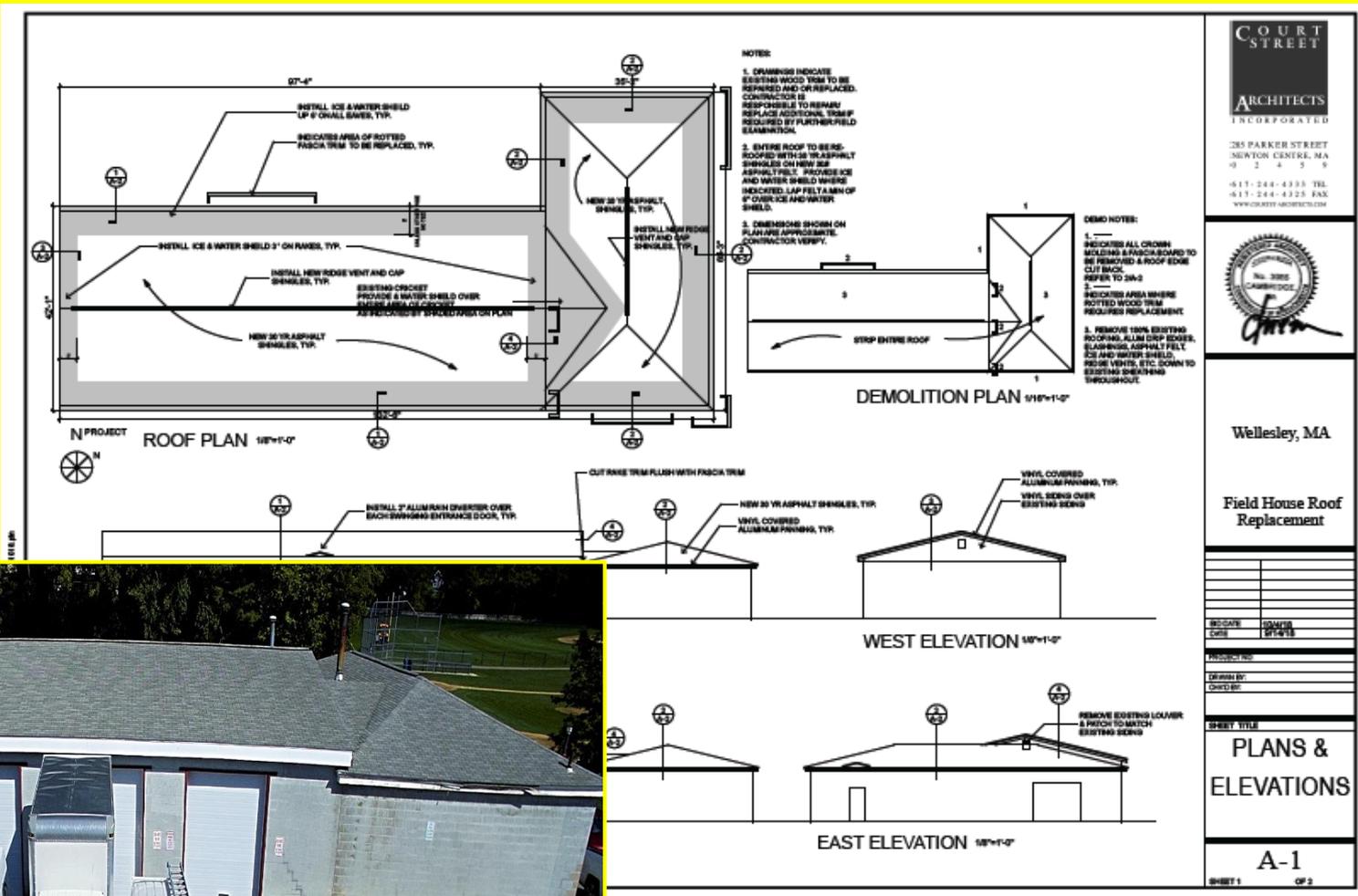
FY19 Projects: Middle School

Locker Room Partition Replacement



FY19 Projects: Field House

Roof Replacement Project



FY19 Projects: Police Station

Data Rooms Cooling Study

WELLESLEY POLICE DEPARTMENT: DEDICATED COOLING FOR DATA ROOMS

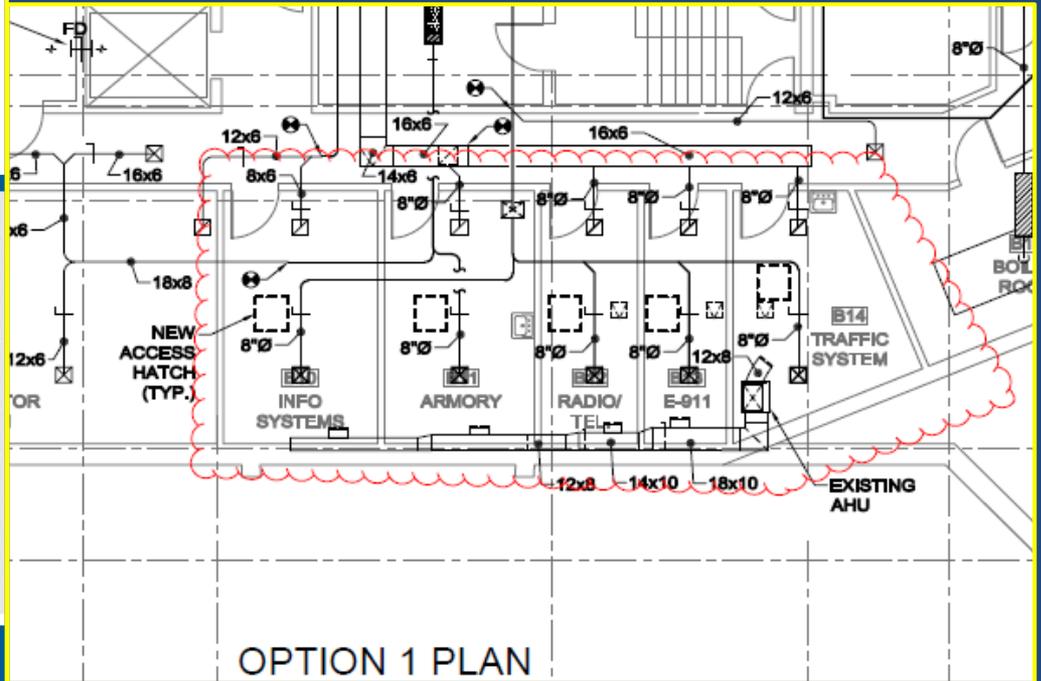
Draft - Rev. #2: 10/19/2018

Prepared For:

TOWN OF WELLESLEY

Allen Hebert
888 Worcester Street
Suite 370
Wellesley, MA 02482

781-489-4258



N|V|5

200 Brickstone Square
Andover, MA 01810

WELLESLEY POLICE DEPARTMENT
NEW AC SYSTEM

FY19 Projects: DPW Highway/Park and RDF

Building Systems Study

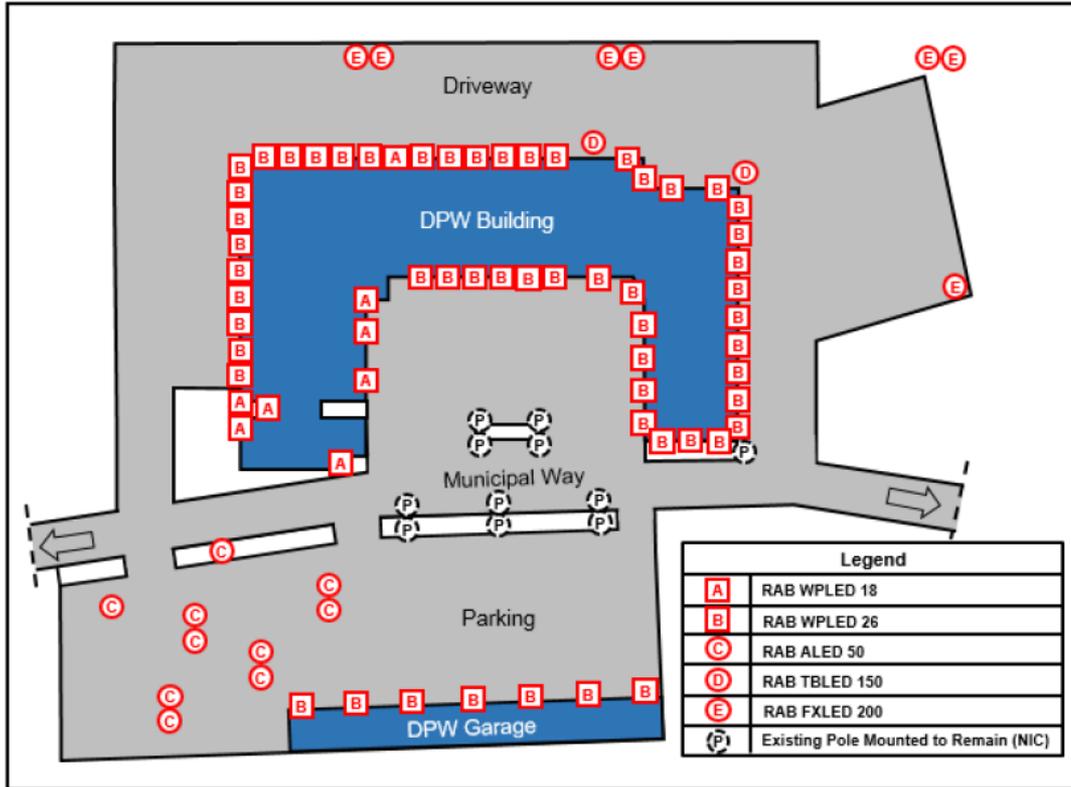


November 13th FMD Presentation

FY19 Projects: DPW Campus

Exterior LED Lighting Upgrades

Appendix A2
New Lighting Plan



TBLED3T150YRG/D10/7PR/PCT Type D RAB Outdoor

LED roadway lighting that replaces up to 400W HPS. Optics are factory installed and meet IES Distribution Type III.

Color: Gray Weight: 39.2 lbs

| | |
|----------------------------|--------------|
| Project: DPW LED | Type: |
| Prepared By: | Date: |

| Driver Info | LED Info |
|------------------------|--------------------------|
| Type: Constant Current | Watts: 150W |
| 120V: 1.2A | Color Temp: 3000K (Warm) |
| 208V: 0.88A | Color Accuracy: 70 CRI |
| 240V: 0.76A | L70 Lifespan: 100000 |
| 277V: 0.66A | Lumens: 18477 |
| Input Watts: 153W | Efficacy: 121 LPW |
| Efficiency: 98% | |

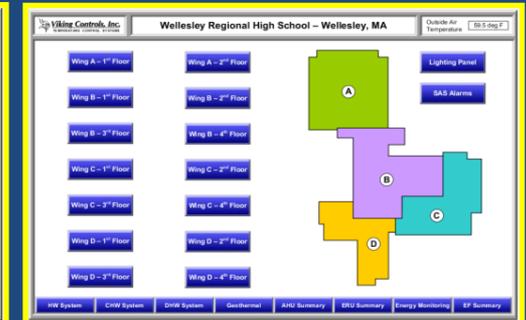
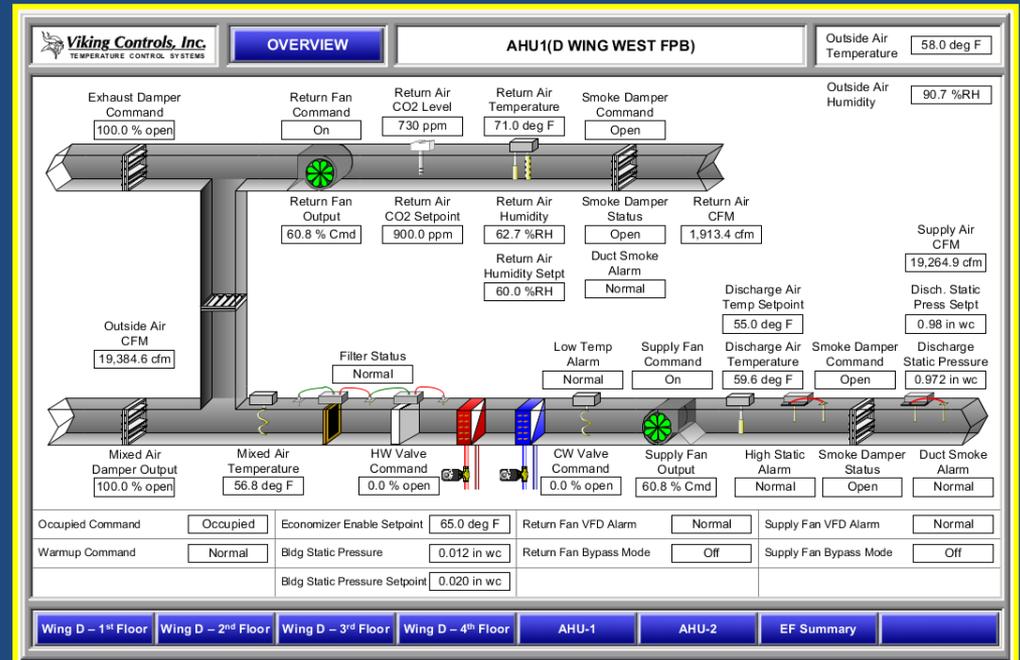
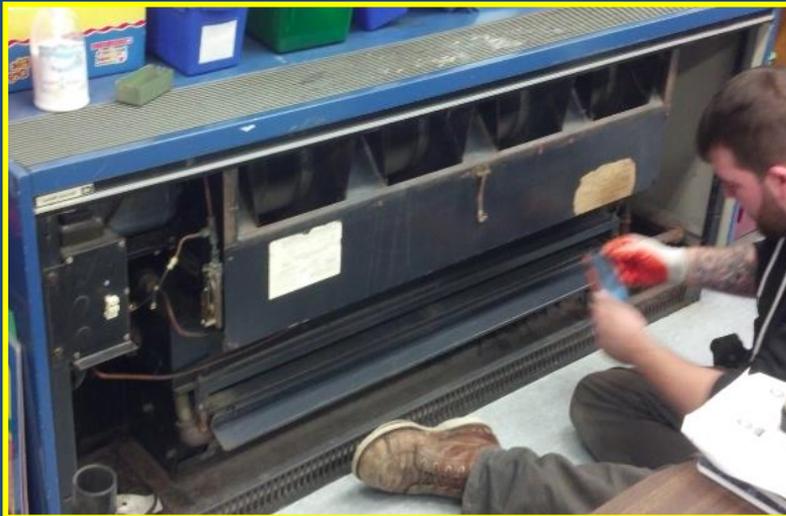
Technical Specifications

| | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Listings</p> <p>UL Listing: Suitable for wet locations</p> <p>IESNA LM-79 & IESNA LM-80 Testing: RAB LED luminaires and LED components have been tested by an independent laboratory in accordance with IESNA LM-79 and LM-80.</p> <p>DLC Listed: This product is listed by Design Lights Consortium (DLC) as an ultra-efficient premium product that qualifies for the highest tier of rebates from DLC Member Utilities. DLC Product Code: PCB8M7UQ Electrical</p> | <p>Surge Protection: 10kV</p> <p>Optical</p> <p>BUG Rating: B2 U0 G3</p> <p>Construction</p> <p>IES Classification: The Type III distribution is ideal for roadway, general parking and other area lighting applications where a larger pool of lighting is required. It has greater streetside (transverse) throw, allowing the light to project outward and fill the area.</p> <p>IP Rating:</p> | <p>Mounting: Fits most standard roadway upsewp arm. Adaptor brackets supplied fit 1", 1 1/4", 1 1/2" and 2" pipe arms. Fixtures can be tilted at the following angles: -5°, -2.5°, 0°, 2.5°, and 5°.</p> <p>Recommended Mounting Height: Up to 35 ft</p> <p>Effective Projected Area: EPA = 1.7</p> <p>Reflector: Vacuum metallized polycarbonate</p> <p>Gaskets: High temperature silicone gaskets</p> |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Funded Through \$114,000 DOER Green Communities Grant

