

TOWN OF WELLESLEY



REPORTS TO THE SPECIAL TOWN MEETING 1

Monday, October 26, 2020
7:00 P.M.

AND

REPORTS TO THE SPECIAL TOWN MEETING 2

Monday, October 26, 2020
7:30 P.M.

Zoom Videoconferencing Platform

by the
ADVISORY COMMITTEE

Please read this Report and bring it with you to Town Meeting.

For more information and updates, please visit www.WellesleyMA.gov.

This page intentionally left blank

TOWN OF WELLESLEY



ADVISORY COMMITTEE LETTER
SPECIAL TOWN MEETING 1, October 26, 2020, at 7:00 p.m.
SPECIAL TOWN MEETING 2, October 26, 2020, at 7:30 p.m.

TERM ENDS 2021

Julie Bryan, Chair
Jeffrey Levitan
Bill Maynard, Vice Chair
Deed McCollum
Mary Scanlon

TERM ENDS 2022

Jennifer Fallon
Neal Goins, Secretary
John Lanza, Vice Chair
Corinne Monahan
Patti Quigley, Vice Chair

TERM ENDS 2023

Shawn Baker
Tom Cunningham
Lauren Duprey
Jake Erhard
Doug Smith

To the Town Meeting Members of the Town of Wellesley:

October 5, 2020

Welcome to the October 26, 2020 Special Town Meeting 1 (STM 1) and Special Town Meeting 2 (STM 2),

I am writing on behalf of the Advisory Committee to provide an overview of some of the matters that Town Meeting will take up.

Attached find the Report to the October 26, 2020 Special Town Meeting 1 and Special Town Meeting 2 containing the Advisory Committee's recommendations to the Fall 2020 STMs. This document is referred to during Town Meeting extensively so please read it and bring it to all sessions of Town Meeting. Feel free to mark up your copy any way you see fit.

Please note: For Articles that were originally on the warrant for the 2020 Annual Town Meeting (ATM) and now appear on the warrant for STM 2, Advisory has provided the 2019-2020 Advisory Committee's discussion, considerations, and votes as they appeared in the Report to the 2020 Annual Town Meeting in their entirety. The 2020-2021 Advisory Committee voted to adopt all the findings, recommendations and votes of the 2019-2020 Advisory Committee, and those votes are noted after each article.

The Report will be posted on the Town's website at <https://wellesleyma.gov/>. Various presentations on the articles and issues surrounding the warrant articles are on the Town's website and contain substantial background information on each article. I recommend you review the presentations on each article as you go through this Report.

The STM 1 warrant seeks funding for the construction of the Middle School Building Systems Project, for which design funds were approved at the 2019 ATM. In addition to consideration of the various warrant articles that were originally posted on the 2020 ATM warrant, the STM 2 warrant seeks funding for three capital projects that have also been contemplated for several years: the chiller for the Sprague elementary school, the repair or replacement of the roof of the

main branch of the Wellesley Free Library, and the construction funds for the interior renovation of the main branch of the Wellesley Free Library.

Article 3 in the warrant for STM 2 also includes a supplemental budget appropriation for the Board of Health necessitated by unforeseen budget changes and expenses caused by the COVID-19 pandemic. Although the Town received funding from the federal CARES Act that offset some of the costs, there was not enough funding to cover all costs, and some unanticipated costs are not eligible for CARES reimbursement.

Finally, the STM 2 warrant includes approval of the pay schedules for certain union contracts that were settled since the 2020 ATM, approval for the use of Community Preservation Committee funds for certain projects, and a few other matters requiring a vote by Town Meeting.

The Advisory Committee appreciates the dedication, expertise and knowledge of all those who presented to us both throughout the 2019-2020 fiscal year and this fall as we prepared for these STMs. Advisory is also grateful for the many hours that elected and appointed officials, Town employees, and other concerned citizens devote to make our Town run so efficiently and effectively.