FY19 Projects: Hardy, Hunnewell, Upham and 4 DPW Buildings

HVAC Recommissioning



FY20 CASH-CAPITAL BUDGET

Summary Budget: 10 Year Capital Plan

| Town of Wellesley Fiscal Years 2020 - 2029 ALL FMD REQUESTS Summary Departmental Cash Capital Budget Request | | | | | | | | | | | | | |
|--------------------------------------------------------------------------------------------------------------------|------------------------------------------------------|-------------------|-------------------|--------------------|------------------|-------------------|---------------------|------------------|-------------------|------------------|------------------|------------------|----------------------|
| Department: FACILITIES MANAGEMENT | | | | | | | | | | | | | |
| Dept #: 102 | | | | | | | | | | | | | |
| Date: 10/15/2018 | | | | | | | | | | | | | |
| Building Reference #: | Building Description | FY2020 | FY2021 | FY2022 | FY2023 | FY2024 | 5 Year Total | FY2025 | FY2026 | FY2027 | FY2028 | FY2029 | 10 Year Total |
| TW | Townwide (Municipal) | 71,000 | 20,000 | 70,000 | 26,000 | 21,000 | 208,000 | 22,000 | 82,000 | 28,000 | 28,000 | 28,000 | 398,000 |
| TH | Town Hall | 75,000 | 35,000 | 75,000 | - | 10,000 | 195,000 | 85,000 | 10,000 | - | 10,000 | - | 280,000 |
| PD | Police | 251,000 | 20,000 | 252,500 | 12,000 | 140,000 | 675,500 | - | - | - | - | - | 727,500 |
| FDM | Fire Department Main (Headquarters) | 110,000 | 30,000 | - | 300,000 | - | 440,000 | - | - | 52,000 | - | - | 492,000 |
| FDC | Fire Department Central (Station 1) | 83,000 | - | - | 57,000 | - | 140,000 | - | - | - | - | - | 140,000 |
| W | Warren (Recreation and Health) | - | 500,000 | 180,000 | - | - | 680,000 | 10,000 | - | 27,000 | 120,000 | - | 837,000 |
| MP | Morse's Pond | - | - | 10,000 | - | - | 10,000 | 10,000 | - | - | - | - | 32,000 |
| ML | Main Library | 50,000 | - | - | 65,000 | 570,000 | 685,000 | 1,105,000 | 86,000 | 751,000 | 74,000 | 76,000 | 2,577,000 |
| HL | Hills Library | 95,000 | - | - | 145,000 | - | 240,000 | - | - | - | - | - | 240,000 |
| FL | Fells Library | 28,000 | - | - | - | 15,000 | 43,000 | - | - | - | - | - | 43,000 |
| DPWO | DPW Operations | - | - | - | - | - | - | 40,000 | 95,000 | - | - | - | 135,000 |
| DPWW | DPW Water & Sewer | - | - | - | 75,000 | - | 75,000 | 120,000 | 69,000 | - | - | - | 199,000 |
| DPWH | DPW Highway & Park | 75,000 | - | - | 200,000 | - | 275,000 | 340,000 | 65,000 | - | - | - | 435,000 |
| DPWR | DPW RDF | 75,000 | 280,000 | - | 100,000 | - | 455,000 | - | 25,000 | - | - | - | 480,000 |
| Subtotal Townwide Requests | | 913,000 | 885,000 | 587,500 | 980,000 | 866,000 | 4,231,500 | 1,416,000 | 278,000 | 310,000 | 244,000 | 104,000 | 7,183,500 |
| DW | Districtwide (Schools) | 209,000 | 125,000 | 129,000 | 184,000 | 140,000 | 787,000 | 147,000 | 159,000 | 151,000 | 148,000 | 180,000 | 1,592,000 |
| P | Preschool at Wellesley (PAWS) | - | 5,000 | - | 45,000 | - | 50,000 | - | - | - | 8,000 | - | 98,000 |
| S | Bates Elementary | 180,000 | 60,000 | 200,000 | - | - | 440,000 | 810,000 | - | - | - | - | 1,850,000 |
| FW | Field House | 79,000 | - | - | - | - | 79,000 | - | - | - | - | - | 79,000 |
| F | Fiske Elementary | - | - | 10,000 | - | 55,000 | 65,000 | - | - | - | 12,000 | - | 77,000 |
| HA | Hardy Elementary | 35,000 | - | - | - | 50,000 | 85,000 | - | - | - | - | - | 85,000 |
| HJ | Hunnewell Elementary | 35,000 | - | - | 44,000 | 79,000 | 158,000 | - | - | - | - | - | 296,000 |
| SP | Sprague Elementary | 173,000 | - | 230,000 | - | - | 403,000 | - | 250,000 | 15,000 | 50,000 | - | 718,000 |
| SC | Schofield Elementary | - | - | - | - | 75,000 | 75,000 | - | - | - | - | - | 150,000 |
| U | Upham Elementary | 30,000 | - | - | - | 32,000 | 62,000 | 67,000 | - | - | - | - | 161,000 |
| MS | Middle School | 100,000 | - | - | 495,000 | 400,000 | 995,000 | 300,000 | 120,000 | - | - | - | 1,415,000 |
| HS | High School | 95,000 | 2,000 | 626,000 | 500,000 | 510,000 | 2,330,000 | 380,000 | - | 294,000 | 150,000 | - | 3,054,000 |
| Subtotal Districtwide Requests | | 937,000 | 630,000 | 1,194,000 | 1,224,000 | 1,306,000 | 5,351,000 | 1,167,000 | 569,000 | 460,000 | 366,000 | 160,000 | 8,073,000 |
| Other Unidentified Cash Capital Projects | | | 555,000 | 251,500 | | | 806,500 | - | 1,153,000 | 630,000 | 1,300,000 | 1,736,000 | 5,671,500 |
| Total FMD Cash Capital Requests | | 1,850,000 | 2,130,000 | 2,033,000 | 2,204,000 | 2,172,000 | 10,389,000 | 2,583,000 | 2,000,000 | 2,000,000 | 2,000,000 | 2,000,000 | 20,972,000 |
| FMD Debt Funded Capital Requests* | | FY2020 | FY2021 | FY2022 | FY2023 | FY2024 | 5 Year Total | FY2025 | FY2026 | FY2027 | FY2028 | FY2029 | 10 Year Total |
| HJ | Hunnewell School Project ¹ | 5,000,000 | | | | | 5,000,000 | | | | | | 5,000,000 |
| UPHA | Upham/Hardy School Project ² | | | 55,000,000 | | | 55,000,000 | | | | | | 55,000,000 |
| TH | Town Hall Interior Renovation Project ³ | | | | 2,000,000 | 15,000,000 | 17,000,000 | | | | | | 17,000,000 |
| TH | Town Hall Annex Project ⁴ | | 1,500,000 | 6,500,000 | | | 8,000,000 | | | | | | 8,000,000 |
| FDC | Fire Station 1 (Central) Roofing Project | | | | 525,000 | | 525,000 | | | | | | 525,000 |
| W | Warren: Heat Pumps Replacement | | 500,000 | | | | 500,000 | | | 1,352,000 | | | 1,852,000 |
| ML | Main Library Roof Replacement Project | | 705,000 | | | | 705,000 | | | | | | 705,000 |
| ML | Main Library Renovation Project ⁵ | 300,000 | 3,200,000 | | | | 3,500,000 | | | | | | 3,500,000 |
| HL | Hills Library Envelope Project | | | | | | | | 1,300,000 | | | | 1,300,000 |
| MS | Middle School Building Systems Projects ⁶ | 1,500,000 | 12,800,000 | | | | 14,300,000 | | | | | | 14,300,000 |
| MS | Middle School Steam Piping Project ⁷ | 4,200,000 | | | | | 4,200,000 | | | | | | 4,200,000 |
| MS | Middle School Paving Project ⁸ | | 1,700,000 | | | | 1,700,000 | | | | | | 1,700,000 |
| MS | Middle School Roof Replacement | | | | | | | | 2,500,000 | | | | 2,500,000 |
| SP | Sprague School Projects ⁹ | | | | | 650,000 | 650,000 | 550,000 | | | | | 1,200,000 |
| S | Bates School Projects ¹⁰ | | | | | 1,350,000 | 1,350,000 | 300,000 | | | | | 1,650,000 |
| P | New Preschool Building ¹¹ | | | | | | | 2,000,000 | 18,000,000 | | | | 20,000,000 |
| TH | Veteran's War Memorial ¹² | | | 150,000 | 800,000 | | 750,000 | | | | | | 750,000 |
| DPWRF | DPW RDF Repair Projects ¹³ | | | | 100,000 | 1,200,000 | 1,300,000 | | | | | | 1,300,000 |
| DPWH | DPW Highway & Park Renovation Project ¹⁴ | | | | 200,000 | 1,500,000 | 1,700,000 | | | | | | 1,700,000 |
| Total Debt Funded Requests | | 11,000,000 | 20,405,000 | 111,650,000 | 3,425,000 | 19,700,000 | 166,180,000 | 2,850,000 | 21,800,000 | 0 | 1,352,000 | 0 | 192,182,000 |

FY20 Cash Capital (CC) = \$1,850,000

10 Year CC Total = \$20,972,000

10 Year Debt Funded Total = \$192,182,000

132 Cash Capital budget requests in 10 year plan

FY20 Cash Capital Highlights

- Total = \$1,850,000 (*same as FY19*)
- Energy Conservation Measures (LED/Recommissioning)
- \$2M per Year Projected – Next 10 Years
- \$35k Triage Contingency at each HHU schools
- Security Upgrades: Library branches and Fire stations
- Studies:
 - \$80k Air-Conditioning School Buildings Feasibility
 - \$75k Town Hall “Annex” Feasibility
 - \$50k Central Fire Envelope Study
 - \$30k Main Library Flat Roof Replacement Study

SUMMARY – *CASH CAPITAL* REQUESTS

| ORGANIZATION | FY20 BUDGET | FY20 REQUESTS |
|--------------|-------------|--------------------|
| SCHOOL | \$937,000 | \$937,000 |
| MUNICIPAL | \$913,000 | \$913,000 |
| Total = | \$1,850,000 | \$1,850,000 |

FMD Cash Capital Budgets

| Department | FY13 | FY14 | FY15 | FY16 | FY17 | FY18 | FY19 | FY20 |
|------------|-----------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| SCHOOL | \$611,250 | \$811,292 | \$929,400 | \$865,000 | \$1,073,500 | \$1,553,000 | \$1,159,000 | \$937,000 |
| MUNICIPAL | \$282,333 | \$330,049 | \$570,600 | \$710,000 | \$676,500 | \$322,000 | \$691,000 | \$913,000 |
| Total = | \$893,583 | \$1,141,341 | \$1,500,000 | \$1,575,000 | \$1,750,000 | \$1,875,000 | \$1,850,000 | \$1,850,000 |

Budget more than doubled since FY13!

TOTAL— *SCHOOL CASH CAPITAL*

| SCHOOL/GROUP | FY20 REQUESTS |
|----------------------|------------------|
| Districtwide | \$209,000 |
| Bates Elementary | \$180,000 |
| Field House | \$75,000 |
| Hardy Elementary | \$35,000 |
| Hunnewell Elementary | \$35,000 |
| Sprague Elementary | \$173,000 |
| Upham Elementary | \$35,000 |
| Middle School | \$100,000 |
| High School | \$95,000 |
| Total = | \$937,000 |

TOTAL— *MUNICIPAL CASH CAPITAL*

| BUILDING/GROUP | FY20 REQUESTS |
|-------------------------|------------------|
| Townwide | \$71,000 |
| Town Hall | \$75,000 |
| Police | \$251,000 |
| Fire Department HQ | \$110,000 |
| Fire Department Central | \$83,000 |
| Main Library | \$50,000 |
| Fells Library | \$28,000 |
| Hills Library | \$95,000 |
| DPW Highway & Park | \$75,000 |
| RDF | \$75,000 |
| Total = | \$913,000 |

PROJECTS OVER \$500,000 INCLUDED IN 10-YEAR CAPITAL PLAN: *SCHOOLS*

| PROJECT | YEAR | AMOUNT |
|-------------------------|---------|----------------------|
| MS: Steam Piping | FY20 | \$4,200,000 |
| MS: Site Paving | FY21 | \$1,500,000 |
| MS: Building Systems | FY20/21 | \$14,300,000 |
| Hunnewell School | FY20/21 | \$55,000,000 |
| Hardy/Upham School | FY22 | \$55,000,000 |
| New Preschool | FY25/26 | \$20,000,000 |
| Sprague Paving/Roofing | FY24/25 | \$1,200,000 |
| Bates Paving/Roofing | FY24/25 | \$1,350,000 |
| MS: Roofing Replacement | FY26 | \$2,500,000 |
| Total = | | \$155,050,000 |

PROJECTS OVER \$500,000 INCLUDED IN 10-YEAR CAPITAL PLAN: *MUNICIPAL*

| PROJECT | YEAR | AMOUNT |
|------------------------------------|---------|---------------------|
| Main Library: Renovation | FY20 | \$3,500,000 |
| Main Library: Roof Replacement | FY21 | \$705,000 |
| Warren: Replace Heat Pumps | FY21 | \$500,000 |
| Town Hall: "Annex" Building | FY21/22 | \$8,000,000 |
| Town Hall: Interior Restoration | FY23/24 | \$19,000,000 |
| Veteran's Park Memorial | FY22/23 | \$750,000 |
| DPW Renovations | FY23/24 | \$3,000,000 |
| Fire Station 1: Roof Replacement | FY23 | \$525,000 |
| Hills Library: Comprehensive Scope | FY26 | \$1,300,000 |
| Warren: HVAC System Replacement | FY28 | \$1,352,000 |
| Total = | | \$38,632,000 |

FMD FY20 PROJECT "MIX"

| Type of Project | Schools (# projects/cost) | Municipal (# projects/cost) | Total Cost |
|-----------------------------|------------------------------|--------------------------------|--------------------|
| General Projects | 1/\$50,000 | 1/\$40,000 | 2/\$90,000 |
| LED Lighting | 2/\$250,000 | 5/\$266,000 | 7/\$516,000 |
| Air-Conditioning | - | 3/\$258,000 | 3/\$258,000 |
| Civil/Site | 1/\$10,000 | - | 1/\$10,000 |
| HVAC Recommissioning | 4/\$228,000 | - | 4/\$228,000 |
| A/E Studies | 1/\$80,000 | 3/\$155,000 | 4/\$235,000 |
| Access Control/Security | 1/\$85,000 | 4/\$123,000 | 5/\$208,000 |
| Townwide or Districtwide | 5/\$129,000 | 4/\$71,000 | 9/\$200,000 |
| Triage Contingency HHU | 3/\$105,000 | - | 3/\$105,000 |
| Totals | 18/\$937,000 | 20/\$913,000 | 38/\$1.85M |

ENERGY and OPERATIONS

ECM Opportunity Tree



LED Lighting Upgrades

FY19 Projects

| | | |
|---------------|----------|------------|
| Middle School | Interior | \$ 450,000 |
| Sprague | Interior | \$ 100,000 |
| Bates | Interior | \$ 100,000 |
| Main Library | Exterior | \$ 60,000 |
| DPW Yard | Exterior | \$ 140,000 |
| <hr/> | | |
| Total | | \$ 850,000 |

| | |
|-------------------------------------------|------------------|
| Estimated Annual ELE Savings | \$ 40,000 |
| <u>Average Annual Maintenance Savings</u> | <u>\$ 25,000</u> |
| Total Annual Savings | \$ 65,000 |

FY19 Projects: LCCA Simple Payback ~ 13 Yrs.

All Projects: LCCA Simple Payback 8-10 Yrs.

LED Lighting Upgrades

| LED Costs | | | | | | |
|---------------|----------------|------------|------------|--------------|--------------|--------------|
| Building | Ten Year Total | | | | | Total |
| | FY20 | FY21 | FY22 | FY23 | FY24 to FY29 | [\$] |
| Bates | \$ 130,000 | | | | | \$ 130,000 |
| DPW - H&P | \$ 75,000 | | | | | \$ 75,000 |
| DPW - O&E | | | | | \$ 40,000 | \$ 40,000 |
| DPW - RDF | \$ 75,000 | | | | | \$ 75,000 |
| DPW - W&S | | | | | | \$ - |
| Fells | | | | | | \$ - |
| Fieldhouse | | | | | | \$ - |
| Fiske | | | | | | \$ - |
| FSC | \$ 18,000 | | | | | \$ 18,000 |
| FSM | \$ 40,000 | | | | | \$ 40,000 |
| Hardy | | | | | | \$ - |
| High School | | \$ 500,000 | \$ 500,000 | \$ 500,000 | \$ 500,000 | \$ 2,000,000 |
| Hills | | | | | | \$ - |
| Hunnewell | | | | | | \$ - |
| Main Library | | | | | \$ 200,000 | \$ 200,000 |
| Middle School | | | | \$ 410,000 | \$ 400,000 | \$ 810,000 |
| Morses Pond | | | | | | \$ - |
| PAWS | | | | \$ 45,000 | | \$ 45,000 |
| Police | \$ 58,000 | | | | | \$ 58,000 |
| Schofield | | | | | | \$ - |
| Sprague | \$ 120,000 | | \$ 100,000 | | | \$ 220,000 |
| Town Hall | | | | | | \$ - |
| Upham | | | | | | \$ - |
| Warren | | | | \$ 175,000 | | \$ 175,000 |
| LED Cost [\$] | \$ 516,000 | \$ 500,000 | \$ 600,000 | \$ 1,130,000 | \$ 1,140,000 | \$ 3,886,000 |

Ten-Year Total = \$3,886,000

Recommissioning

FY19 Projects

| | | |
|-------------------|-------------------------|------------|
| Hardy | } 2 nd Cycle | \$ 50,000 |
| Hunnewell | | \$ 44,000 |
| Upham | | \$ 31,000 |
| DPW Operations | } 1 st Cycle | \$ 25,000 |
| DPW Water/Sewer | | \$ 40,000 |
| DPW Parks/Highway | | \$ 55,000 |
| DPW RDF | | \$ 20,000 |
| Total | | \$ 265,000 |

NGS savings taken during initial ReCx. Subsequent ReCx required to keep systems “tuned” and savings maintained. ReCx recommended every 5 to 7yrs.

Recommissioning

| ReCx Costs | | | | | | |
|----------------|----------------|-----------|------------|------------|--------------|--------------|
| Building | Ten-Year Total | | | | | Total |
| | FY20 | FY21 | FY22 | FY23 | FY24 to FY29 | [\$] |
| Bates | \$ 50,000 | | | | | \$ 50,000 |
| DPW - H&P | | | | | \$ 65,000 | \$ 65,000 |
| DPW - O&E | | | | | \$ 30,000 | \$ 30,000 |
| DPW - RDF | | | | | \$ 25,000 | \$ 25,000 |
| DPW - W&S | | | | | \$ 45,000 | \$ 45,000 |
| Fells | | | | | \$ 15,000 | \$ 15,000 |
| Fieldhouse | | | | | | \$ - |
| Fiske | | | | | \$ 55,000 | \$ 55,000 |
| FSC | | | | \$ 25,000 | | \$ 25,000 |
| FSM | | \$ 30,000 | | | \$ 40,000 | \$ 70,000 |
| Hardy | | | | | \$ 50,000 | \$ 50,000 |
| High School | | | \$ 125,000 | | \$ 140,000 | \$ 265,000 |
| Hills | | | | \$ 15,000 | | \$ 15,000 |
| Hunnewell | | | | | \$ 44,000 | \$ 44,000 |
| Main Library | | | | \$ 65,000 | | \$ 65,000 |
| Middle School | \$ 100,000 | | | | \$ 100,000 | \$ 200,000 |
| Morses Pond | | | | | | \$ - |
| PAWS | | \$ 5,000 | | | | \$ 5,000 |
| Police | | | \$ 30,000 | | \$ 40,000 | \$ 70,000 |
| Schofield | | | | | \$ 50,000 | \$ 50,000 |
| Sprague | \$ 53,000 | | | | \$ 60,000 | \$ 113,000 |
| Town Hall | | | \$ 65,000 | | \$ 65,000 | \$ 130,000 |
| Upham | | | | | \$ 32,000 | \$ 32,000 |
| Warren | | | | \$ 40,000 | \$ 60,000 | \$ 100,000 |
| ReCx Cost [\$] | \$ 203,000 | \$ 35,000 | \$ 220,000 | \$ 145,000 | \$ 916,000 | \$ 1,519,000 |

Ten-Year Total = \$1,519,000

“MEP” Systems Replacement: Years FY24 to 28

*Electrical Does NOT Include Lighting

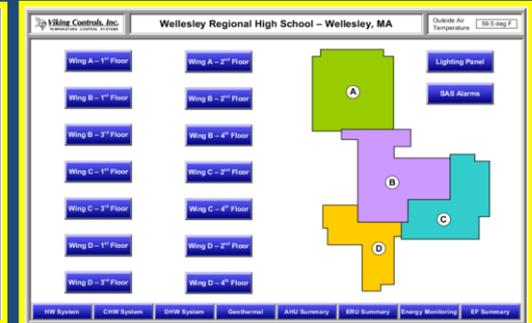
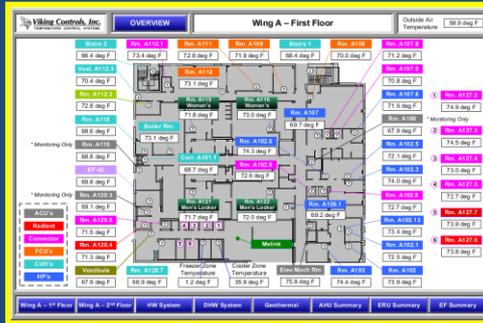
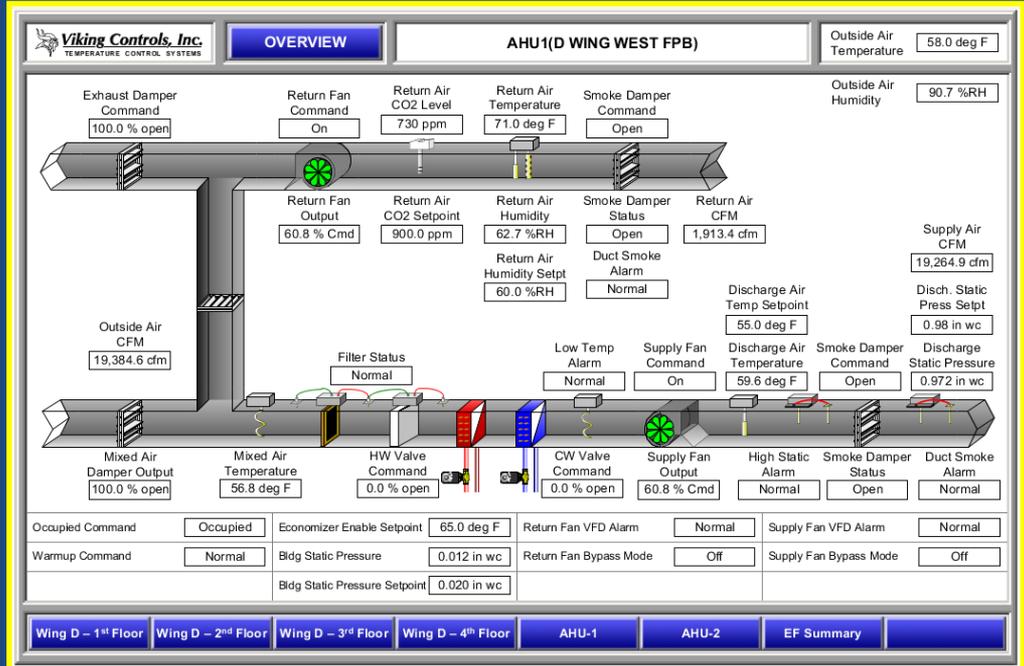
| Capital Equipment Replacement Plan: Mechanical, Electrical, and Plumbing Systems | | | | | | | | |
|----------------------------------------------------------------------------------|--------------|------------|------|--------------|--------------|------------|--------------|--------------|
| Item # | Building | Category | FY | | | | | Total |
| | | | 24 | 25 | 26 | 27 | 28 | Total |
| 1 | Bates | Mechanical | \$ - | \$ 200,000 | \$ - | \$ - | \$ - | \$ 200,000 |
| | | Electrical | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| | | Plumbing | \$ - | \$ 110,000 | \$ - | \$ - | \$ - | \$ 110,000 |
| 2 | DPW | Mechanical | \$ - | | | | | \$ - |
| | | Electrical | \$ - | \$ 44,000 | | | | \$ 44,000 |
| | | Plumbing | \$ - | \$ 120,000 | \$ 95,000 | | | \$ 215,000 |
| 3 | High School | Mechanical | \$ - | | | | | \$ - |
| | | Electrical | \$ - | | | \$ 239,000 | | \$ 239,000 |
| | | Plumbing | \$ - | \$ 380,000 | | \$ 55,000 | | \$ 435,000 |
| 4 | Main Library | Mechanical | \$ - | \$ 469,000 | \$ 737,000 | \$ 667,000 | | \$ 1,873,000 |
| | | Electrical | \$ - | \$ 44,000 | | | | \$ 44,000 |
| | | Plumbing | \$ - | \$ 215,000 | | | | \$ 215,000 |
| 5 | Sprague | Mechanical | \$ - | | | | \$ 2,000,000 | \$ 2,000,000 |
| | | Electrical | \$ - | | | | \$ 50,000 | \$ 50,000 |
| | | Plumbing | \$ - | | \$ 190,000 | | | \$ 190,000 |
| 6 | Warren | Mechanical | \$ - | | | | \$ 1,352,000 | \$ 1,352,000 |
| | | Electrical | \$ - | | | | \$ 50,000 | \$ 50,000 |
| | | Plumbing | \$ - | | | \$ 27,000 | | \$ 27,000 |
| Equipment Budget | | | \$ - | \$ 1,582,000 | \$ 1,022,000 | \$ 988,000 | \$ 3,452,000 | \$ 7,044,000 |

Five-Year Total = \$7,044,000

INDIVIDUAL SCHOOL BUDGETS

Bates Elementary

| PROJECT REFERENCE NO. | PROJECT DESCRIPTION | BUDGET REQUEST |
|------------------------------|--------------------------------|-----------------------|
| BA-1 | HVAC Recommissioning | \$50,000 |
| BA-2 | Interior LED Lighting Upgrades | \$130,000 |
| Total = | | \$180,000 |



Improves "IAQ" for Learning & Work Environment

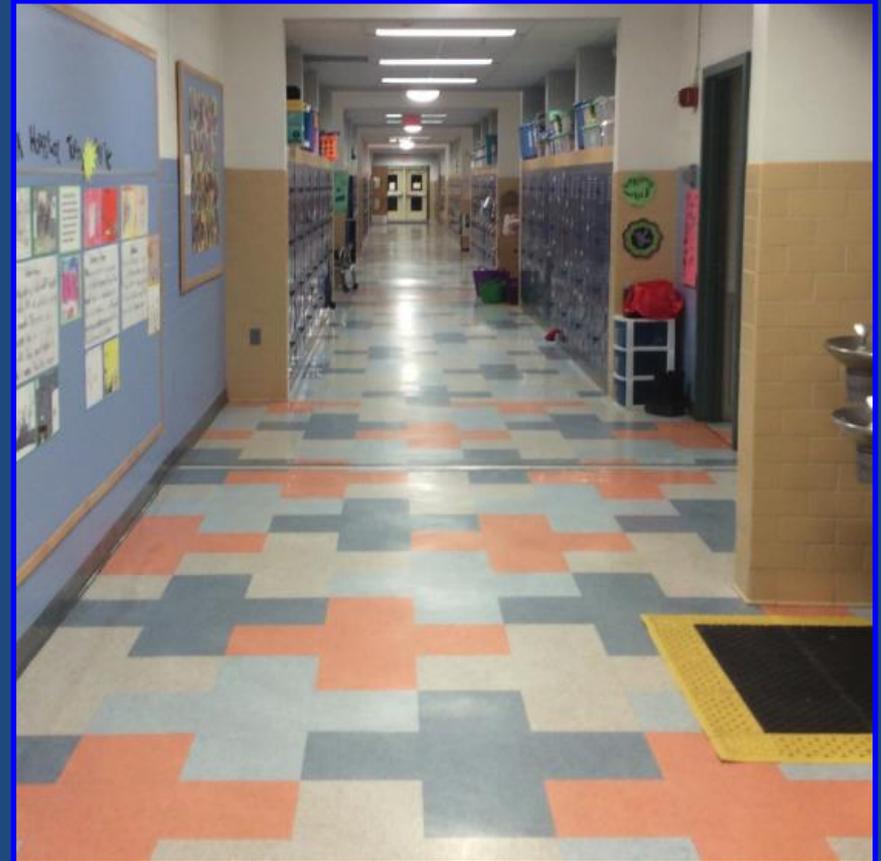
BATES: HVAC Recommissioning

November 13th FMD Presentation

Before



After



Continuation of LED Replacement Program
BATES: Interior LED Lighting Upgrades

November 13th FMD Presentation

Field House

| PROJECT REFERENCE NO. | PROJECT DESCRIPTION | BUDGET REQUEST |
|------------------------------|----------------------------|-----------------------|
| FH-1 | HVAC Improvements | \$25,000 |
| FH-2 | Interior Improvements | \$50,000 |
| Total = | | \$75,000 |



FIELD HOUSE: HVAC & Interior Improvements

November 13th FMD Presentation

Hardy Elementary

| PROJECT REFERENCE NO. | PROJECT DESCRIPTION | BUDGET REQUEST |
|------------------------------|----------------------------|-----------------------|
| HA-1 | Triage Contingency | \$35,000 |
| Total = | | \$35,000 |



2018 MODS Repairs

HARDY: Triage Contingency

November 13th FMD Presentation

Hunnewell Elementary

| PROJECT REFERENCE NO. | PROJECT DESCRIPTION | BUDGET REQUEST |
|------------------------------|----------------------------|-----------------------|
| HU-1 | Triage Contingency | \$35,000 |
| Total = | | \$35,000 |



October 24, 2017

Joseph Morin
Maintenance and Operations Manager
Town of Wellesley, Facilities Dept.
888 Worcester Road
Suite 370
Wellesley, Ma.02482
jmorin@wellesleyma.gov

Dear Joe:

The cost to replace the leaking gaskets between the two rear sections on the right hand boiler at the Hunnewell school is as follows.

Labor \$2992.00
Materials \$358.00

Total \$3,350.00

I hope this meets with your approval. Please feel free to contact me with any questions or concerns. My direct line is 617-947-8680. Thank you for the opportunity to quote on this work, and the chance to let us put our forty seven years of experience to work for you.

Sincerely

David Loiselle
Service Manager

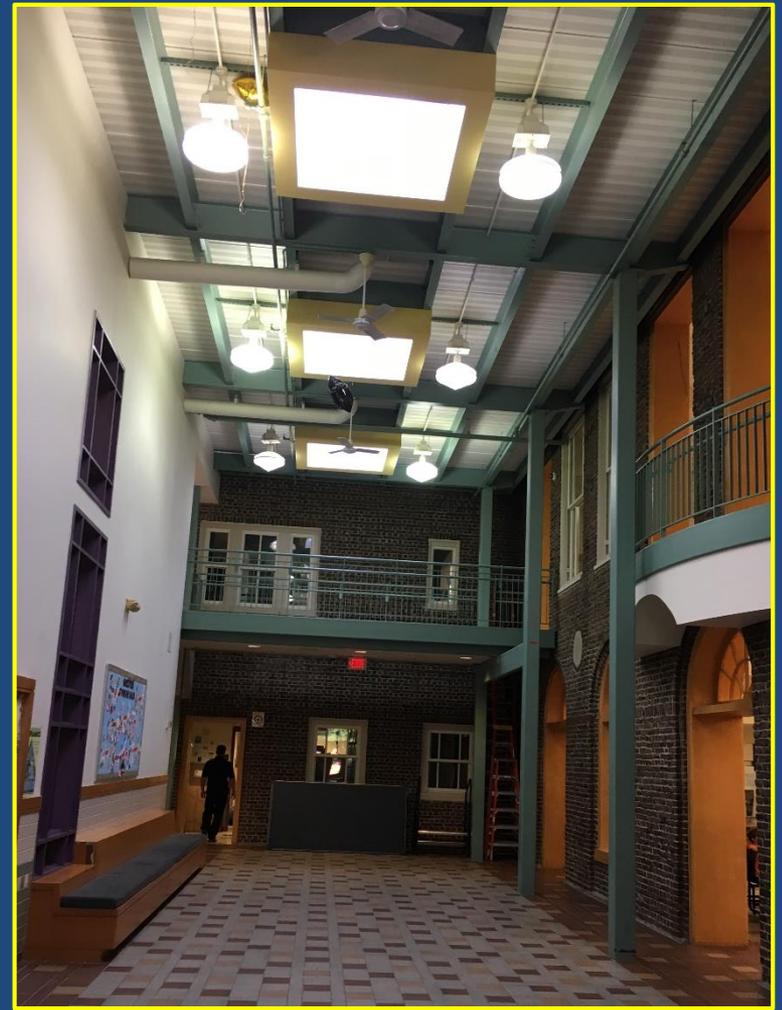
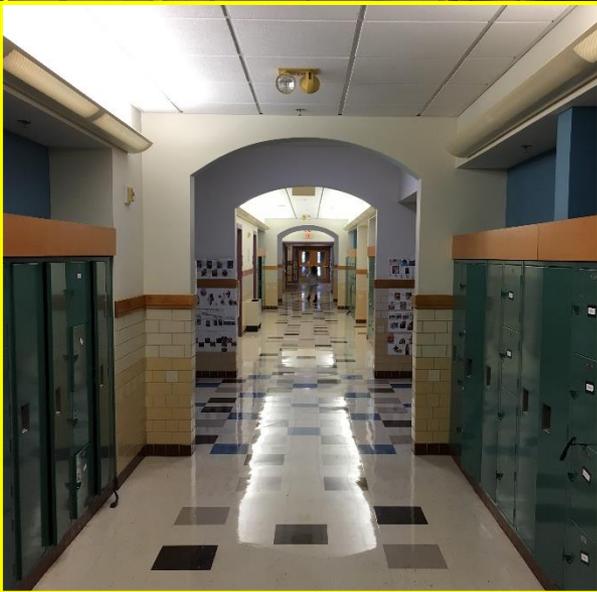
\$3,350 Boiler Repair

HUNNEWELL: Triage Contingency

November 13th FMD Presentation

Sprague Elementary

| PROJECT REFERENCE NO. | PROJECT DESCRIPTION | BUDGET REQUEST |
|------------------------------|--------------------------------|-----------------------|
| SP-1 | Interior LED Lighting Upgrades | \$120,000 |
| SP-2 | HVAC Recommissioning | \$53,000 |
| Total = | | \$173,000 |



Continuation of LED program
SPRAGUE: Interior LED Lighting Upgrades

November 13th FMD Presentation

Upham Elementary

| PROJECT REFERENCE NO. | PROJECT DESCRIPTION | BUDGET REQUEST |
|--------------------------------------|----------------------------|---------------------------|
| U-1 | Triage Contingency | \$35,000 |
| Total = | | \$35,000 |



2019 Walkway Replacement Project

HUNNEWELL: Triage Contingency

November 13th FMD Presentation

Middle School

| PROJECT REFERENCE NO. | PROJECT DESCRIPTION | BUDGET REQUEST |
|-----------------------------|----------------------|-------------------|
| MS-1 | HVAC Recommissioning | \$100,000 |
| Total = | | \$100,000 |

High School

| PROJECT REFERENCE NO. | PROJECT DESCRIPTION | BUDGET REQUEST |
|------------------------------|---------------------------------------|-----------------------|
| MS-1 | Pavement Markings & Signage | \$10,000 |
| MS-2 | Replace Classroom & Office Door Locks | \$85,000 |
| Total = | | \$95,000 |



Exist Keyed Lock



Standard Thumb Turn Lock

Replace approx. 170 locksets with "thumb turn" units

HIGH SCHOOL: Door Lock Upgrades

Districtwide

| PROJECT REFERENCE NO. | PROJECT DESCRIPTION | BUDGET REQUEST |
|------------------------------|--------------------------------------------|-----------------------|
| DW-1 | Environmental Testing and Mitigation | \$14,000 |
| DW-2 | Space Contingency | \$40,000 |
| DW-3 | Custodial Equipment | \$45,000 |
| DW-4 | Grounds Equipment | \$10,000 |
| DW-5 | Maintenance Equipment | \$10,000 |
| DW-6 | Air-Cond. Study: MS, Sprague, Bates, Fiske | \$80,000 |
| Total = | | \$199,000 |



Accommodations for visually impaired students

Space Contingency

November 13th FMD Presentation



Asbestos Floor Tile Removal

Environmental Testing and Mitigation

November 13th FMD Presentation



Carbon-fiber Window Washing Kit



On-Site Electrolyzed Water Generator

| | |
|----------------------------------------------------------------------------------------|----------------------------------------------------------------------|
| RESTROOMS SERVICIOS | Sinks, col- toilets, di- and partit- less steel and push |
| FIXTURES TAMBIÉN | Se funde, con mesa, muros y inoxidable y se para cambiar.) |
| MIRRORS AND GLASS ESPEJO Y VIDRIO | Glass and Vidrio y metal |
| FLOORS SUELO | Tile Baldosa |
| URINALS AND TOILETS - TO DEODORIZE URINARIOS Y RETRETES - DESODORIZAR | Inside ur- Dentro urina- |
| CARPETS ALFOMBRA | |
| SPOT CLEANING LIMPIEZA DE LA MANCHA | |
| LOW MOISTURE CARPET EXTRACTION EXTRACCIÓN DE HUMEDAD BAJO ALFOMBRA | Carpet Alfombra |
| STANDARD CARPET EXTRACTION EXTRACCIÓN DE LA ALFOMBRA ESTÁNDAR | |
| HARD FLOORS PISOS DÚROS | |
| AUTOSCRUBBING AUTO LAVADO | Porcelain concrete, Porcelana, li- |
| SPOT MOPPING PUNTO DE TRAPEAR | Porcelain concrete, Porcelana, li- terrazzo |
| HARD SURFACES SUPERFICIES DÚRAS | |

Custodial Equipment

November 13th FMD Presentation

Heat wave forces early dismissals for some Mass. school districts

Updated: Aug 27, 2018 - 11:35 PM



Advisory
EARLY DISMISSAL
AUG. 28&29
SPRINGFIELD PUBLIC SCHOOLS

Middle School, Sprague, Bates and Fiske **Air-Conditioning Study**

INDIVIDUAL MUNICIPAL BUDGETS

Townwide

| PROJECT REFERENCE NO. | PROJECT DESCRIPTION | BUDGET REQUEST |
|------------------------------|----------------------------|-----------------------|
| TW-1 | Office Equipment | \$6,000 |
| TW-2 | Custodial Equipment | \$15,000 |
| TW-3 | Grounds Equipment | \$3,000 |
| TW-4 | Vehicle Replacement | \$47,000 |
| Total = | | \$71,000 |

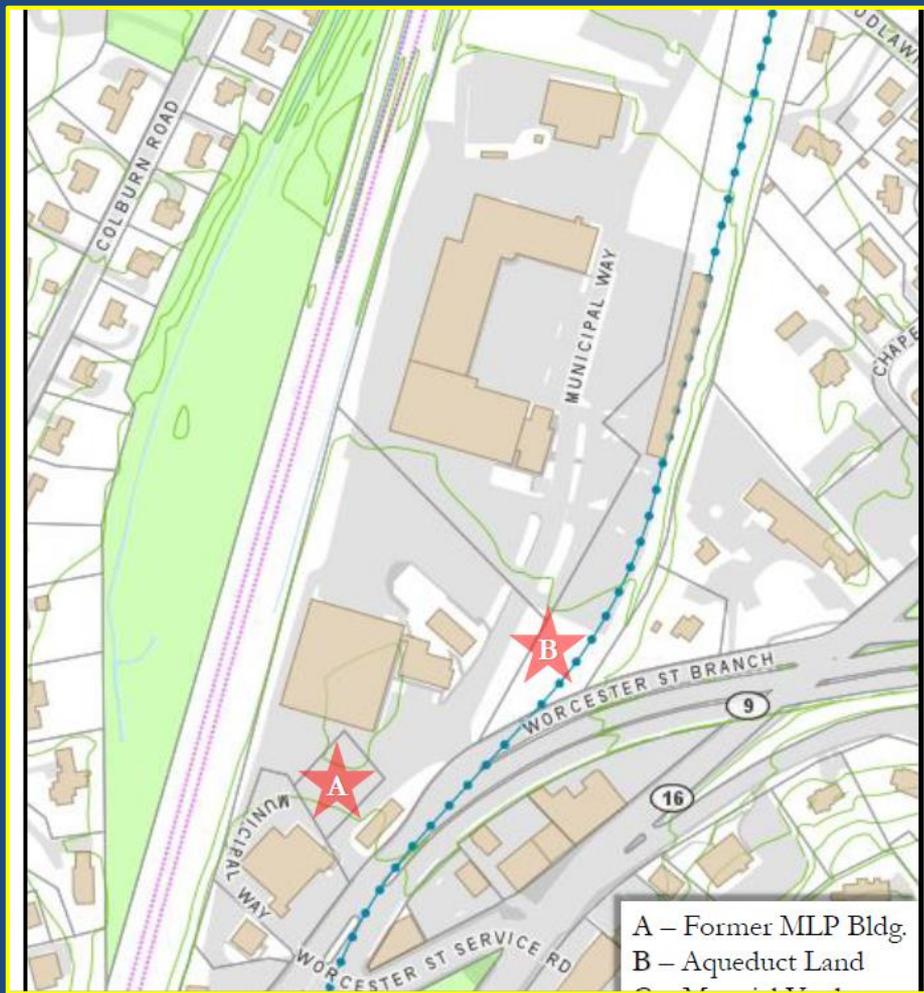


*Retired Vehicle Currently used by HVAC Tech
(Pulled from fleet in 2016 - 2006 van w/ 115k miles)*

Vehicle Replacement

Town Hall

| PROJECT REFERENCE NO. | PROJECT DESCRIPTION | BUDGET REQUEST |
|--------------------------------------|----------------------------|---------------------------|
| TH-1 | Town Hall “Annex” Study | \$75,000 |
| Total = | | \$75,000 |

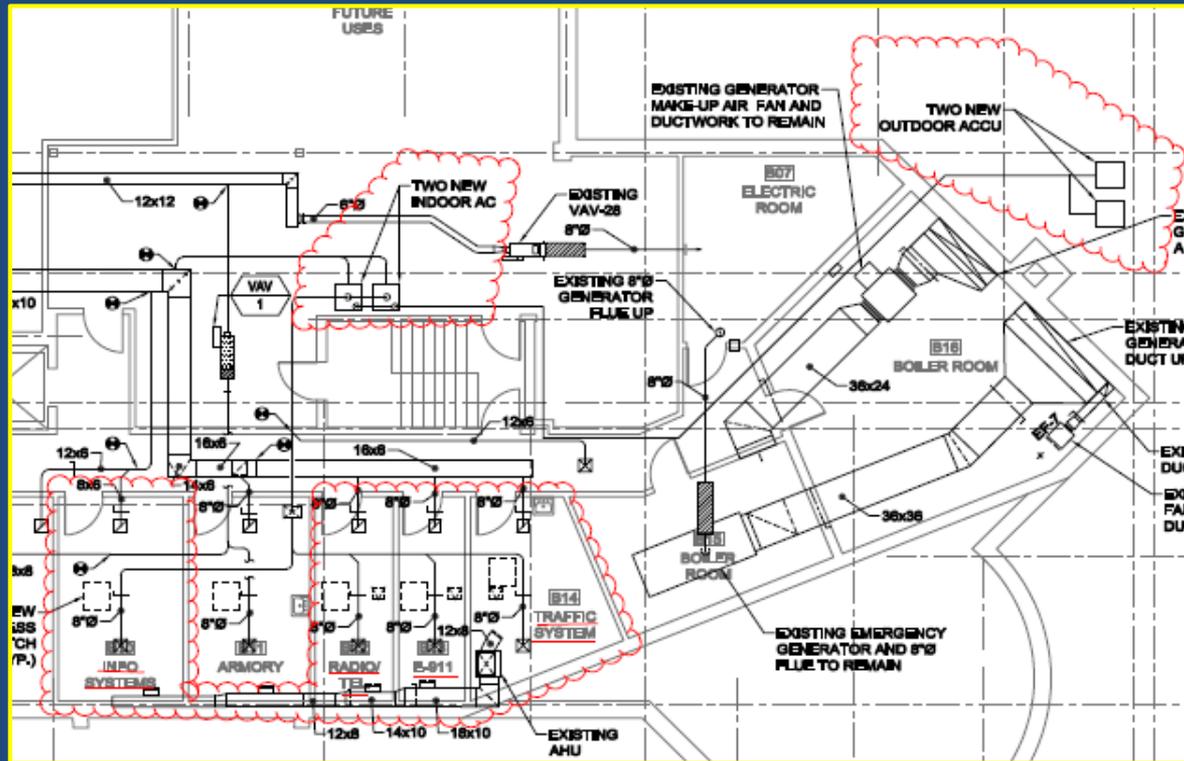


Potential New Building at Municipal Way

TOWN HALL: “Annex” Study

Police Station

| PROJECT REFERENCE NO. | PROJECT DESCRIPTION | BUDGET REQUEST |
|------------------------------|--------------------------------|-----------------------|
| PD-1 | Interior LED Lighting Upgrades | \$58,000 |
| PD-2 | Data Center Cooling Project | \$193,000 |
| Total = | | \$251,000 |