We are living through an unprecedented time in our history and Advisory has been consistently impressed with how the Town officials and volunteers have navigated the constant and ever-changing roadblocks in the operation of our Town since the arrival of COVID-19 in March of this year. Our Town's excellent, dedicated and highly professional staff is supported by the countless committed volunteers in Wellesley that share a common goal of making Wellesley a better place in which to live. At no other time has this commitment been so evident.

I personally want to recognize the hard work of the Advisory Committee from last year and this year for their diligence in making sure all Town Meeting Members are well-informed and fully prepared for Town Meeting.

The Advisory Committee always welcomes input, whether through the Citizen Speak opportunities that are available at all our meetings or via email at advisorycommittee@wellesleyma.gov.

Sincerely,
Julie Bryan, Chair
Advisory Committee

INDEX TO WARRANT ARTICLES

Report of the Board of Selectmen– Updated Town-Wide Financial Plan.....	5
---	---

SPECIAL TOWN MEETING 1 WARRANT ARTICLES

1. Receive Reports.....	19
2. Middle School Building Systems.....	19

SPECIAL TOWN MEETING 2 WARRANT ARTICLES

1. Receive Reports.....	22
-------------------------	----

APPROPRIATIONS – OPERATING AND OUTLAY

2. Consent Agenda.....	22
3. FY21 Budget Supplemental Appropriations.....	24
4. Union Contract Settlements.....	25
5. Revise Revolving Funds to modify Tree Bank Fund.....	29

APPROPRIATIONS – SPECIAL CAPITAL PROJECTS

6. Appropriation – Library Interior Renovations.....	32
7. Appropriation – Library Roof Replacements.....	36
8. Appropriation – Sprague School Chiller.....	38
9. CPC Requests – Hunnewell Bathrooms & Emergency Housing Funds (WHA).....	39

AUTHORIZATIONS

10. Authorization – Renaming Hunnewell Field to Diane P. Warren Field.....	40
11. Authorization – Human Resources Personnel Policies.....	40
12. Resolution – Address Impact of Climate Change.....	43
13. Authorization – Land Taking for Granite Street	44

AMEND ZONING BYLAWS

14. Amendment – Establish 323 Washington Street Historic District.....	45
15. Amendment – Correction Large Scale Solar Overlay	47
16. Amendment – Large House Review	48
17. Amendment – Section 16E	50
18. Amendment – Section 16F, Natural Resource Protection Development.....	54
19. Amendment – Delete Section 22E.....	57
20. Amendment – Marijuana Dispensary	57
21. Amendment – Section 16C, Drainage	59
22. Amendment – Bylaw Corrections	60

AMEND TOWN/GENERAL BYLAWS

23. Amendment – General Bylaws: Change BOS to Select Board 61
24. Amendment – General Bylaws – Correct Errors 66
25. Amendment – Videotaping Meetings 67

CITIZENS PETITIONS

26. Amendment—General Residence District 69
27. Resolution — Town Efficiency 70
28. Amendment—Fur Free Wellesley 71

GENERAL

29. Rescind/Transfer Debt..... 75
30. Settle Claims..... 76

REPORTS

Report of the Natural Resources Commission..... 77
Report of the Planning Board..... 78
Report of the Community Preservation Committee..... 86

APPENDICES

A. Town Meeting Conduct 91
B. Town Meeting Acronyms..... 96
C. Glossary of Municipal Finance Terms..... 99



**Town-Wide Financial Plan Fiscal Year 2021 Special Town Meeting
COVID-19 Update
Submitted by the Board of Selectmen**

October 5, 2020

Dear Town Meeting Members:

Please find an interim Fiscal Year 2021 COVID-19 update to the Town-Wide Financial Plan for the 2020 Annual Town Meeting (“ATM”).

COVID-19

The Board of Selectmen (the Board) provided a COVID-19 update to Town Meeting in June 2020 in preparation for the ATM. Due to the extended closures of town facilities and unknown timeframe for reopening, the Board modified the Fiscal Year 2021 (FY21) Budget in June 2020 to reflect anticipated revenue shortfalls. These anticipated revenue reductions were balanced through reductions to Town capital budgets. Operating budgets remained the same, as originally proposed and evaluated by the Advisory Committee prior to the COVID-19 pandemic. At ATM in June, the Board committed to monitoring the FY21 financial impacts of COVID-19 on the Town during the initial months of FY21 and to work with the other boards and departments to identify any necessary modifications to the FY21 budget at the October 2020 Special Town Meeting.