- *Significant heat load*
- *Main building system alone is inadequate*
- *Supplemental system alone is inadequate*
- *Combined main & supplemental are unreliable*
- *Dedicated system of appropriate capacity will be provided*

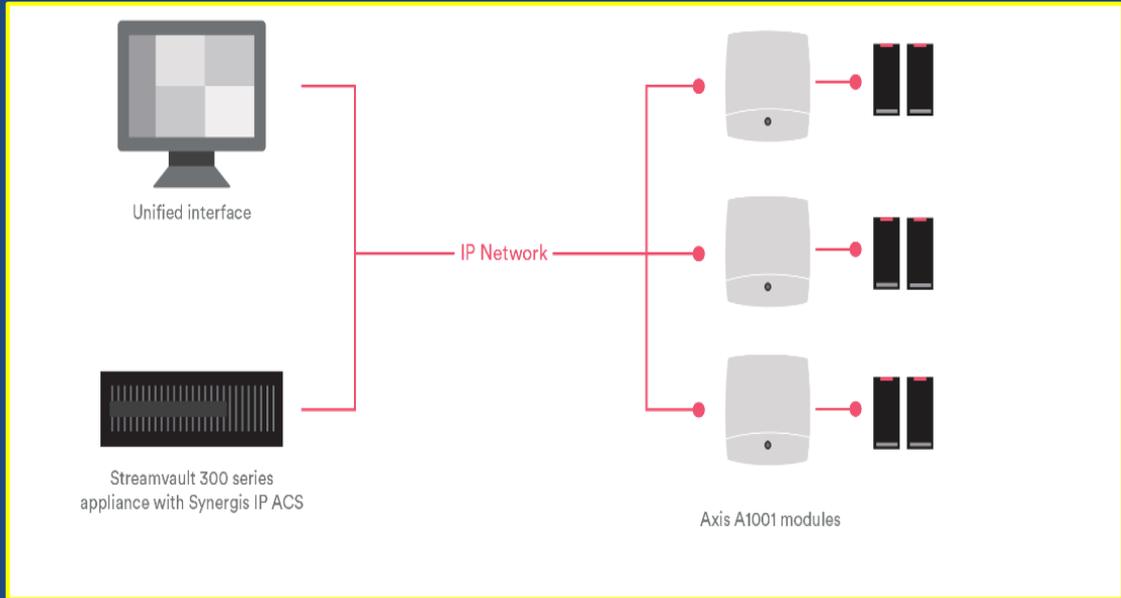
POLICE STATION: Data Center Cooling Project

Fire Department Main (Station 2)

| PROJECT REFERENCE NO. | PROJECT DESCRIPTION | BUDGET REQUEST |
|------------------------------|----------------------------|-----------------------|
| FDM-1 | Door Access Controls | \$30,000 |
| FDM-2 | Interior Lighting Upgrades | \$40,000 |
| FDM-3 | Bathroom Upgrades | \$40,000 |
| Total = | | \$110,000 |



Existing push button system insecure



New system similar to those at other school and municipal buildings

MAIN FIRE: Access Control System



Original 1987 fixtures

MAIN FIRE: Bathroom Upgrades

November 13th FMD Presentation

Fire Department Central (Station 1)

| PROJECT REFERENCE NO. | PROJECT DESCRIPTION | BUDGET REQUEST |
|------------------------------|------------------------------|-----------------------|
| FDC-1 | Door Access Controls | \$15,000 |
| FDC-2 | Interior Lighting Upgrades | \$18,000 |
| FDC-3 | Building Envelope Assessment | \$50,000 |
| Total = | | \$83,000 |



FORM B - BUILDING
 MASSACHUSETTS HISTORICAL COMMISSION
 Office of the Secretary, State House, Boston

| | |
|-------------|----------|
| In Area no. | Form no. |
| | 144 |

Town Wellesley
 Address Central Street
 Name Fire Station
 Present use " "
 Present owner Town of Wellesley
 Description:
 Date 1928
 Source Wellesley Townsman 7-13-78
 Style Jacobethan Revival
 Architect Firm of Blackall, Dapp and
WITELMORE
 Exterior wall fabric dressed random
fieldstone
 Outbuildings (describe)

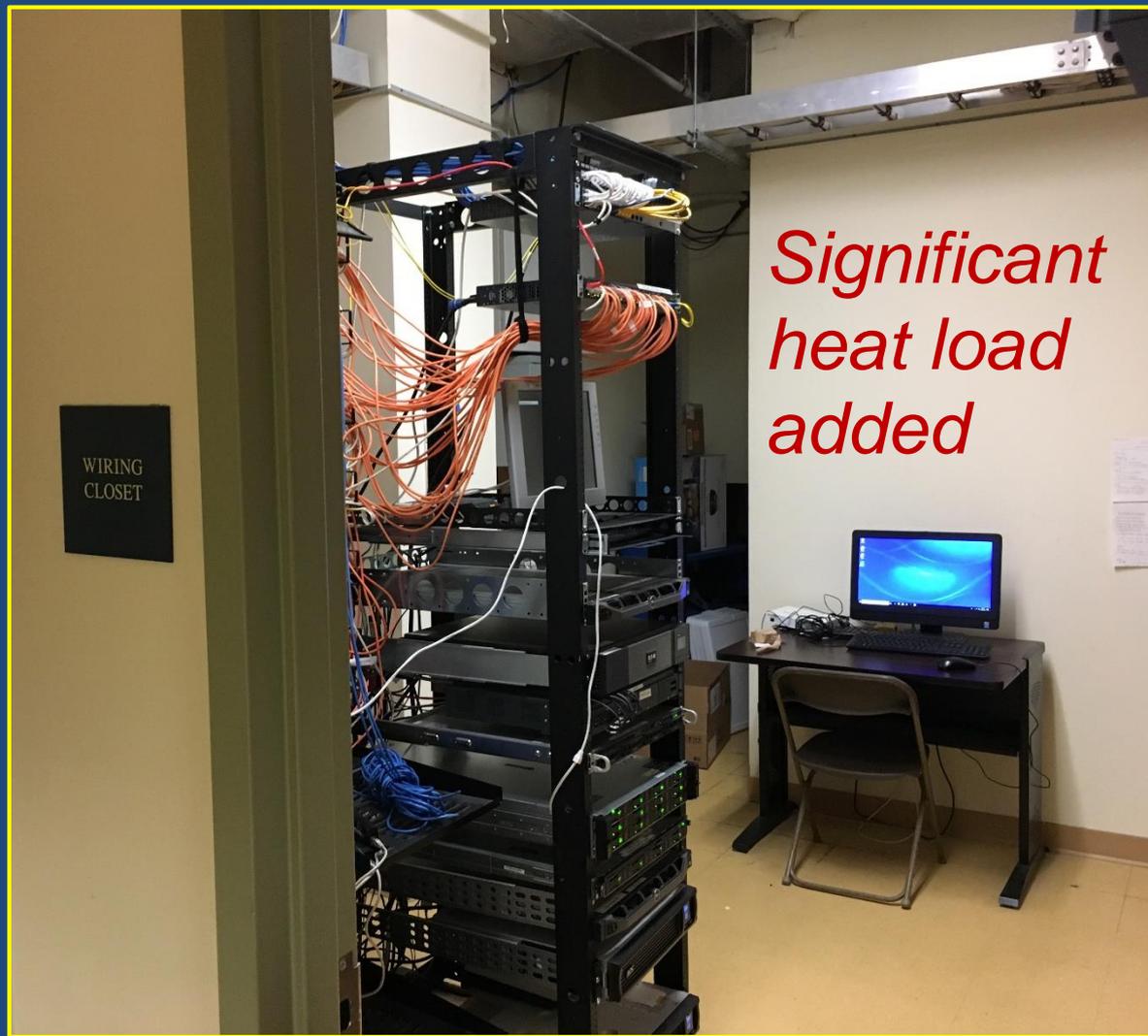
4. Map. Draw sketch of building location in relation to nearest cross streets and other buildings. Indicate north.

Evaluate roofing and exterior façade (built 1928)

CENTRAL FIRE: Envelope Assessment

Main Library

| PROJECT REFERENCE NO. | PROJECT DESCRIPTION | BUDGET REQUEST |
|------------------------------|----------------------------|-----------------------|
| ML-1 | Flat Roofing Study | \$30,000 |
| ML-2 | Cooling for Data Closet | \$20,000 |
| Total = | | \$50,000 |



No cooling in original 2003 construction

Library: Cooling for Data Closet

Hills Branch Library

| PROJECT REFERENCE NO. | PROJECT DESCRIPTION | BUDGET REQUEST |
|------------------------------|------------------------------------|-----------------------|
| HL-1 | Door Replacement & Access Controls | \$50,000 |
| HL-2 | Add Air-Conditioning System | \$45,000 |
| Total = | | \$95,000 |



Front doors beyond service life

Hills Library: Doors & Access Control

November 13th FMD Presentation



Library use is limited on hot days

Hills Library: Ductless Split Air-Conditioning

November 13th FMD Presentation

Fells Branch Library

| PROJECT REFERENCE NO. | PROJECT DESCRIPTION | BUDGET REQUEST |
|--------------------------------------|------------------------------------|---------------------------|
| HL-1 | Door Replacement & Access Controls | \$28,000 |
| Total = | | \$28,000 |



Front doors beyond service life

Fells Library: Doors & Access Control

November 13th FMD Presentation

DPW: Highway & Park Building

| PROJECT REFERENCE NO. | PROJECT DESCRIPTION | BUDGET REQUEST |
|-----------------------|----------------------------|----------------|
| DPWH-1 | Interior Lighting Upgrades | \$75,000 |
| Total = | | \$75,000 |



LED Lighting proposed for garage bay areas

DPW Hwy & Park: Lighting Upgrades

November 13th FMD Presentation

DPW: RDF Buildings

| PROJECT REFERENCE NO. | PROJECT DESCRIPTION | BUDGET REQUEST |
|-----------------------|---------------------|----------------|
| DPWR-1 | Lighting Upgrades | \$75,000 |
| Total = | | \$75,000 |



Baler, Administrative & Paper/Wood Process Buildings
DPW RDF: Lighting Upgrades

November 13th FMD Presentation

NEXT STEPS

Next Steps

- Boards to review plan in detail (FMD website)
- FMD to respond to board questions
- Update/finalize plan as necessary
- Advocate for projects up to Annual Town Meeting
- Provide support to boards at Town Meeting
- Implementation in 2019
 - Plan, Design, Bid and Build

FY20 Capital Requests



QUESTIONS?

Email: jmcdonough@wellesleyma.gov

Facilities Management Department

4. Discussion on Criteria for Awarding Marathon Invitational Entries

The application for invitational entries for the Boston Marathon has been advertised for two weeks, and in that time we've received about 10 requests. Two came in that are not what we would characterize as "charities" though they clearly have good intentions with their plans as to how to utilize the dollars that were raised. Before the November 26th deadline for entries to be received, we thought it would be important to bring these to your attention so the Board can deliberate as to whether or not these requests fall within what the Board had intended.

The first was from the Recreation Commission to support the "scholarships" for families that cannot afford summer camp tuition. As you may know, they utilize Wellesley Friendly Aid to assess the need and based on the recommendation of this group, they may waive tuition for campers deemed eligible. As this report went to press Matt Chin let me know that they are withdrawing this application. Instead they are going to suggest that the runner they had identified run for Friendly Aid and raise the funds through them.

The other application is from the Wellesley Softball Fields Improvement Committee. Under the umbrella of Wellesley Little League who is a 501c3 organization they are interested in utilizing an entry as way to raise funds for the construction of the Lee and Hunnewell softball fields which is being proposed as a capital project next year.

Included in your packet are the policy that was approved, along with Wellesley Softball Fields application.

NO MOTION

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

Approved October 16, 2018

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 <https://wellesleyma.gov/1207/Boston-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:

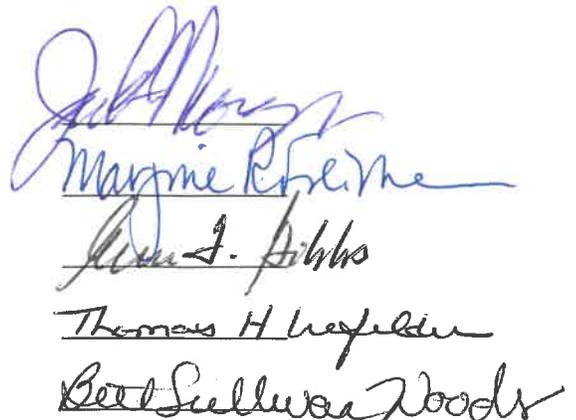
Invitational Entry: Invitations to run the Boston Marathon that the (BAA) distributes to the Town along the race course and to non-profit organizations of their choosing. Organizations use these entries to recruit athletes who pledge to raise funds for their cause or the Town, in exchange for a waiver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

2019 Boston Marathon Charitable Organization Application for Invitational Entry

Charitable organizations must provide the information requested below to be eligible for consideration by the Board of Selectmen. **Applications must be received in the Selectmen's Office in person or via email (brobinson@wellesleyma.gov) by Wednesday, November 26, 2018.** The Board will review all applications and select the charities to receive an allocation of invitational entries. Charities will be notified as soon thereafter as possible.

Name of Organization: Wellesley Softball Fields Improvement Committee

Address: 1 Buckingham Ter., Wellesley, MA 02482

Contact person: Jill Creery

Email address and phone number: jillcreery@comcast.net (c) 617.461.4618

Legal status of organization: Non-profit, Wellesley Little League

Sources of funding: CPC and private fundraising.

Mission, size and scale of organization: Goal is to improve the quality and safety of Lee and Hunnewell II Softball fields. Also to make Lee a regulation field.

What services does your organization provide?

Funding to support the cost of design services, construction and equipment needs for Lee and Hunnewell II fields.

Who benefits from your organization?

The youth program, Wellesley High School teams and the Adult Leagues that use these fields

How many people benefit?

Hundreds each year.

What percentage of funds is committed to the organization's mission vs. administration?

100% of funds raised will be committed to the mission, 0 administration costs.

How will your organization specifically use funds received through the Boston Marathon fundraising? Please provide an impact statement on how funds will help services in Wellesley.

Dollars raised will go directly towards the overall cost of this project.

How many runners do you anticipate recruiting for the 2019 Boston Marathon?

(Until the Selectmen deliberate on the number of entries allotted to each charity, we are unable to provide any assurances in this regard.)

3 runners (more if possible)

Additional comments:

This will be the only time that this project will ask for invitational entries. If all goes well, our fundraising should be completed by this time next year.

Signature:

Jill Creery, chair

Date:

10.29.18

5. Deliberate on the Tailby and Railroad Lot Interviews

This item is included on the agenda so the Board can have a discussion about the interviews that occurred on October 25th and if after deliberation, how we would like to move forward.

6. Acceptance of Gifts – Holiday Lighting

Beth Sullivan Woods has asked that this item be on the agenda so that the Board can consider gifts to enable the Town to light additional trees during the holiday season. Over the past several years, the Town has partnered with the business community and private residents to decorate the Town during the holiday period. This has been very well received by residents and the merchants. Part of this initiative is the “holiday light” program; over the years, private donors have funded the holiday lights on trees and streetlight poles in town. These lights are primarily on Central and Washington St. The lights have been added incrementally over the years.

Several new trees are being considered for lighting this year. Each tree has been reviewed by both the MLP as well as DPW Park & Tree for acceptability.

The specific trees will be described at the meeting. All trees being presented for approval are on land under the control of the BOS. The primary focus this year is to improve the lighting around the Central St Fire Station, which will strengthen the lighting at that end of Town and support the annual holiday lighting ceremony to be held on the fire station lawn.

This year, the new trees will be anonymously funded by a generous resident that has consistently funded this initiative since its inception.

MOTION Option 1: Move to authorize the inclusion of the trees described in the discussion to the list of trees approved for annual holiday lighting.

MOTION Option 2. Move to accept a gift of \$_____ from an anonymous resident to fund the lighting of x trees, including x trees at the Central Fire station and 1 tree located at _____.

7. **Executive Director's Report**

a. **Approve SPED Stabilization Fund Expenditure**

The School Committee has submitted a request to the Board to approve a payment from this fund to New England Medical Billing for the school Medicaid Claiming Fee. This was approved by the School Committee in mid-October.

MOVE that the Board authorize the payment of \$78.08 from the SPED Stabilization Fund to New England Medical Billing for the school Medicaid Claiming Fee.

Town of Wellesley

SPED Stabilization Payment Request

At ATM 2017, the Town accepted Ch 40, S 13E; added by section 24 of Chapter 218 of the Acts of 2016 (Municipal Modernization Act); authorizing the School Department to establish a reserve fund to be utilized to pay , without further appropriation, unanticipated or unbudgeted Special Education costs. Disbursements from this fund require a majority vote by both the School Committee and the Board of Selectmen.

The School Department hired a vendor, New England Medical Billing (N.E.M.B), to file for Medicaid reimbursement for eligible students. Town Meeting agreed to annually appropriate these newly identified receipts into the fund.

The fund was started with a transfer of \$20,000 from free cash. The School Department will annually advise Town meeting of the amount collected and request the appropriation to the fund.

This form will be used to obtain the approvals required to pay the attached invoices.

| <u>Vendor Name</u> | <u>Number</u> | <u>Purpose</u> | <u>Invoice #</u> | <u>Date</u> | <u>Amount</u> | <u>Account code</u> |
|-----------------------------|---------------|------------------------------|------------------|-------------|---------------|---------------------|
| New England Medical Billing | 373252 | School Medicaid Claiming Fee | WELLE1806 | 9/20/2018 | \$78.08 | 83982203-578010 |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

| <u>Authorization</u> | <u>Vote Date</u> | <u>Chairman Signature</u> |
|----------------------|------------------|---------------------------|
| School Committee | 10/16/2018 | <u>Matthew Kelley</u> |
| Board of Selectmen | _____ | _____ |

New England Medical Billing

19 Norfolk Avenue
South Easton, MA 02375

Invoice

| DATE | INVOICE NO. |
|-----------|-------------|
| 9/20/2018 | WELLE1806 |

| BILL TO |
|---------------------------------------------------------------------------------------------------------------------|
| Wellesley Public Schools 40 Kingsbury ST Wellesley, MA 02481 Attn: Judith Belliveau Asst Superintendent |

| DESCRIPTION | NET RECEIPTS | RATE | TERMS |
|------------------------------------------------------------------------------------------------|--------------|--------------|----------------|
| | | | AMOUNT |
| | | | Due on receipt |
| School Administrative Medicaid Claiming Fees submitted in qtr ending 6/30/18: pmt date 9/18/18 | 259.6 | 0.045 | 11.68 |
| School Medicaid Direct Service submitted for qtr ending 6/30/18: pmt date 9/18/18 | 1,475.64 | 0.045 | 66.40 |
| Thank you for your business. | | Total | \$78.08 |
| For questions - call Nancy Dolgin at (508)297-2068 x232 | | | |

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 2nd, 10th, 16th, 22nd, 23rd, 25th, 29th and November 1st meetings.

1 **Approved:**

2
3 **Board of Selectmen Meeting: October 2, 2018**

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

5 **Also Present: Robinson, Jop**

6
7 **Warrants approved: 2019-0012 \$1,603,514.92**

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

10 **September 12, 2018**

11
12 **Meeting Documents:**

- 13 1. Agenda
- 14 2. BOS calendar
- 15 3. Motions
- 16 4. Executive Director's Report
- 17 5. Jim Rodrigue CV
- 18 6. Correspondence from MSBA
- 19 7. Cameron Street Parking Lot – Spaces map
- 20 8. Capital Criteria
- 21 9. Capital Memo
- 22 10. Letter of Appointment from Police Chief
- 23 11. Council on Aging Gift
- 24 12. Correspondence from DPW re: gift
- 25 13. Selectmen Office Work Plan
- 26 14. Correspondence from Dick Carls
- 27 15. Regional Gas Leak Meeting Letter

28
29 **1. Call to Order and Announcements**

30
31 Mr. Morgan, Chair, called the meeting to order in the Wellesley Middle School Library at 5:15 pm. The
32 meeting was not televised or taped.

33
34 **2. Citizen Speak**

35
36 None.

37
38 **3. Joint Election – Recreation Commission Member**

39
40 Mr. Paul Kramer, Chair of the Recreation Commission, joined the Board with Recreation Director Matt
41 Chin and Commission candidate Dr. Jim Rodrigue. Mr. Kramer was the only current member of the
42 Recreation Commission present.

43
44 **Upon a motion by Ms. Gibbs and seconded by Ms. Freiman, the Boards voted (6 -0) to convene a
45 joint meeting with the Recreation Commission.**

46
47 **Upon a motion by Ms. Gibbs and seconded by Ms. Freiman, the Boards voted (6-0) to elect Jack
48 Morgan as chair of the joint meeting.**

49
50 **Upon a motion by Ms. Gibbs and seconded by Ms. Freiman, the Boards voted (6 -0) to elect Paul
51 Cramer as Secretary of the joint meeting.**

52
53 Ms. Sullivan Woods noted that Commissioner Andy Wrobel has moved from Town and left a vacancy in
54 the Recreation Commission. Ms. Sullivan Woods discussed the process the Recreation Commission
55 underwent to find a candidate, including recently interviewing three candidates. Following the interviews,
56 the Recreation Commission recommended Dr. Jim Rodrigue be appointed. Ms. Sullivan Woods indicated
57 Dr. Rodrigue is new to board work but has been in Town for 12 years. Dr. Rodrigue brings both passive
58 and active recreation experience to the Recreation Commission.

59
60 Mr. Kramer gave an overview of the new Recreation Commission mission and described how Dr. Rodrigue
61 was a good fit to the Commission.

62
63 **Upon a motion by Ms. Gibbs and seconded by Ms. Freiman, the Boards voted (6-0) to appoint Dr.**
64 **James R. Rodrigue to a full Board position beginning October 2nd and ending the first Tuesday in**
65 **March with the 2019 Town Election.**

66
67 **Upon a motion by Ms. Gibbs and seconded by Ms. Freiman, the Boards voted (6-0) to dissolve the**
68 **joint meeting**

69
70 **9. STM Preparation**

71
72 Mr. Morgan stated he was going to reorder the meeting to have Town Counsel Tom Harrington join the
73 meeting. Mr. Morgan noted two items have come up during the day that could affect the night's Special
74 Town Meeting. The first is that Mr. Ron Alexander has again claimed that the Warrant was not posted in
75 Wellesley Square as required by the Town Bylaw. The Town staff has time stamped images to refute this
76 claim. The Board was also made aware that a Town Meeting Member has indicated they might file a motion
77 to amend the article for the Upham/Hardy funding to split the feasibility and schematic design and require
78 the Town to come back to Town Meeting for approval.

79
80 The Board discussed some possible outcomes to the proposed motion and discussed strategies to address
81 the proposed amendment.

82
83 **4. Approve MSBA certification**

84
85 The Board reviewed the MSBA Certification.

86
87 **Upon a motion by Ms. Gibbs and seconded by Ms. Freiman, the Board voted (5-0) to authorize the**
88 **Chair to execute the MSBA enrollment certification form on the Board's behalf.**

89
90 **5. Discuss Cameron Street Lot & Hunnewell Feasibility Study**

91
92 Mr. Ulfelder noted the School Building Committee (SBC), through the process of their work for the
93 Hunnewell Elementary School Feasibility Study, is continuing to evaluate all options for swing space,
94 additions, and new construction of an elementary school. The SBC has asked the Board to formally
95 acknowledge that the SBC can consider the Cameron Street Parking Lot as usable land for the study. The
96 Board agreed and reaffirmed that the Board has publically indicated the land can be considered, and that
97 all options should be considered as part of the feasibility study process.

98
99 **6. Preparation for October 10 Capital Planning Roundtable**

101 Mr. Morgan briefly reviewed the agenda for the upcoming October 10, 2018, Capital Planning Roundtable
102 and asked if the Board had any further thoughts on the meeting format. The Board was in agreement on the
103 proposed meeting format and questions.

104
105 **7. Executive Director's Update**

106
107 The Board reviewed two appointments and accepted two gifts.

108
109 **Upon a motion by Ms. Gibbs and seconded by Ms. Freiman, the Board voted (5-0) to appoint Babson**
110 **Police Officers Giovanni Torres and David Johansson as Special Police Officers for the Town of**
111 **Wellesley for a term to expire June 30, 2019.**

112
113 **Upon a motion by Ms. Gibbs and seconded by Ms. Freiman, the Board voted (5-0) to approve a gift**
114 **from Express Gourmet to the Council on Aging in the amount of \$959.00 for the August Senior Lunch**
115 **Program.**

116
117 **Upon a motion by Ms. Gibbs and seconded by Ms. Freiman, the Board voted (5-0) to accept a gift of**
118 **\$1,290.00 from Abigail Cullinan for a teak bench and bronze plaque that was installed at Fuller**
119 **Brook Park.**

120
121 **8. New Business and Correspondence**

122
123 Mr. Morgan announced the next Selectmen's Meeting will be held Monday, October, 10th at 4:00pm.

124
125 **The meeting adjourned at 6:55 pm.**

1 **Approved:**

2
3 **Board of Selectmen Meeting: October 10, 2018**

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

5 **Also Present: Robinson, Jop**

6
7 **Warrants approved: None**

8
9 **Minutes approved: None**

10
11 **Meeting Documents:**

- 12 1. Agenda
- 13 2. Memo on Capital Planning Next Steps

14
15 **1. Call to Order and Announcements**

16
17 Mr. Morgan, Chair, called the meeting to order at 4:00 pm.

18
19 Mr. Morgan announced the meeting was being telecast live on Comcast channel 8 and Verizon channel 40
20 and streamed by Wellesley Media and is recorded for subsequent viewing on the cable channels or at
21 wellesleymedia.org.

22
23 Mr. Morgan thanked the board chairs and department heads for coming to the meeting to continue the
24 discussion on capital planning. He provided an overview of the meeting agenda and what the Board hoped
25 to accomplish, after which he asked Ms. Robinson to provide some detail on the process and next steps.

26
27 Ms. Robinson also thanked everyone for coming and their input on this topic. She noted that the input from
28 the organization over the summer helped clarify that the Town is not ready for a formal policy, but rather a
29 continued conversation about capital planning. Thus the Board is not moving forward with a committee,
30 but instead focusing on how the existing process might be improved. She noted that departments had
31 assisted in balancing the current year's budget by reducing their cash capital requests to what the Town
32 could afford, although some of those expenditures were pushed to later years. That has resulted in requests
33 for FY20 being about \$6.9M or approximately \$1M more than can be accommodated. Further, that the
34 years FY21 – FY24 are also much higher than the Town will be able to fund. She also reminded the group
35 that there are several major projects that will require debt exclusions, and thus it will be important to
36 maintain budgets without overrides as we ask taxpayers to approve these projects. Finally, she noted that
37 the Selectmen approved a debt policy earlier this year which provides for a range of funding for all cash
38 and inside the levy borrowed projects. The Board has not deliberated on whether they would set a target
39 for FY20 or what it would be, but that is something to be discussed.

40
41 Mr. Morgan then asked Ms. Jop to lead a facilitated discussion on several questions that were outlined on
42 the agenda including people's thoughts on the Town's process up to now, and whether sharing work plans
43 between boards and departments would be a helpful tool.

44
45 Ms. Jop began the discussion by asking the group what they liked about the Wellesley process and what
46 could be improved upon. Generally, the group liked the process that has been utilized. The DPW Director
47 noted that since their department has a large segment of the capital costs, they believe it has been reasonable
48 for Finance to reach out to them to adjust their expenses in any year to assist with the budget. There was
49 recognition that this is a challenge for smaller departments who have less capital costs. Some suggested
50 that being provided with capital targets each year would help with the planning process.

51

52 Ms. Jop then posed a question regarding work plans. She asked the group to comment on whether it would
53 be helpful for boards to share these as a way of informing the larger group what the priorities are in each
54 department, and would that help guide the capital process. Most thought this could be helpful, and
55 suggested that a summertime meeting on this topic would be the best time to hold it, as it is during this
56 period that departments are finalizing their capital requests for the next year.

57
58 Mr. Morgan then asked that each person present take the opportunity to provide some final thoughts on the
59 process before we wrapped up. The comments were wide ranging, and included some thoughts such as:

- 60
- 61 • A summer meeting to discuss work plans and priorities would be beneficial
 - 62 • Departments would appreciate a forecast on future available funding for capital expenses
 - 63 • Predictability is helpful for boards and departments to plan ahead
- 64

65 **Citizen Speak: None**

66
67 Mr. Morgan announced the next Selectmen's Meeting will be held Tuesday, October, 16th at 4:00 pm.

68
69 The meeting was adjourned at 6:00 pm.

1 **Approved:**

2
3 **Board of Selectmen Meeting: October 16, 2018**

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

5 **Also Present: Robinson, Jop**

6
7 **Warrants approved: 2019-013 \$7,552,937.24**

8 **2019-014 \$1,002,246.39**

9
10 **Minutes approved:** September 17, 2018

11 September 24, 2018

12
13 **Meeting Documents:**

- 14 1. Agenda
- 15 2. BOS calendar
- 16 3. Motions
- 17 4. Executive Director's Weekly Report
- 18 5. Draft BOS minutes: September 17, 2018
- 19 6. Draft BOS minutes: September 24, 2018
- 20 7. Email from DPW re: Gift
- 21 8. Email from DPW re: Gift
- 22 9. COA gift information
- 23 10. Babson One Day License Requests
- 24 11. Memo from Town Clerk re: Electronic Poll Books for Early Voting
- 25 12. MSBA appointment form letter
- 26 13. Draft Boston Marathon Invitational Entries Policy
- 27 14. Resume of Joe Oliveri
- 28 15. Correspondence from Harborlight Community Partners

29
30 **1. Call to Order and Announcements**

31
32 Mr. Morgan, Chair, called the meeting to order at 4:00 pm.

33
34 Mr. Morgan announced the meeting was being telecast live on Comcast channel 8 and Verizon channel
35 40 and streamed live by Wellesley Media and is recorded for subsequent viewing on the cable channels or
36 at wellesleymedia.org.

37
38 **2. Citizen Speak: None.**

39
40 **3. Executive Director's Update**

41
42 Ms. Robinson discussed several items for the Board's approval. She provided an update regarding the
43 community compact grant the IT Department was awarded. The award is in the amount of \$40,000 to
44 improve network systems to enhance disaster recovery. The grant was a joint application between IT and
45 MLP to install equipment in the system to ensure the backup will be stronger. This grant will allow for
46 reduce capital items in the future based on receipt of the grant.

47
48 Ms. Robinson reviewed the background of the poll pads and their use. The Board reviewed the use of the
49 pads for check in purposes for early voting. She reviewed the process of using the pads; the state is providing
50 a grant to pay for their use for the early voting technology in this November 2018 election.

51

52 K.C. Kato, the Town Clerk, came before the Board. She noted that the pads are used for check in only and
53 there is no check out process. The early voting process had been revised slightly from election day voting.
54 She reviewed the process of tabulating ballots.
55

56 **Upon a motion by Ms. Gibbs and seconded by Ms. Freiman, the Board voted (5-0) to approve the**
57 **minutes of the September 17th and September 24th meetings.**
58

59 **Upon a motion by Ms. Gibbs and seconded by Ms. Freiman, the Board voted (5-0) to accept a gift of**
60 **\$1,290.00 from Abigail Cullinan for a teak bench and bronze plaque that was installed at Fuller**
61 **Brook Park.**
62

63 **Upon a motion by Ms. Gibbs and seconded by Ms. Freiman, the Board voted (5-0) to accept a gift of**
64 **\$930.00 from Kate Steiner in honor of her mother Elizabeth Marcotte Shaw for a bench and bronze**
65 **plaque that was installed in Fuller Brook Park at Caroline Street.**
66

67 **Upon a motion by Ms. Gibbs and seconded by Ms. Freiman, the Board voted (5-0) to approve a gifts**
68 **from Express Gourmet to the Council on Aging in support of the Senior Lunch Program:**

- 69 • **\$959.00 for the month of August**
- 70 • **\$882.00 for the month of September**

71
72 **Upon a motion by Ms. Gibbs and seconded by Ms. Freiman, the Board voted (5-0) to approve one**
73 **day licenses for Babson College for the following events:**

- 74 • **The Post Show Reception for Opening Night of Universe Rushing Apart in the Upper**
75 **Lobby/Bridge of the Carling-Sorenson Theater on November 9, 2018**
- 76 • **The Babson Entrepreneurship Forum Reception in Olin Café, Olin Hall on November 9,**
77 **2018**
- 78 • **The Academy of Distinguished Entrepreneurs (ADE) event in Knight Auditorium on**
79 **November 15, 2018; and**
- 80 • **The Post-Show Reception for opening night of Birdy in The Sorenson Black Box Theater**
81 **on March 1, 2019**

82
83 **Upon a motion by Ms. Gibbs and seconded by Ms. Freiman, the Board voted (5-0) to approve the**
84 **LHS Associates Poll Pads to be used as Electronic Poll Books of Registered Voter Lists for Early**
85 **Voting.**
86

87 **4. Appoint Veteran's Grave & Ceremonial Officer** 88

89 Mr. Joe Oliveri joined the Board.
90

91 Ms. Robinson reviewed the process of the approval of the position and the search for a candidate. Interviews
92 had taken place on October 11th with the two top candidates. Mr. Ulfelder provided a brief overview of Mr.
93 Oliveri and his experience. Mr. Oliveri is a former Marine and has served in two deployments in
94 Afghanistan and Iraq. He noted Mr. Oliveri cares about the Veteran community and had he not been
95 recommended for this position he would like to be involved with Veterans services in Wellesley. Mr. Oliveri
96 shared with the Board that he has been a resident for over 9 years and has been involved in coaching youth
97 hockey, as well as coordinating youth to march in the Veterans Day parade.
98

99 The Board discussed the appointment schedule for the position.
100

101 **Upon a motion by Ms. Gibbs and seconded by Ms. Freiman, the Board voted (5-0) to appoint Joe**
102 **Oliveri to the position of Veteran’s Grave & Ceremonial Officer through June 30, 2019.**

103
104 **5. Replacement Appointment to the SBC**

105
106 Mr. Morgan stated with Ms. Jop’s departure from the Town a new appointment to the School Building
107 Committee to replace her is required by the MSBA. Ms. Robinson had been recommended to replace Ms.
108 Jop to serve on the SBC.

109
110 **Upon a motion by Ms. Gibbs and seconded by Ms. Freiman, the Board voted (5-0) to appoint Blythe**
111 **Robinson to serve on the School Building Committee.**

112
113 **6. Discuss waiver of Parking Meter Fees for December**

114
115 Ms. Sullivan Woods reviewed the Boards past actions of waiving parking meter fees for December and
116 shared that this has been much appreciated by the Merchants Association. The waivers are for non-
117 commuter lot non-extended time period meters.

118
119 **Upon a motion by Ms. Gibbs and seconded by Ms. Freiman, the Board voted (5-0) to authorize two-**
120 **hour free on-street parking in Wellesley Square, Wellesley Hills, and Wellesley Lower Falls for the**
121 **month of December 2018. This free parking does not apply to four-hour and 10-hour parking meters**
122 **or commuter rail parking lots.**

123
124 **7. Review Boston Marathon Invitation Entries Policy**

125
126 Mr. Morgan reviewed the background of forming a policy for Marathon entries. Input was received from
127 the Fire Chief and the Police Chief in forming this version of the policy. He noted that he had been contacted
128 by several charities asking for the policy.

129
130 The Board discussed revisions to language in the draft policy. Sections revised included the types of
131 organizations allowed to be eligible for entry applications, and application process. Language was added to
132 clearly state bibs will be intended for the use of named recipient and not transferrable and if the bib cannot
133 be used by the named recipient, it will be returned to the Board. The Board debated the timing schedule for
134 awarding bibs in future years.

135
136 Ms. Hawkinson, Town Communications Manager, joined the Board to discuss how awarding bibs sooner
137 will optimize the fundraising time for runners as well as being sure all bibs are awarded.

138
139 Ms. Sullivan Woods noted that in previous years the number of runners raising funds for the War Memorial
140 Scholarship had fluctuated and stated she would prefer the language be modified to not limit entries to only
141 employees. The Board reviewed how it would decide in the future if multiple runners apply to run for the
142 War Memorial Scholarship.

143
144 Ms. Victoria Ostler of the Wellesley Education Foundation, came before the Board. The organization had
145 been a recipient of bibs in the past and was pleased the Board was revising its policy. She stated an
146 accelerated time schedule would be appreciated by organizations that apply for bibs. She suggested the
147 Board may wish to broaden the charity description; regarding relative size and scale of the organization and
148 the goals of the organization and how they serve the Town. She stated the policy does not describe the
149 decision making criteria that will be used. She asked questions regarding procedure of applying and how
150 individuals will be notified as the process progresses.

152 Staff will update the policy with the edits made and resend to the Board.
153

154 **Upon a motion by Ms. Gibbs and seconded by Ms. Freiman, the Board voted (5-0) to adopt the Boston**
155 **Marathon Invitational Entries policy as revised by the Board effective October 16, 2018.**

156

157 **8. Discuss Program for October 22nd Meeting on Coleman Institute**
158

159

160 Mr. Morgan stated the October 22nd meeting is a regular meeting of the Board of Selectmen that will focus
161 on receiving and providing information from the Coleman Institute to the Board and the community. Ms.
162 Sullivan Woods stated the October 22nd meeting will provide the community with an understanding of what
163 the Coleman Institute is and the services they offer, and will address concerns from residents. Departments
164 across town have been working together to make sure that we have accurate information to share at the
165 meeting, and representatives of relevant departments will be present at the meeting. Mr. Ulfelder noted
166 there had been a great deal of misinformation circulating through the community.

167

168 Ms. Sullivan Woods noted that the meeting will be held in the Great Hall on October 22nd at 7:00pm.
169 Stephanie Hawkinson, Town Communications Manager, joined the Board. Ms. Hawkinson stated that she
170 had been communicating with the Town and are aware of the concerns of residents and will be prepared at
171 the meeting to discuss and address these concerns.

171

172 **9. New Business and Correspondence**
173

174

175 Mr. Morgan announced the next Selectmen's Meeting will be held Monday, October, 22nd at 7:00pm in the
176 Great Hall.

177

178 Mr. Ulfelder asked if the parking issues could be addressed pulling up near Café Nero. Ms. Jop stated traffic
179 and parking enforcement would review the parking area.

179

180 The meeting was adjourned at 5:26 pm.

1 **Approved:**

2
3 **Board of Selectmen Meeting: October 22, 2018**

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

5 **Also Present: Robinson**

6
7 **Warrants approved: 2019-015 \$7,567,270.36**

8
9 **Minutes approved: None.**

10
11 **Meeting Documents:**

- 12 1. Agenda 10/22/18
- 13 2. Agenda 10/23/18
- 14 3. BOS calendar
- 15 4. Executive Director's Weekly Report
- 16 5. Memo from Stephanie Hawkinson re: Coleman Institute
- 17 6. Coleman Institute presentation slides
- 18 7. FY19 Year to Date Budget Report
- 19 8. Marathon Invitational Entries Policy – Final
- 20 9. Monthly Parking Meter Collection Report – September
- 21 10. Response to DLS Investigation
- 22 11. Memo from Meghan Jop re: Tailby and Railroad Interviews

23
24 **1. Call to Order and Announcements**

25
26 Mr. Morgan, Chair, called the meeting to order at 7:00 pm.

27
28 Mr. Morgan announced the meeting was being telecast live on Comcast channel 8 and Verizon channel
29 40 and streamed live by Wellesley Media and is recorded for subsequent viewing on the cable channels or
30 at wellesleymedia.org.

31
32 Mr. Morgan announced that early voting has begun at the Warren Recreation Building; for more
33 information, people can visit the Town's website.

34
35 Mr. Morgan noted that based on the attendance for the stated purpose of the meeting the meeting will
36 move directly to the Coleman Institute discussion.