State Budget and Reopening Status

Budgetary uncertainty continues as this update is prepared:

- The State Legislature has not yet approved the FY21 budget. In July, the House and Senate passed an interim budget to fund the state government through October 31, 2020. In August, they voted to extend the legislative session through the remainder of 2020 and are expected to pass an annual budget this fall. It is unclear whether further federal funds will be made available.
- The Town’s Unrestricted General Government Aid (UGGA), Chapter 70 (state aid to public elementary and secondary schools) and Chapter 90 funds (capital roadway improvements) will remain flat from FY20, as was projected in June.
- The Commonwealth’s reopening plan had been stalled at Phase 3, Step 1. Effective October 5, 2020, lower risk communities, including Wellesley, will be allowed to move to Phase 3, Step 2.

The Town is carefully tracking each departmental budget and has used Coronavirus Aid, Relief, and Economic Security (the “CARES Act”) funds (detailed below) to cover expenses for operations related to COVID-19. The School Department and Health Department have experienced particularly significant impacts. The Board had planned to re-evaluate the full

FY21 budget after three months to consider whether a supplemental budget request in the fall would be necessary. However, continued economic uncertainty and a potential resurgence of COVID-19 make it challenging to predict expenses and the impact on operations for many Town departments. The Board may need to call a third Special Town Meeting in February 2021 if funding is needed to supplement departmental budgets for the remainder of FY21.

Budget Impact of CARES Act Funds and FEMA Reimbursement

To help municipalities address the impact of COVID-19, several financial measures have been implemented by the federal government and the Commonwealth. The federal CARES Act includes funds to cover costs incurred as a result of the COVID-19 outbreak. The CARES Act authorized \$150 billion through the Coronavirus Relief Fund for state and local governments, including \$2.7 billion for Massachusetts. Wellesley received \$2,616,201 in municipal funds in addition to \$1,097,100 in dedicated school CARES Act funds, \$101,127 in a remote school technology award, and \$123,519 in Elementary and Secondary School Emergency Relief funds (ESSER) sub-grant for remote summer learning for special education students.

Under federal law, CARES Act funds may only be used for expenditures that meet these three conditions:

1. "Necessary expenditures incurred due to the public health emergency with respect to ... COVID-19"
 - a. Funds may not be used to substitute for lost revenue
2. Not budgeted as of March 27, 2020, when the CARES Act was enacted
 - a. May not supplant state or municipal spending
3. Incurred on or after March 1, 2020, up to December 30, 2020

The Town's operational budget after December 31, 2020, must then absorb the remainder of the fiscal year's expenses (December 31 through June 30, 2021) associated with COVID-19 unless there is an additional federal or state appropriation.

In addition to the use of the \$3,937,947 (total CARES for municipal and schools), the Town is also eligible for FEMA reimbursement for measures taken in immediate response to the pandemic. FEMA reimburses up to 75% for emergency response costs and includes expenses related to First Responders, Personal Protection Equipment (PPE), First Responders' overtime, cleaning and disinfecting, and Health Department needs. The Town is working diligently to be reimbursed for every dollar spent as a result of COVID-19. Anticipated FEMA reimbursements currently total \$240,909. Financial Services has been working with each department to carefully calculate qualifying CARES expenditures. Below is a summary of anticipated expenses and expenses to date:

Total Assistance Available:

	<u>Federal and State Assistance</u>		<u>FY20-FY21</u>
Municipal CARES Allocated	\$	2,616,201.00	
Schools CARES Allocated		\$1,097,100.00	
School ESSR Grant		\$123,519.00	
School CARES Remote Learning		\$101,127.00	
Schools	\$		(2,638,717.00)
Health Dept.			(128,701.00)
Election			(84,419.00)
Morses Pond Summer Operations			(69,608.97)
Personnel Backfill			(18,239.23)
Cleaning/Disinfection			(549,915.83)
PPE (FEMA Component Reimbursable)			(274,180.45)
Technology (Non-School)			(23,182.44)
COVID-19 Supplies (signs)			(14,376.09)
Food Programs			(72,499.31)
Library			(43,100.00)
Subtotal CARES/Grants	\$	3,937,947.00	\$ (3,916,939.32)
Potential FEMA Reimbursement		240,909.33	
CARES Available	\$	4,178,856.33	\$ 261,917.01

School Department: Remote learning began in March 2020. The School Department in preparation of ongoing needs purchased laptops and iPads for school distance learning at a cost of \$200,873 in June with CARES Act funds. For the 2020-2021 school year, the School Department was required to establish a totally remote educational process (the Remote Learning School or RLS). With state-required RLS and contractual obligations to the Teacher’s Union, the School Department determined that they required significant equipment and technology purchases, the addition of 33.57 full-time employees, the renting of tents to maximize outdoor space for mask/lunch/snack breaks, and the establishment of a viral testing program for students, faculty and staff to begin operations. Remote programs began through the summer, and the School Department expended their total educational CARES Act allocation of \$1,321,746. The Board authorized the use of municipal CARES Act funds on September 21, 2020, in the amount of \$1,116,098 to offset the RLS personnel costs through December 30, 2020, for additional staff and other COVID-19 expenses, including FFCRA coverage (explained below), and PPE.

The School Budget anticipates incurring an additional \$4,065,542 beyond the FY21 budget approved in June at the ATM.

- CARES funds budgeted to date: \$2,638,717
- Anticipated incremental Tax Impact \$1,426,825
 - Salaries (12/31/20- 6/30/21) is \$596,825
 - Health care benefits: \$530,000
 - COVID-19 Testing: 300,000
- Potential Additional Tax Impact: \$700,000 (tents through June 2021)

Health Department: The Health Department's workload has increased significantly due to COVID-19. The Health Department is responsible for enforcement of **ALL** COVID-19 contact tracing; enforcement of COVID-19 plans, protocols, and procedures; and COVID-19 responses. Meanwhile, the department must continue its usual work on licensing, mental health, mosquito and pest control, tobacco enforcement, vaccinations (flu in particular), inspections, and other duties. The workload of Health Department staff has effectively doubled due to the pandemic. Consequently, the Health Department is seeking permanent modifications in their Public Health Nurse positions, Social Work positions, and additional hours for environmental, inspection, and enforcement services

To address these significant shifts in responsibilities and needs, a budgetary increase of \$190,301 to the Health Department budget approved at ATM is being recommended:

- CARES fund eligible: \$128,701 (Salaries and Benefits through 12/30/20)
- Tax Impact: \$61,600 (Salaries from 12/31/20-6/30/21)

The Families First Coronavirus Response Act

The Families First Coronavirus Response Act (FFCRA) requires the Town to provide employees with paid sick leave or expanded family and medical leave for specified reasons related to COVID-19. FFCRA will have an ongoing impact on expenses as town employees make use of this program as needed, with financial implications of up to 12 weeks income for employees who have worked for the Town for least 30 days.

Under the FFCRA, options for **all** employees include:

- Two weeks (up to 80 hours) of paid sick leave at the employee's regular rate of pay if the employee is unable to work because the employee is quarantined (pursuant to Federal, State, or local government order or advice of a health care provider), and/or experiencing COVID-19 symptoms and seeking a medical diagnosis;
- Two weeks (up to 80 hours) of paid sick leave at two-thirds the employee's regular rate of pay because the employee is unable to work because of a bona fide need to care for an individual subject to quarantine (pursuant to Federal, State, or local government order or advice of a health care provider), or care for a child (under 18 years of age) whose school or child care provider is closed or unavailable for reasons related to COVID-19, and/or the employee is experiencing a substantially similar condition as specified by the Secretary of Health and Human Services, in consultation with the Secretaries of the Treasury and Labor.