37
38 **2. Coleman Institute Discussion:**

39
40 Ms. Sullivan Woods stated this meeting is intended as an informational forum. She noted the
41 representatives from the Coleman Institute and Baymark had been made aware of the concerns of some
42 residents. The group would first present their information and then a question and answer period was
43 scheduled to begin. Ms. Sullivan Woods stated she would prefer to take several questions and comments
44 at a time and then respond. She noted that representatives were present from the Health Department,
45 Wellesley Board of Health, Building Department, Town Counsel, Wellesley Chief of Police, and
46 Wellesley Deputy Police Chief.

47
48 **Presentation by Coleman Institute**

49
50 Dr. Peter Coleman, Founder and National Medical Director for Coleman Institute; Mr. Andrew Blake, COO
51 of Baymark Health Services, and Ms. Melissa Bunch, Vice President of Baymark Health Services, joined

52 the Board. Mr. Blake provided background on the Coleman Institute and begin the presentation describing
53 the treatment offered by the Institute. He reviewed the type of treatment used and the difference between
54 what will be used at the Institute and other treatments. He stated the facility will not and does not dispense
55 Methadone or Buprenorphine. He provided the length of time for treatment, the procedures and the
56 requirements for patients that will be treated. The institute provides case management and follow-up
57 services for its patients. He noted that Wellesley was chosen for its location because it is near Boston,
58 progressive and open-minded. He noted the Coleman Institute will compliment other services offered in
59 Wellesley. Coleman's intention is to provide excellent service to the community and be a good neighbor.

60
61 Dr. Coleman stated they were present at the meeting to clear up misunderstandings in the community. He
62 reviewed his background in medicine and addiction treatment. He reviewed the type of treatment offered
63 by the Coleman Institute and noted the effectiveness of the treatment.

64
65 Ms. Sullivan Woods reviewed the procedure for comments and questions for citizens including speaking at
66 the microphone in turn and signing the sign in sheet.

67
68 Ms. Sullivan Woods reminded the audience that outbursts and applause are inappropriate and could
69 discourage public discourse.

70
71 Mr. Morgan reminded the audience of the public comment policy which was handed out. He cited applause
72 would not be tolerated. He added this meeting is an informational session and would be terminated if it
73 becomes intimidating or threatening to those with opposing positions.

74
75 Ms. Sullivan Woods asked that anyone speaking should direct their questions to the Board of Selectmen
76 only and then the Board will ask individuals to reply to questions or comments.

77
78 **Q&A - Citizens**

79
80 The following citizens came before the Board to speak:

81 Patricia Helm:
82 Mariko Yasuda
83 Douglas Helm
84 William Weinreb
85 Robert Weller
86 Matt Guigli
87 Emily Esposito
88 Tanya Basu
89 Hough Crean
90 Mariko Yasuda
91 William Ridge
92 Brianne Fitzgerald
93 John Beggans
94 Don Flower
95 Andy Langowitz
96 Robert Ryan
97 Lucille Matherwicz:
98 Mari Passananti
99 Keith Boundy
100 AnnMarie Greene
101 Leigh Thomas
102 Jacqui Quinn

103 Matt Devine
104 Erin Comella
105 Christian Rubio
106 Ryan Quinn
107 Alex Helm
108 Jenn Fallon
109 John Gearan
110 Katie Smith
111 Giovanna Swope

112
113 Questions from citizens speaking in opposition to the facility opening included:

- 114 • Location of the practice as it is close to elementary schools.
- 115 • Transparency of the opening of the office and what is required regarding announcements to
116 residents for businesses opening in town.
- 117 • The operation of the office, including office hours, patient safety, and resident safety.
- 118 • Town licensing requirements and federal requirements for opening and operating the institute.
- 119 • When did the Selectmen know about this facility.
- 120 • Can bylaws be changed to prevent this establishment or others like it from opening and operating.
- 121 • The facility is intended to be regional and express of concern regarding the number of patients that
122 would visit the facility.

123
124 Comments from residents speaking in favor of the opening of the facility included:

- 125 • The need for a facility such as the Coleman Institute in Wellesley.
- 126 • Addiction is a problem in Wellesley and the surrounding communities.
- 127 • The goal of the facility is to help addicts receive the treatment they want and the community should
128 support that goal.
- 129 • Asking fellow citizens to be open minded about addiction and addiction treatment as well as the
130 stigma of drug addiction.
- 131 • Physicians speaking should reconsider their positions.
- 132 • Fear and hostility appear to be dominating the conversation from those opposed to the facility.

133
134 Responses to questions and comments include:

- 135 • Mr. Coleman stated: half of those addicted to opioids became addicted because they were first
136 prescribed opioids by physicians. He described in detail the detox process that patients experience.
137 He stated the office is a medical office and will run as any other physician's office typically runs.
138 He noted that the Coleman Institute has never had any complaints or issues in any of the
139 communities it operates in.
- 140 • Mr. Blake stated the site was chosen because it is properly zoned for a medical office and the area
141 is centrally set back from the street where patients would not have difficulty finding parking. He
142 echoed Dr. Coleman that other facilities are located within short distances to schools and daycares.
143 He added that Baymark and Coleman followed all required protocol and licensing guidelines.
- 144 • Chief Pilecki stated he spoke with the Coleman Institute and received a list of 12 offices with the
145 same set up throughout the country. Chief Pilecki and Deputy Chief Whittemore contacted 10 of
146 the Police Departments within those communities. He stated all of the communities contacted
147 reported no problems, calls for service at any of the Coleman Institute. He added most of the police
148 departments were not aware of the Coleman Institute.
- 149 • Mr. Harrington, Town Counsel, stated the location is zoned for medical office use and is allowed
150 by right. Given the zoning, there is no requirement to notify the town if a medical office is opening.
151 He added there is no permit needed from the town to open and operate a medical office facility. He
152 noted the Town cannot regulate the Coleman Institute differently than any other medical office due

153 to state and federal law. He added that addiction is considered a disability and those affected are
154 protected by the Americans with Disabilities Act. He noted that zoning bylaws cannot be applied
155 separately; he cited caselaw regarding this issue. He added Wellesley was required to treat this as
156 any other medical office and did so.

157 • Dr. Coleman stated the facility is a self-pay model and treats a limited number of patients for a
158 short period of time. He stated there will not be an influx of heroin addicts in Wellesley. He restated
159 that treatment at their facility does not include treatment with addictive drugs. Patients that receive
160 treatment at the facility are patients that are prepared to be healthy and detoxify. He added the
161 facility is considered regional as in other Coleman facilities become regional because there are not
162 many throughout the country that offer this type of treatment.

163 • Mr. Blake added the facility hours will be regular business hours and the facility will have four
164 rooms and no more than four patients can be treated within a day. He noted the other opioid
165 treatment facilities in the community.

166 • Ms. Bunch reviewed the process of communicating with the Department of Public Health and
167 Bureau of Substance Abuse Services for guidance of obtaining permits for opening an office in
168 Massachusetts. She noted there are no federal guidelines for this type of business. She added that
169 this practice is not an opioid treatment program. Dr. Coleman added there are practices in the
170 community prescribing addictive drugs for detox therapy which their facility does not do.

171 • Chief Pilecki responded to questions of how the Police Department handles individuals addicted to
172 heroin. He stated that most calls are related to overdoses in which officers respond to overdose calls
173 and administer Narcan along with fire and emergency services. He stated his department would
174 arrest or transport an individual that is high on heroin to the hospital. He added those individuals
175 are not violent and not an issue for his department.

176 • Ms. Sullivan Woods reminded the audience that the purpose of the meeting is a forum for
177 information and not negotiation and asked that comments and questions asking for reconsideration
178 be rephrased.

179 • Dr. Coleman again reviewed the procedures followed by patients and physicians at the Coleman
180 Institute. He reviewed the safety of the Coleman Institute and the non-addictive treatment methods
181 used. He restated the vetting procedures of patients and support person.

182 • Mr. Blake and Ms. Bunch responded to questions regarding job postings. They stated that no job
183 postings the Coleman Institute placed mention methadone.

184 • Dr. Coleman described the pharmacological effects of the different detoxification drugs used by
185 the Coleman Institute.

186 • Mr. Harrington responded to questions regarding how the Board approached the opening of the
187 facility. He restated that the town is legally not allowed to treat this type of facility any differently
188 than any other, as it is being opened in a properly zoned location. He addressed the background of
189 his research of caselaw and the Attorney General's perspective and decisions on similar cases. He
190 responded to questions of rezoning of Lower Falls District: the District could be rezoned that no
191 medical offices could ever open in that area but current medical offices would be allowed to remain
192 in their location. Mr. Harrington reviewed the process of changing a bylaw and the timeframe for
193 such changes.

194 • Mr. Morgan and Ms. Sullivan Woods addressed commentary from the audience and reinforced the
195 points in the Selectmen's Public Comment Policy. She reminded the audience that Coleman was at
196 the meeting to hear concerns and believed that Coleman should and will communicate to the Town
197 on matters regarding the discussion points from the forum.

198 • Dr. Coleman stated the Institute understands the concerns stated and will communicate with the
199 Town regarding specific discussion points.

200 • Ms. Sullivan Woods stated that if there is additional information from the Selectmen regarding this
201 issue will be posted on the Town website on the "News and Announcements" page and residents
202 can register for alerts when a new posting is added.

203
204
205
206
207

- Mr. Morgan stated that residents can contact the Communications Manager via email.

The meeting was adjourned at 9:30 pm.

1 **Approved:**

2
3 **Board of Selectmen Meeting: October 23, 2018**

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

5 **Also Present: Robinson, Jop**

6
7 **Warrants approved: None**

8
9 **Minutes approved: None**

10
11 **Meeting Documents:**

- 12 1. Agenda
- 13 2. Memo from Meghan Jop re: Tailby and Railroad Lot Interviews
- 14 3. Trinity Financial - Team Information
- 15 4. Trinity Financial - Agenda
- 16 5. Trinity Financial - Project Summary

17
18 **1. Call to Order and Announcements**

19
20 Mr. Morgan, Chair, called the meeting to order at 11:25 am.

21
22 Mr. Morgan announced that early voting had begun at the Warren building; he encouraged the community
23 to vote.

24
25 **2. Citizen Speak: None.**

26
27 **3. Tailby and Railroad Lot RFP Interviews**

28
29 Ms. Jop stated the interviews were being recorded live and would be available at wellesleymedia.org and
30 would also be posted on the Selectmen's website.

31
32 Ms. Jop reviewed the RFP process, working group process, and the report submitted to the Board. She
33 added each interview team was asked to provide information regarding the overview of the project,
34 architecture, sustainability, and financials of the project. Each team has ninety minutes to present their
35 information.

36
37 **Trinity Financial Presentation and Interview**

38 The Trinity Team was represented before the Board by:

39 Mr. Patrick Lee

40 Mr. Dan Drazen

41 Aaron Horne

42 Tim Smith

43 John Martin

44 Jonathan Law

45 Lauren Bauman

46 Steve Motorano

47 Peter Dane

48 Bob Michaud

49 Larry Shind, Esq.

50

51 Mr. Lee of Trinity Financial provided a background of the company. He stated this proposal is the vision
52 of how Trinity intends to move forward in development projects. He added that they had spoken to
53 neighbors and other groups in an effort to address their hopes and concerns. He stated that Trinity recognizes
54 that this is a major endeavor for the Town and is sensitive to the fact this is only one of many projects the
55 Town is working on.

56
57 Mr. Drazen stated the firm believes that the five points of benefit of the Trinity proposal are: additions to
58 parks and public spaces; strengthening of the arts community with a 200-seat black box theater and a 10,000
59 square foot gallery site; enhancement of ADA accessibility to the commuter rail; the proposal includes
60 sustainable materials; approximately one-million dollars in property tax revenue for the Town. He reviewed
61 the experience of the Trinity Financial Team individuals and highlighted some of their previous
62 accomplishments. He stated that overall the proposal from Trinity is a ninety-unit project, including forty-
63 five rentals on the Railroad lot with each unit counting toward the Town's subsidized housing inventory
64 and a forty-five-unit luxury condominium space on the Tailby lot. The space on the Railroad lot would
65 include the proposed black box theater and gallery spaces.

66
67 Mr. Martin discussed and described the architecture proposed. On the Railroad lot, he stated the highest
68 elevation proposed would not exceed four stories. He noted the proposal includes turning two parking lots
69 into public parking and green space. He stated the building would sit above a parking podium for forty-five
70 parking spaces; one for each unit. The building would have two wings that surround a central amenity
71 terrace that overlooks the park. The anchor to the park would be the 10,000 square foot community art
72 space.

73
74 Mr. Law reviewed the design for pedestrian movement and the gap between the upper and lower square.
75 He noted that the proposal moves pedestrians through the site in a better pattern from Washington Street to
76 Central Street for both ease of use and safety. He noted that the proposed new ADA platform and elevator
77 for the commuter rail will bring pedestrians through the park with wider access paths. He stated they
78 are prepared to design around existing vegetation rather than remove and replace existing trees, etc.

79
80 Ms. Bauman spoke to the sustainable design used including the green space over the parking deck. She
81 stated the space above the parking deck would include native and adaptive species that are drought tolerant.
82 Mr. Martin described the intention is for the black box theater to be used for different purposes including
83 private performances or events. He reviewed the location of the theater and art gallery spaces. Mr. Law
84 reviewed the design of the plaza being created to accommodate gatherings. He added that light colored
85 paving would reduce heat and permeable pavers would help with storm water run-off. He noted there would
86 be space for three flexible temporary parking spaces that could allow for drop off, food trucks, or other
87 flexible parking uses. Ms. Bauman stated the roofs of each would be light colored and designed with the
88 possibility for addition of renewable energy in the future.

89
90 Mr. Martin stated the sidewalk on Crest Road would be redesigned to further accessibility as well as the
91 addition of an ADA accessible elevator. He discussed the designs of the affordable units and the
92 condominium units proposed. He noted for the condominium building, there would be 90 parking spaces;
93 two for each unit. He added the space would replace the existing 293 parking spaces for commuters and
94 add 22 flexible spaces. He reviewed the design of the outside architecture of the proposed condominium
95 unit placement. Ms. Bauman reviewed the materials used for both the exterior and the interior of the
96 buildings. She noted use of low toxicity materials for the design of the units and the public space was a
97 priority. Mr. Drazen provided a more detailed overview of traffic and parking for the concept.

98
99 Mr. Martin addressed accessibility from the elevators and the platforms to the commuter rail. He stated
100 current stairways would be enhanced for better and safer access. Mr. Law added that pedestrian flow from

101 the commuter lot would be safer by having the parking area removed from pedestrian access points. Mr.
102 Martin and Mr. Law addressed how the cars will approach for drop off and pick up.

103
104 Mr. Drazen stated that Trinity is flexible in its approach to parking. He noted that the group would make
105 every effort to keep as much commuter parking available during construction. Mr. Dane addressed the
106 approach taken for this proposal regarding parking for residents and public spaces. He noted that residential
107 parking is isolated from commercial spaces and that allows for flexibility over time. He noted the
108 commercial spaces could be changed in the future depending on needs and trends. He noted that the parking
109 market is changing significantly and the structure proposed for parking could be altered at this point or
110 during design phase.

111
112 The Board asked questions regarding the proposed parking and the current restrictions that exist with the
113 lots at this time.

114
115 Mr. Michaud addressed the traffic component of the proposal and stated that studying trip activity for the
116 lots helped inform the approach to traffic. He noted the intersection of Railroad/Crest/Central Streets is
117 confusing and difficult. He stated the project would have little traffic impact and will add approximately
118 0.5% increase in overall trip activity. The proposal would realign Railroad Avenue; changing to a 90-degree
119 angle and would be revised to become a one-way road away from Central Street. He stated this would
120 include raised crosswalks for pedestrian traffic.

121
122 Mr. Shind spoke to the zoning and permitting context of the proposal. He reviewed the current zoning laws
123 and how they would limit this project. He discussed proposed 40R zoning and summarized what would be
124 required of Trinity if existing zoning was changed.

125
126 Mr. Lee discussed the financing of the proposal and described the sources of funding anticipated. He stated
127 that Trinity had been conservative in estimating costs. He stated the proposal includes resources to build
128 the black box theater but does not include the rent of the space. He added that construction costs are rising
129 and interest rates are rising, but those increases had been assumed. He noted the condominium units would
130 be high-end and the funding from those units would pay for maintaining the parking area and other
131 amenities. He noted additional rental units were added due to the affordable housing requirements. The
132 proposal estimates an additional \$1 million in additional revenue to the Town. The commuter lot would be
133 turned over to the Town, adding to Town revenue.

134
135 The Board asked questions regarding the proposals sustainability, energy goals, and design philosophy.

136
137 **The Board recessed at 1:03pm**

138
139 **The Board called back to session at 1:40pm**

140
141 **Penrose Presentation and Interview**

142 Mr. Adams introduced the Penrose project team:

143 Charlie Adams

144 Philippe Saad

145 Brian Beisel

146 Michelle Crowley

147 Alejandra Menchaca

148 Tim Henkel

149 Ed Hodges

150

151 Mr. Adams began the presentation for Penrose and stated that housing diversity in Wellesley had become
152 an issue for many looking to downsize their homes. He noted that Penrose had reviewed the Unified Plan
153 and used those principles for this proposal. He added the proposal will address both housing and open
154 space issues the Town is facing. He reviewed the team and their credentials and accomplishments.

155
156 Mr. Saad reviewed the design philosophy, and stated the three guiding principles used were: sustainability,
157 connectivity, and community. He stated the approach to sustainability was integral throughout the project.
158 He added that the proposal aims to create spaces that bring the community together. He noted that one
159 aspect of this includes closing Railroad Avenue to traffic and using the road to connect to green space. He
160 pointed to proposed closed space the team called "The Forum" that could be used for a variety of community
161 opportunities. He identified the outbound MBTA platform as a space that could be utilized for space such
162 as a farmers' market.

163
164 He noted a large piece of the design was parking, and added the goal was to have two decks of parking
165 concealed from public view but which would maintain the current number of spaces with additional parking
166 for the residents of the development. He described the size and scope of the proposed buildings on both lots
167 noting that the initial proposal of 12 townhouses had been reduced to allow for more openness. He stated
168 the total number of apartments would be 127 between the two buildings, with the additional eight
169 townhouses. He noted the parking spaces for residents would be an additional 183 spaces, and noted the
170 features that would enhance the sustainable aspects of the design. He added that the Forum space is intended
171 to be used for community groups and would like to work with the Town how to design for the use of the
172 space.

173
174 Mr. Beisel reviewed the traffic component of the proposal. He stated that access and egresses would remain
175 where they are currently located. He added that by closing off Railroad Avenue to vehicle traffic the area
176 would be safer for pedestrian and bicycle traffic. He continued to review other aspects of the traffic plan
177 and patterns in the proposal. He noted that traffic patterns were studied and the team believes what they
178 propose would work very well.

179
180 Ms. Crowley provided an overview of the proposed plan for open space. She stated the buildings would be
181 pushed to the perimeter to maximize open space and move the parking to below grade. She added that on
182 the Tailby lot the proposal includes private gardens for the townhouses and in the center there could be an
183 opportunity to include a playground and open lawn area. She described other amenities included in the
184 proposal. She further detailed how the parking was laid out, the access to the Forum space, the Post Office
185 space, and the development itself.

186
187 Ms. Menchaca detailed the sustainability aspects of the proposal and stated that passive house design was
188 one of the firms' strengths. She explained what passive housing entails and provides to the community,
189 generating only 50% of the greenhouse gasses of a regularly built building. The proposal includes green
190 roofs that would minimize heat island affect and buffer storm water into the Town sewer. Mr. Saad reviewed
191 the sustainable building materials proposed to be used for the project. He reviewed the street views of the
192 proposal and highlighted larger crosswalks and inclusion of bike lanes. He further detailed the design for
193 the MBTA platform and added the team would work with the MBTA to make sure the platform would
194 provide for ADA accessibility to the train.

195
196 Mr. Adams stated the project would be funded through different private funding, tax credit equity, state
197 funding, and private equity sources. He noted the unit mix is based on the Unified Plan; the proposal
198 established a total of 135 units; 50% at market rate, 10% workforce housing units, and 40% affordable
199 units. He described the difference between workforce and affordable housing as defined by the state.

200

201 Mr. Henkle briefly reviewed the background of Penrose and their financials regarding the proposal. He
202 noted that they typically have 15 new developments a year. He added that the majority of the projects are
203 categorized as mixed income such as the current proposal. Mr. Hodges noted the flexibility of the design
204 and stated that the proposal is based on balance of the benefits and impacts to the community.
205

206 Mr. Adams provided additional detail of the financial plan. He added the expansion of affordable housing
207 would provide for an additional 9% tax credit and additional state funding that would equal approximately
208 \$26-30 million dollars of equity. Mr. Henkle stated private equity is also included in the financing package
209 of the project.
210

211 The Board asked questions regarding the financing mix and strategies for the project.
212

213 Mr. Adams noted that this project would be a long process before construction could begin, he noted the
214 strategy includes working on securing funding during the process time before design and construction
215 phases began.
216

217 The Board asked questions regarding proposed the zoning changes, traffic changes, and the commuter
218 parking aspects of the proposal.
219
220

221 **Federal Realty Presentation and Interview**

222 **Federal Realty Team:**

223 David Webster

224 Mike Binette

225 Alexander Golob

226 Patrick McMahon

227 Brian Furze

228 Andrea Simpson

229 Steve Langer

230 Liz Ryan

231 Ian Ramey

232 Brian Biesel
233

234 Mr. Webster began the presentation for Federal Realty. He stated the group is looking forward to creating
235 a transit oriented project with a forward looking outlook regarding transportation. He noted the current
236 proposal had been revised from its original based on feedback from community groups and evolving Town
237 priorities.
238

239 Mr. Binette reviewed the design of the proposal and stated the design goal was to reflect the character of
240 the neighborhood and community. He noted the original plan for the Tailby had anticipated direct entry
241 points from the buildings to the sidewalk. The proposal was revised from a total of 135 units total on the
242 lot. He noted that during revisions, the proposal eliminated the townhome structures and changed the
243 sidewalk to create a semi-public park and would allow for safer pedestrian traffic. He stated the lowest
244 grade level of the structure would be at the MBTA track level. He added that while reviewing the original
245 design, the team refocused and revised the perspective area to become a more creative community space.
246 He noted the Railroad lot maintains approximately 30 units on the upper floors however the lower levels
247 were revised to create a community space. He reviewed additional alternatives to the design the team had
248 created. Mr. Webster stated the team had created a design to open the space to create an open space outdoors
249 for many uses. Mr. Binette added that the team approaches building with sustainability in mind. He added
250 the team had completed many LEED certified projects and sustainability is a critical component during the
251 design phase.

252
253 Mr. Ramey discussed the architecture and design of the open space for the proposal. He stated pedestrian
254 connectivity was important to the design. He noted the current plan allows for a half acre of open space that
255 would engage the street. He noted that grade changes could be used to create a display garden and flexible
256 lawn space. The lawn space was designed to create a nature based play area versus a typical playground
257 and that the structures would be wood and stone based. The revised proposal created a large open plaza to
258 allow for food trucks and outdoor activities. He added that one of the sustainability aspects of the proposal
259 included using the roof above the garage to create a rain garden. He discussed alternative designs to best
260 use Railroad Avenue.

261
262 Ms. Simpson reviewed the programming and activation aspects of the proposal. She asked the Board to
263 consider where the heart of the Town is. The Board considered the question and discussed various
264 interpretations. Ms. Simpson stated this proposal provides an opportunity to improve the quality of life for
265 the whole community. She noted the revisions to the original proposal came from listening to neighbors
266 and community stakeholders. She noted most of the creative ideas for the open space are to make a space
267 in which the community would like to gather. She provided the Board with several ideas for flexibility of
268 the space and options that the team would be open to working with the Town to create.

269
270 Mr. Golob discussed the art plan for the project and stated he works with communities to create public art
271 strategies. He added there is a need for public art in Wellesley and provided examples including adding a
272 mural to face the railroad property. He added the use of the space for arts education or art makers depending
273 on the view of the Town.

274
275 Mr. Biesel was also hired by Federal Realty as a traffic consultant for this proposal and suggested many of
276 the same traffic and parking elements as the Penrose presentation. For Federal Realty he proposed closing
277 Railroad Avenue and suggested alternatives for realigning the street and possibly revised to a one-way road.
278 The Board asked questions regarding how pedestrians would connect to the MBTA tracks and from parking
279 to the retail locations on Central Street.

280
281 Mr. McMahon discussed Federal's approach to parking in the proposal. He stated the residential units on
282 the same level as parking would be protected from vehicle emissions and other exposures. Mr. Binette
283 added that there would be space between the garage and the residential unit that would protect the
284 inhabitants from exhaust fumes and odors and is put to use often in urban environments. Mr. McMahon
285 discussed the accessibility to the MBTA tracks. He referenced Assembly Row in Somerville and noted the
286 team had worked on that project successfully with the MBTA. He stated the team approached parking
287 progressively and pointed to several examples of projects they had completed. He noted that parking can
288 create opportunities for sustainability and pointed to their relationship with Tesla. He stated there are car
289 counters and space markers to assist with moving through the garages and partnered with car sharing
290 services. He addressed commuter parking during construction.

291
292 Mr. McMahon stated the Federal proposal uses real estate to create public spaces. He stated Federal is a
293 long term owner and operator of real estate and operates on annual cash flow and does not flip properties.
294 He noted as a retail company the vendors care about creating an inviting space to attract customers. He
295 further detailed Federal Realty's residential properties. He added that Federal Realty is self-financed and
296 does not approach projects with financial contingencies. Mr. Furze added that the proposal is flexible to
297 what the Town needs for the space are.

298
299 The Board asked questions of Federal Realty regarding the proposal, expected zoning changes, and
300 financial impact to the Town.

301

302 Mr. Langer discussed the potential need for zoning changes. He stated the proposal had been geared toward
303 affordable housing and proposed a 40B location but could also be considered as reestablishing the project
304 at a 40R project. Mr. Furze stated the expectation that these parcels would create a ground lease being paid
305 to the Town and the amount would be determined by what actually gets built. He added that the intention
306 would be to turn over the public parking to the Town that Federal Realty would maintain.
307

308
309 **4. Execute MSBA Feasibility Study Agreement**
310

311 Mr. Morgan reviewed the MSBA feasibility study agreement that should be executed prior to the October
312 31st meeting of the MSBA. Town Counsel had reviewed the agreement and provided the certification that
313 must accompany the executed agreement. Town Counsel had stated the agreement is boilerplate from the
314 state.
315

316 Mr. Ulfelder raised questions regarding the language in the agreement and asked for additional clarification
317 of the language from Town Counsel.
318

319 The Board agreed to wait to approve the agreement until further clarification of the language was received
320 from Town Counsel.
321

322 The meeting was adjourned at 4:46 pm.

1 **Approved:**

2
3 **Board of Selectmen Meeting: October 25, 2018**

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

5 **Also Present: Robinson**

6
7 **Warrants approved: None**

8
9 **Minutes approved: None**

10
11 **Meeting Documents:**

12 1. Agenda

13 2. MSBA Feasibility Study Agreement

14
15 **1. Call to Order and Announcements**

16
17 Mr. Morgan, Chair, called the meeting to order at 7:00.

18
19 **2. Execute MSBA Feasibility Study Agreement**

20
21 Ms. Robinson informed the Board that Town Counsel had reviewed the feasibility study agreement and
22 compared it to a version for another town. He indicated that the document is the standard format for the
23 MSBA, thus he had completed the legal representation certification. Ms. Sullivan Woods brought up three
24 questions she had about the agreement, including that the document did not reference study of the Hardy
25 School. The Board discussed those and determined that the document did not need to be changed.

26
27 **Upon a motion by Ms. Gibbs and seconded by Ms. Freiman, the Board voted (5-0) to authorize the**
28 **Chair to execute the Feasibility Study Agreement with the MSBA for the Ernest F. Upham**
29 **Elementary School.**

30
31 The meeting was adjourned at 7:10 pm.

1 **Approved:**

2
3 **Board of Selectmen Meeting: October 29, 2018**

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

5 **Also Present: Robinson**

6
7 **Warrants approved: 2019-016 \$1,478,585.78**

8
9 **Minutes approved: None**

10
11 **Meeting Documents:**

- 12 1. Agenda
- 13 2. BOS calendar
- 14 3. Motions
- 15 4. Executive Director's Weekly Report
- 16 5. MLP Internet Presentation
- 17 6. 148 Weston Road Proposed Project Changes - Presentation
- 18 7. 8 Delanson Project Change – Presentation
- 19 8. Memo from Wellesley Free Library Foundation re: One-Day license request
- 20 9. Wellesley Free Library Foundation One-Day license request
- 21 10. Wellesley Library Alcohol Policy
- 22 11. FY18 Draft Audit Management Letter
- 23 12. Verizon Cable License Renewal Notice
- 24 13. Email from Michael Zehner – Possible ATM articles
- 25 14. Capital Projects Schedule
- 26 15. OPM External Hire Analysis
- 27 16. OPM External Hire Details
- 28 17. FY19 Work Plan – October, 2018

29
30 **1. Call to Order and Announcements**

31
32 Mr. Morgan, Chair, called the meeting to order at 7:00 pm.

33
34 Mr. Morgan announced the meeting was being telecast live on Comcast channel 8 and Verizon channel 40
35 and streamed live by Wellesley Media and is recorded for subsequent viewing on the cable channels or at
36 wellesleymedia.org.

37
38 **2. Citizen Speak: None.**

39
40 **3. Municipal Light Plant – Overview of New Internet Program**

41
42 Mr. Stewart, Chair of the Municipal Light Plant Board, Ms. Healy and Mr. Bracken of the Municipal Light
43 Plant, joined the Board.

44
45 Mr. Stewart reviewed the background of the MLP internet pilot program. He noted the pilot program was
46 successful and noted comments from users that the program had resulted in faster and more responsive
47 service than other providers. He stated that fiber cables had been installed through a majority of the Town
48 and had cost approximately \$200,000 to date. He noted the MLP had been marketing the program and
49 receiving positive feedback. He stated the program was incremental and approximated to be cash flow
50 positive by late the next year. He provided examples of other towns that offer a similar service. He noted

51 his expectation that after businesses in Town had been using the system the program would become
52 available to residents. He provided an overview of the presentation.

53
54 The Board asked questions regarding how the program would be accessed by other businesses, the colleges,
55 and residents.

56
57 Ms. Healy stated that the target number of new business customers they plan to add is 20 per month. She
58 noted that during the pilot phase the colleges had been contacted to participate and currently the investment
59 department at Babson had been signed on. Mr. Stewart stated they hope to be able to offer services to some
60 residents in two years, after the program is financially stable and generating sufficient funds to cover costs.
61 He added that residential service is more expensive to install as it requires underground wiring versus
62 aboveground wiring for commercial locations. Mr. Bracken stated they are reaching out to customers that
63 have internet access to the buildings and will revisit other areas with less fiber after the program is stronger.
64 Ms. Healy noted the team is working with the schools to develop a plan. Mr. Stewart added that both the
65 schools and municipal buildings are target customers in the near future. Mr. Stewart discussed the potential
66 for rolling out the service in the future.

67
68 **4. Presentation to Selectmen & Planning Board regarding Delanson Circle & 148 Weston Road**

69
70 Mr. Zehner, Town Planning Director, joined the Board. He provided an overview of the two proposed 40B
71 projects at Delanson Circle and Weston Road. The developers for both projects and the Planning
72 Department held meetings to discuss potential solutions for the sites other than 40B outside of current
73 zoning. The meetings resulted in the developers revising the concepts for each of the properties to present
74 to the Boards for their feedback.

75
76 Victor Sheen, Developer for both 148 Weston Road and Delanson Circle projects and Dartagnan Brown,
77 architect for the projects, came before the Board. Mr. Brown began the presentation for the updated plan
78 for 148 Weston Road. He described the differences between the first proposal and the updated concept. He
79 stated that overall the project was revised from 55 units to 18 units, and parking spaces were reduced from
80 66 to 39. The total stories and height of the structure had also been reduced. He reviewed additional changes
81 to setbacks, fire lane access, and the parking structure. He noted that the project evolved from apartment
82 style to a condominium style building. Mr. Sheen stated the project revisions would change to a market rate
83 condominium project rather than a 40B mixed income project.

84
85 The Board asked questions regarding the changes and updates to the project proposal including fire truck
86 access, permitting, parking, and zoning. Mr. Zehner stated the project would require a bylaw change and
87 possible zoning changes. Ms. Gibbs asked for further clarification on the parking plan. Mr. Sheen stated
88 the project would not be age restricted but believed the potential residents would be people wishing to
89 downsize their homes.

90
91 Mr. Roberti, Ms. Johnson, Ms. Woodward, and Ms. Mallet of the Planning Board joined the Board.

92
93 Mr. Roberti stated he would like further review of the updated proposal. Ms. Johnson stated she had
94 previously heard concerns regarding the fire and emergency access and would appreciate receiving
95 additional information regarding emergency access plans.

96
97 Mr. Bloom, 20 Howe Street, came before the Board. He stated he was encouraged with the updated
98 proposal. He added he continues to have reservations regarding the project but would be in favor of the
99 Town pursuing the updated project rather than a 40B project.

101 Mr. Cave, 144 Weston Road, came before the Board. He stated as a direct abutter he views both of the
102 projects alarming. He stated he remains opposed to the developments for many reasons including density,
103 increased traffic, and abutters loss of privacy. He added his belief that abutting properties would lose value.
104

105 Ms. Herdeen, 50 Curve Street, came before the Board. She stated one of her major concerns remains the
106 increase in traffic. She added the traffic had become very difficult without the additional residents and
107 vehicles.
108

109 Mr. Sheen and Mr. Brown began their presentation of the revised concept for the proposed Delanson Circle
110 project. Mr. Sheen stated traffic and parking reviews were included during the 40B permitting process that
111 had begun. He stated he believed issues raised by the abutting residents had been addressed in the reviews.
112 He added that additional parcels #12-18 on Hollis Street were acquired and would be included in the project
113 plan. He stated it would be determined later if the parcels would be included in the 40B application or be
114 used as a construction staging area and then subsequently developed. Mr. Brown reviewed some of the
115 specific changes to the site plan. He added that the number of units was revised from 90 to 40 units and an
116 additional eight units offsite. He noted the number of parking spaces were increased while the height of the
117 building was decreased and site setback was increased. He reviewed the parking garage design and the
118 changes made from the original design. He continued the review additional revisions made to the original
119 design in scope of the building, parking, and landscaping. Mr. Sheen reviewed the proposed changes in the
120 mix of market rate and affordable rate units.
121

122 Mr. Roberti and Ms. Johnson asked for clarification regarding the addition of the parcels on Hollis Street.
123 Ms. Johnson stated additional concerns of a flat roof building and the parking area. Ms. Sullivan Woods
124 stated her concerns regarding the size of the proposed revisions to the building and the parking plan. Ms.
125 Woodward asked for the traffic study to include neighboring side streets as the original studies had not. Mr.
126 Sheen and Mr. Brown addressed concerns from Board members, and proposed additional ideas for
127 modifications to the plan. The Boards continued to discuss the project proposal with Mr. Sheen and Mr.
128 Brown.
129

130 Ms. McCorry, 134 Linden Street, came before the Board. Stated she appreciated lowering of the structure
131 but asked for clarification regarding Hollis Street being used for construction traffic. She noted the street is
132 a private way and becomes very narrow in the winter.
133

134 Mr. Ellis, 23 Oakencroft Road, came before the Board. He stated he would prefer to have affordable housing
135 in his neighborhood. He noted the project should be revised and reasonable but include affordable units.
136

137 Mr. Pace, 120 Crest Street, came before the Board. He stated concerns of the height of the building and the
138 number of units. He repeated concerns regarding the traffic and the additional units would increase already
139 overused streets.
140

141 Ms. Towle, 4 Oakencroft Road, came before the Board. She stated she appreciated the effort to reduce the
142 size of the proposal. She added she would prefer the building size be reduced more and would ask for the
143 architecture to be revised from a flat roof building.
144

145 Ms. Lyne, 59 Crest Road, came before the Board. She stated the parking and traffic is very difficult already
146 without the addition of 40 units. She noted she is unable to back out of her driveway and suggested the
147 traffic studies should include personal experience.
148

149 Ms. Phelan, 21 Westerly Street, came before the Board. She stated her main concern with the project is the
150 increase in traffic that had already become extremely difficult.
151

152 The Boards continued to discuss both proposals and the associated traffic studies.

153

154 **5. Executive Director's Report**

155

156 Ms. Robinson reviewed the one-day license request from the Wellesley Free Library Foundation. She added
157 the Library Trustees have the application for review on their upcoming agenda.

158

159 Mr. McNamara from Wellesley Free Library Foundation came before the Board. He reviewed the program
160 at the Fells Branch Library opening and the donor events held by the Foundation. He stated the request for
161 the one-day license is for a champagne toast at the donor event.

162

163 The Board asked several questions regarding the event.

164

165 Ms. Robinson reviewed the need to appoint a new Records Access Officer.

166

167 **Upon a motion by Ms. Gibbs and seconded by Ms. Freiman, the Board voted (5-0) to approve a one-**
168 **day license for the Wellesley Library Foundation for the Fells Branch Donor Event in the Fells**
169 **Branch Library located at 308 Weston Road on Thursday, November 15th subject to approval by the**
170 **Library Board of Trustees for use of the building.**

171

172 **Upon a motion by Ms. Gibbs and seconded by Ms. Freiman, the Board voted (5-0) to appoint Blythe**
173 **C. Robinson as Records Access Officer for the Selectmen's Office to replace Meghan Jop.**

174

175 **6. New Business and Correspondence**

176

177 Mr. Morgan stated the next Board meeting would be held offsite on Thursday, November 1st at the Tolles
178 Parsons Center at 3:00pm.

179

180 The meeting was adjourned at 9:52pm.

1 **Approved:**

2
3 **Board of Selectmen Meeting: November 1, 2018**

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

5 **Also Present: Robinson**

6
7 **Warrants approved: None**

8
9 **Minutes approved: None**

10
11 **Meeting Documents:**

- 12 1. Agenda
- 13 2. Assistant Executive Director Job Description

14
15 **1. Call to Order and Announcements**

16
17 Mr. Morgan, Chair, called the meeting to order at 3:07 pm in the Legion Room at the Tolles Parsons Center.

18
19 **2. Discuss Board of Selectmen's office staffing in light of current and proposed Town initiatives**

20
21 Mr. Morgan began the discussion by reviewing the major projects in front of the Town at present and the
22 expertise that is needed to manage them appropriately. The Board discussed the major projects including
23 the Wellesley Office Park, Housing Production Plan, and other development initiatives. They discussed
24 the role of the Planning Department to support the work, as well as whether some consideration should be
25 given to hiring someone as a housing coordinator. The Board also discussed the fact that there are a number
26 of boards for which they make appointments, some of which could benefit from additional and consistent
27 staff support. Other boards mentioned included the Historical Commission, ZBA, Youth Commission. The
28 Selectmen asked Ms. Robinson to review for them her direct reports and what she focuses her time on,
29 versus what is assigned to the Assistant Executive Director.

30
31 **3. Review Assistant Executive Director Job Description**

32
33 The Board then reviewed the current job description which was last updated in December, 2016. Ms.
34 Sullivan Woods said she thought that there were too many essential functions for one position and asked
35 whether we needed more support in the office. The Board had a general discussion about whether or not
36 additional staffing was needed to perform the work at hand, and what projects or initiatives may be
37 challenging to address with the current four-person office. No decisions were made by the Board, and there
38 was discussion about scheduling another meeting to review the topic further.

39
40 The meeting was adjourned at 5:03 pm.

8. **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:

- ❖ Letter of Commendation to Officer Dixon and Detectives Connelly and D’Innocenzo
- ❖ Letter of Commendation to Detective D’Innocenzo
- ❖ Correspondence from MSBA
- ❖ Animal Control Report – September 2018
- ❖ Correspondence from Dick Carls
- ❖ Inspector of Buildings Grade Change request



TOWN OF WELLESLEY

WELLESLEY, MA 02482
Telephone 781-235-1212

POLICE DEPARTMENT

JACK PILECKI
Chief of Police

TO: OFFICER TRAVIS DIXON
DETECTIVE CHRIS CONNELLY
DETECTIVE MARK D'INNOCENZO

FROM: CHIEF JACK PILECKI

SUBJECT: LETTER OF COMMENDATION

DATE: NOVEMBER 5, 2018

I was pleased to review a report associated with a recent investigation the three of you contributed to. On September 30th, 2018 Off. Dixon took a report from a Clifford St. resident regarding a past breaking and entering to his vehicle. Off. Dixon compiled a detailed list of the items taken from the car break and also was able to ascertain that the suspect used the victim's credit card multiple times at a Haverhill Ma. CVS later the same morning. You also learned that the CVS had video evidence of who used the stolen credit card to make the purchases. This information was forwarded to Detective Connelly who subsequently learned that a total of nine motor vehicle breaks occurred during the overnight hours of Saturday, September 29th and early morning of Sunday, September 30th.

Det. Connelly remembered receiving an intelligence email from the Weston Police Department regarding overnight car breaks that occurred in Weston a few days prior to the Wellesley breaks. A credit card stolen from one of the Weston car breaks was used at a Cumberland Farms in Haverhill and the same Haverhill CVS as the Wellesley case. Additionally, Weston PD shared photographs of two suspects using the stolen credit cards at the Cumberland Farms and CVS.

Detectives Connelly and D'Innocenzo viewed the surveillance video from the Haverhill CVS where the stolen Wellesley credit card was used and realized it was the same suspects from the Weston car break case. Fortunately, the car break information was shared through a law enforcement email group and a detective from Topsfield recognized the male party from the Haverhill CVS surveillance photos.

Detectives Connelly and D'Innocenzo were able to identify the car break suspects as David Fragoza and his girlfriend Maria Walker, through searches of open source social media platforms. They also learned that Maria owned a car and was the driver when they conducted the motor vehicle breaks. Through lengthy review of traffic camera footage and area surveillance

footage, Detectives Connelly and D'Innocenzo were able to gather video evidence that placed Maria's car in the area of the Wellesley car breaks for several hours. Additionally, Det. D'Innocenzo discovered that Fragoza pawed an iPhone 6 at a Salem NH Walmart on September 30th. The phone more than likely belonged to the original Clifford St. victim Off. Dixon took a report from

As a result of the investigation several charges were brought forward against Fragoza and a warrant for his arrest was issued. Your efforts are indicative of the level of professional service provided by the Wellesley Police Department and is a reflection of your personal commitment. As Chief of the Wellesley Police Department, I could not be more proud of your outstanding work on this case.

A copy of this commendation will be maintained in your personnel file.

AUTHORIZED:



JACK PILECKI
CHIEF OF POLICE

Cc: Bulletin Board
Board of Selectmen
Personnel File



TOWN OF WELLESLEY

WELLESLEY, MA 02482
Telephone 781-235-1212

POLICE DEPARTMENT

JACK PILECKI
Chief of Police

TO: DETECTIVE MARK D'INNOCENZO
FROM: CHIEF JACK PILECKI
SUBJECT: LETTER OF COMMENDATION
DATE: NOVEMBER 5, 2018

I recently received a very positive letter from Detective Captain Steven Champeon of the Waltham Police Department. In his letter, Det. Capt. Champeon thanked me for the assistance you provided the Waltham Police Department in resolving a complex investigation – United States of America v. Ryan Lin.

In November of 2016, Waltham PD began investigating a cyberstalking case reported by a Waltham resident. Preliminary investigation revealed that the cyberstalking was wide-reaching and disturbing. The perpetrator, who was suspected to be the victim's ex-roommate, was able to adeptly hide his identity while using the internet to constantly harass the victim. Sending embarrassing photos of the victim to family, friends and co-workers, some of whom worked at the Blue Ginger restaurant in Wellesley. Then Patrolman D'Innocenzo worked the Wellesley connections to the case and collaborated with Detective Maher of the Waltham Police Department. Det. D'Innocenzo's attention to detail and tireless work resulted in several search warrants and subpoenas being served that played a direct role in identifying the suspect and ending the cyber harassment.

Due to the multiple municipal and state jurisdictions involved in the case the FBI ended up taking over the investigation and eventually Mr. Lin was arrested and subsequently pled guilty. On October 3, 2018 Mr. Lin was sentenced to 17 1/2 years in federal prison.

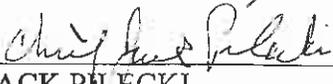
Det. Capt. Champeon lauded your assistance with the case and mentioned that the successful prosecution of this case was made possible by your diligent and thorough investigation and subsequent follow up and collaboration with the Waltham Police Department Bureau of Investigation.

I want to commend you on the hard work and dedication you have demonstrated investigating this cyber harassment case. Internet based harassment and stalking investigations are often very difficult to work due to the sophisticated anonymity the World Wide Web affords perpetrators. Despite this, you were able to develop and generate leads in the investigation. Culminating with the ultimate identification of a suspect and successful prosecution.

As Chief of the Wellesley Police Department, I could not be more proud of your outstanding work on this case. Your investigation exemplifies the type of work that we strive for on a daily basis. Your ability to work jointly with the Waltham Police Department, the FBI and the United States Attorney's Office towards building a successful case is to be commended.

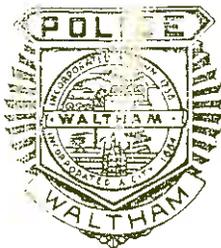
A copy of this commendation will be maintained in your personnel file.

AUTHORIZED:



JACK PILECKI
CHIEF OF POLICE

Cc: Bulletin Board
Board of Selectmen
Personnel File



Waltham Police Department

"Protecting and Serving with Pride"



Keith D. MacPherson
Chief of Police
October 4, 2018

Chief Jack Pilecki
Wellesley Police Department
485 Washington Street
Wellesley, MA 02482

RE: Detective Mark D'Innocenzo

Chief Pilecki,

I am writing to make you aware of the great assistance provided by Detective Mark D'Innocenzo to the Waltham Police Department, referring to the recently resolved United States of America v. Ryan Lin case.

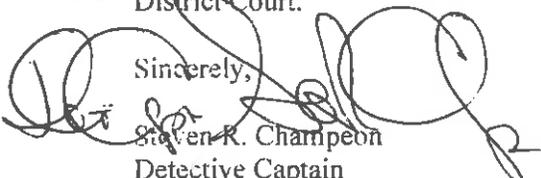
In November of 2016, Waltham Detective Michael Maher began an investigation into cyberstalking reported by a Waltham resident. During the course of the investigation, Detective Maher discovered that the perpetrator was suspected to be an ex-roommate of the victim, named Ryan Lin. Lin had taken steps to hide his identity while using the internet to constantly harass the victim. While investigating this matter, Lin began to harass the family and friends of the victim as well. Some of these other victims were co-workers and supervisors of the Waltham victim who worked at the Blue Ginger Restaurant, located at the time, in Wellesley, Massachusetts.

As these new victims began to report what they were experiencing, Detective Maher referred them to the Wellesley Police Department, due to the jurisdictional issue. There, these victims spoke with then Patrolman D'Innocenzo. Detective D'Innocenzo investigated the complaints that occurred in Wellesley. Detective D'Innocenzo constantly communicated with Detective Maher and subsequently served several search warrants and subpoenas in an attempt to identify the suspect and stop the cyber harassment and attacks.

Eventually, due to the multiple municipal and state jurisdictions involved, the FBI took over the investigation. Mr. Lin was subsequently arrested on October 6, 2017, pled guilty, and on October 3, 2018, was sentenced to 17 ½ years in federal prison.

Detective D'Innocenzo's work, on behalf of the victims in Wellesley and the valuable assistance he provided to Detective Maher is to be commended. Detective D'Innocenzo was able to thoroughly document and investigate the actions taken by this vicious cyber predator that were outside Waltham's jurisdiction, and jointly work with our police department, the FBI, and the United States Attorney's Office toward building the very successful case that was brought against Mr. Lin in the United States District Court.

Sincerely,


Steven R. Champion
Detective Captain



Massachusetts School Building Authority

Deborah B. Goldberg
Chairman, State Treasurer

James A. MacDonald
Chief Executive Officer

John K. McCarthy
Executive Director / Deputy CEO

October 31, 2018

Mr. Jack Morgan, Chair
Wellesley Board of Selectmen
Wellesley Town Hall, Selectmen's Office
525 Washington Street, Third Floor
Wellesley, MA 02482

Re: Town of Wellesley, Ernest F. Upham Elementary School

Dear Mr. Morgan:

I am pleased to report that the Board of the Massachusetts School Building Authority (the "MSBA") has voted to invite the Town of Wellesley (the "Town") to partner with the MSBA in conducting a Feasibility Study for the Ernest F. Upham Elementary School. The Board's vote follows the Town's timely completion of all the requirements of the MSBA's Eligibility Period.

I do want to emphasize that this invitation to partner on a Feasibility Study is *not* approval of a project, but is strictly an invitation to the Town to work with the MSBA to explore potential solutions to the problems that have been identified. Moving forward in the MSBA's process requires collaboration with the MSBA, and communities that "get ahead" of the MSBA without MSBA approval will not be eligible for grant funding. To qualify for any funding from the MSBA, local communities must follow the MSBA's statute, regulations, and policies which require MSBA collaboration and approval at each step of the process.

During the Feasibility Study phase, the Town and the MSBA will partner pursuant to the terms of the Feasibility Study Agreement to find the most fiscally responsible and educationally appropriate solution to the problems identified at the Ernest F. Upham Elementary School. The Feasibility Study, which will be conducted pursuant to the MSBA's regulations and policies, requires the Town to work with the MSBA on the procurement of an Owner's Project Manager and Designer, which will help bring the Town's Feasibility Study to fruition.

We will be contacting you soon to discuss these next steps in more detail. In the meantime, however, I wanted to share with you the Board's decision and provide a brief overview of what this means for the Town of Wellesley.

Page 2
October 31, 2018
Wellesley Feasibility Study Board Action Letter

I look forward to continuing to work with you as part of the MSBA's grant program. As always, feel free to contact me or my staff at (617) 720-4466 should you have any questions.

Sincerely,



John K. McCarthy
Executive Director

Cc: Legislative Delegation
Blythe C. Robinson, Wellesley Executive Director
Matt Kelley, Chair, Wellesley School Committee
Dr. David F. Lussier, Superintendent, Wellesley Public Schools
Sharon Gray, Chair, Wellesley School Building Committee
File: 10.2 Letters (Region 4)

cc: Lt. Cleary
B. Robinson

Wellesley Animal Control Monthly Report Sept. 2018

9/13 and 9/19 I attended conference calls for the Mass. Animal Control Asso.

9/19 I attended board meeting of Linkup Education Network in Wellesley.

Breakdown of enforcement

- 101 Warnings (45 unvaccinated, 45 unlicensed)
- 22 Citations (13 unvaccinated, 8 unlicensed)
- 10 Follow up letters unpaid fines
- 0 Request for Court hearings

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

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

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

ON my own time

9/19 attended board meeting of the World of Wellesley

I continue working with Linkup Education Network and their safepeoplesafepets program.

I helped with set up and attended the annual honor program at the Garden of Peace, a memorial to victims of homicide.

Wellesley Animal Control Monthly Report

Number of calls received daily: SEPT. 2018

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

Average calls per day: 7-8

Total Calls this year: 517

Type of Calls

- 5 Lost/Found Dogs
- 5 Lost/Found Cats
- 10 Cat nuisance
- 6 Cat rabies vaccination
- 6 Dog rabies vaccination
- 5 Licensing
- 13 Wildlife
- 7 Dead animal
- 1 Adoptions
- 32 Other

Anonymous 36

Violation calls

- 5 Loose/uncontrolled
- _____ Bite
- 5 Bark
- _____ Other

Total Violation calls this year: 40

Month of: SEPT. 2018

38 Total incidents investigated

Off Duty calls 13
Police Responded

16 Loose/Uncontrolled
 Bite
 1 Bark
 14 Wild
 4 Cat
 3 Other

 2 Loose/Uncontrolled
 Bite
 1 Bark
 9 Wild
 Cat
 1 Other

Report filed/Assistance given 7
Gone on arrival/Quiet 6

123 Total actions taken

101 Warning
 11 Loose
 45 Unlicensed
 45 Unvaccinated

 1 \$50.00 Loose
 8 \$25.00 Unlicensed
 13 \$50.00 unvaccinated

16 Total Animals Picked Up

| Dog | Cat | Domestic | Wild | |
|------------|------------|------------|------------|-------------------------------------|
| <u> </u> | <u> </u> | <u> </u> | <u> </u> | On Hand Begining |
| <u> </u> | <u> </u> | <u> </u> | <u> 2</u> | Hospital |
| <u> </u> | <u> </u> | <u> </u> | <u> </u> | Truck |
| <u> 1</u> | <u> </u> | <u> </u> | <u> </u> | Station |
| <u> </u> | <u> </u> | <u> </u> | <u>13</u> | Dead on arrival |
| ***** | | | | |
| <u> 1</u> | <u> </u> | <u> </u> | <u> </u> | Returned to owner/wildlife released |
| <u> </u> | <u> </u> | <u> </u> | <u> </u> | Adopted |
| <u> </u> | <u> </u> | <u> </u> | <u> </u> | Transferred to humane Shelter |
| <u> </u> | <u> </u> | <u> </u> | <u> 2</u> | Euthanized |
| <u> </u> | <u> </u> | <u> </u> | <u>13</u> | Deceased-unclaimed |
| <u> </u> | <u> </u> | <u> </u> | <u> </u> | On hand end |

Annual Honor Program

“The Garden”

Composed and performed by Mike Verge with Dylan Verge on drums

Welcome

Evelyn Tobin, founding board member, Garden of Peace

Opening Remarks

Attorney General Maura Healey, chair, Victim & Witness Assistance Board

Keynote Speaker

Josh Moulton, member, Victim & Witness Assistance Board

Musical Performance

Riverview Chamber Players

Voices of Survivors

Danielle Bennett, cousin of Sharrice Perkins

Musical Performance

Riverview Chamber Players

Reading of the Names for 2018

Francine Tymes, mother of Marcus Anthony Hall

Leonides Ortíz, cousin of Eduardo Troche

Elisha Ross, mother of Michael Ross

Patricia O'Connor, mother of Chad Ethan O'Connor

Liam Lowney, executive director, MOVA

Josh Moulton, member, Victim & Witness Assistance Board

Danielle Bennett, cousin of Sharrice Perkins

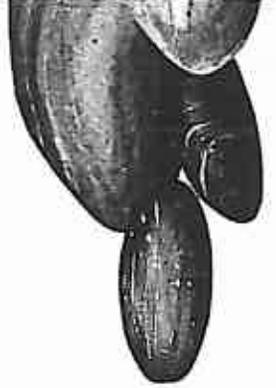
Closing Remarks

Reception

the
GARDEN of PEACE
A MEMORIAL TO VICTIMS OF HOMICIDE

Annual Honor Program

Thursday, September 20, 2018



November 4, 2018

Ellen Gibbs
Board of Selectmen, Town of Wellesley
525 Washington St.
Wellesley, Ma. 02482

Re. CCRC for Wellesley on Wellesley's 47 acre North 40

Hi Ellen,

While the past weeks have kept me largely occupied on several personal business matters, we, that is I and our small core support group have moved ahead on several fronts. So this email is a kind of progress report along with a request for a couple steps your committee for determining the use and direction the North 40 to take on. These steps include first; that this committee take on main responsibility, that is formally consider the proposition that Wellesley go ahead with and manage the development and operation of a full service not-for-profit, moderately priced, CCRC on the town's North 40 property. And second; that this committee sponsor a comprehensive feasibility study to get a clear fix on the demand for such a facility, evaluating who the users will/should be and the appropriateness of the location, projecting the size it should be, estimating the pricing it should have, the cost, including government assistance and how the project should be set up. Our hope is that these two points can be taken on formally as part of the work you are now doing.

The main goal would be that if the results of this study direct, this committee would then proceed with developing an RFP to take before Town Meeting for their consideration, approval and implementation.

In these past weeks we've looked over the Housing Production Plan, talked with and listened to more of the town's community leaders, town residents and professionals in the senior housing field and found our horizons vastly expanded with wide agreement, that this project, indeed something that can be called a new community, has lots of validity. At the same time there's also broad recognition it remains a very complex subject, calling for the participation of a wide range of the population.

Overall housing looks like the right use for the North 40. That it is an economically viable proposition in this location and can be developed consistent with meeting, or at least significantly helping to meet, both the P&S requirement for 50% of the land to be left in its natural, wooded, undeveloped condition and the Commonwealth's 40B requirements.

That a housing project devoted to senior occupancy and usage would be the most compelling of possible alternatives and accordingly should be targeted primarily for Wellesley senior residents, plus the senior parents of younger Wellesley families, allowing these parents and grandparents to live close to their children and grandchildren and also as possible, be available for senior residents of abutting towns.

Following this, the project, or community if we call it that, would be set up as not-for-profit, moderately priced, further targeted for the mainstream of people, i.e. be affordable to those who can not afford a North Hill or Fox Hill Village.

It would be a basic full service CCRC, delivering the quality the people of Wellesley are used to and have health care consistent with the CCRC category overall. The term "basic" is used to recognize the project would be carefully designed to go thin on luxury features so as to help delivering moderate pricing.

The project or community would be independently owned, developed and operated by a competent, experienced and established CCRC entity so as to achieve and maintain high professional standards and yet be managed by a board of directors, which would include representatives of the town government, likely evolving from a broader core support group, itself coming out of your committee.

From here, though still preliminarily planned, this community would look to have approximately 260 residents, based on 200 dwelling units, this thought to be minimum for economic operation. The project would be composed of studio units and one and two bedroom apartments, all arranged in two-three story structures spreading out from a central commons building with the whole combination then covering approximately 22-23 acres overall. This size compares with Wellesley's 70 plus population of approximately 3,000 persons and so would hardly be overwhelming.

Such a facility would be centrally placed on the 47 acre parcel with the remaining wooded undeveloped 50% forming a perimeter surrounding it, affording privacy and maintaining overall residential scale.

The land would be long term leased the same way the North Hill land is long term leased from Babson College. This would help keep the project's cost down and then cover the interest expense Wellesley bears from its \$35 mm purchase from Wellesley College and likely a bit more so as to help reduce over time the debt the town incurred, all possibly making the project a money maker for the town.

At this point enters the reality that the proposed CCRC needs the help of the town itself. The town is already intimately involved. With a growing aging population, most of whom want to stay and a very definite reality that these people are still making an on-going major contribution to its life, Wellesley can not afford to ignore what is really a universal need, the very real need older folks to have universally, to slow down and down-size.

There are CCRCs around. But it's only a very small percent of the population that can afford them. We have an opportunity to both help solve a problem, indeed a universal problem that can only get larger and in that the opportunity is also an opportunity to grow the town, make it a more attractive place to live it would seem to be a natural .

At this point we, the small core support group we now have has in mind that professional competent, experienced and established Developer/operator, yes a similarly qualified architect and also marketing consultant also qualified for providing that comprehensive feasibility study. We're not saying automatically choose them or even the nearby health care facility which has also signified their interest.

Rather what we would ask is that you take a closer look at what this project is about, the need it can help satisfy and take it on formally as part of the work you are now doing.

I look forward to hearing from you. All of us who have been active in this project would like to stay active and help. And so we are all interested and committed well beyond what we initially thought this project is about and so would like to hear from you.

Thanks for listening and sincerely,

Dick Carls



cc. Jack Morgan, Beth Sullivan Woods, Catherine Johnson, Diane Campbell

TOWN OF WELLESLEY



MASSACHUSETTS

BOARD OF SELECTMEN

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

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

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

November 9, 2018

Mr. Scott Szczebak
Human Resources Director
Town of Wellesley
525 Washington Street, 2nd Floor
Wellesley, MA 02482

RE: Request for a Grade Change – Inspector of Buildings

Dear Scott,

As you know, at last month's HR Board meeting we obtained approval to adjust the salaries of the local inspector positions in the Building Department. That exercise led us to also take a look at the supervisor of these positions, and we learned that the results of the HR Department's recent salary survey indicate that the compensation for this position in Wellesley is below the communities we typically use for comparison.

With this information, we have reviewed the job description for the Inspector of Buildings position, and have made changes that more accurately reflect the job requirements in 2018. This position was last updated in 2013. Since the last revision we have embarked on a major project to implement an electronic process for issuance of permits, the permit activity, revenue and budget have grown, and the number of employees supervised has also been increased. The Town has also enacted additional bylaws that the position must interpret and enforce, which adds further complexity to the work that must be done. I would also note that moving this position from group 59 to group 60 would have it classified similar to the department heads of other similarly sized departments of the Town (Planning, Assessing, Recreation, and Public Health).

Therefore, I am requesting that at the Human Resources Board give favorable action to affirm an increase in grade from a 59 to a 60. As you know from the discussion at last month's meeting, we did not contemplate these changes when the FY19 budget was developed. We are seeking this mid-year increase with the understanding that a transfer of funds will be needed later in this fiscal year either from Town Meeting or through the year-end budget transfer process in order to meet all payroll obligations for the year.

Should you have any questions, please do not hesitate to let me know.

Sincerely,

Blythe C. Robinson
Executive Director