For employees who have been employed for at least 30 days:

- Up to an additional 10 weeks of paid expanded family and medical leave at two-thirds the employee's regular rate of pay where an employee is unable to work due to a bona fide need for leave to care for a child whose school or child care provider is closed or unavailable for reasons related to COVID-19.

Revenues

The most significant financial impact of COVID-19 to the FY21 budget was to new growth assumptions and the anticipated negative impact on local revenue. The Town reduced assumed growth in Motor Vehicle Excise Tax, Investment Income, and Building Permits by \$1,646,005. By the close of FY20, the Town showed some renewed resiliency in these areas. Although the Building Department experienced a slowdown from March 2020 through May 2020, construction between July 1 and September 30 has been consistent with past years reflecting less than a 5%

discrepancy in the number of permits issued. In September, the Town issued the foundation permit for the 40R project at Williams Street that brought in \$1.1M to the General Fund.

One area of significant concern is the drop in revenue from the Town's traffic and parking operations. These operations have historically been self-sustaining. COVID-19 resulted in a dramatic decrease in the use of public transportation and an increase in remote work, which has left the Town's commuter lots largely empty. The Town has also had to refund yearly parking passes. The Town is currently generating less than 2% of the normal traffic and parking revenues and is currently predicting a revenue shortfall of between \$700,000 and \$900,000. The traffic and parking fund has a reserve of \$353,620 that will be incorporated into the FY22 budget, but this is the first significant area the Town has identified where Free Cash will be necessary in FY22 to ensure continued operations. The traffic and parking division funds traffic consulting services for the Town, management and maintenance of the parking lots and parking meters, traffic calming, traffic signs, street line painting, and salaries for the Parking Clerk, meter attendants, and half of the salary of the Police Lieutenant who oversees the division.

Collections of property tax and excise tax reflect past year percentages and the Town has not seen a drop in valuation.

Status of Reserves

At the end of FY20, the Board evaluated extensively the use of Free Cash and the resulting impact on reserves as the Town prepared for the financial impacts of COVID-19. The Town's Financial Policies stipulate that reserves should range from 8% to 12% of revenue. The FY21 budget approved by ATM maintained funding levels for the stabilization funds and other reserves as well as Other Post-Employment Benefits (OPEB) and Pension contributions. In June 2020, anticipated reserve balances for FY20 were \$18,538,610, or 11.54% of revenue.

Despite all that was required of the Town in the immediate response to COVID-19 from March through June 2020 to facilitate remote work by staff, provide personal protective equipment (PPE) to first responders and town employees, increase digital town functions and expand cleaning and sanitizing activities, the Town was able to realize significant savings due to the closure of schools and municipal buildings, restrictions on spending, and a short-term hiring freeze.

Specifically, the Town realized \$5.7M in departmental turn back which raised the projected reserves to \$24,166,592 or 15.04%. Sources of turn back included:

- \$1.3M in payroll from vacant positions and a reduction in overtime;
- \$1.5M in reduced expenses as Town staff worked remotely; and
- \$1.4M realized by the School Department due to reduced expenses and a reduction in need for substitute teachers and transportation.

The Town also realized \$1.7M more than anticipated in revenues, primarily due to an additional \$1.2M in investment income and \$300,000 in motor vehicle excise tax.

The increased reserve balance will be critical as we complete FY21 and evaluate FY22 revenue shortfalls and/or deferred capital needs.

FY22 Budget Cycle

The Town's budget cycle usually begins in July with the Board's initial discussion with the larger departments including School Department, the Facilities Management Department (FMD), and Department of Public Works (DPW). All summer, the Town continued to work on generating and implementing COVID-19 protocols and the School Department worked to design three scenarios of potential fall reopening plans. Consistent with the delays in the Commonwealth budget, the Town's budget process has also been delayed. Guidelines for FY22 are now scheduled to be finalized by November 2, 2020. The delay in the budget cycle will in turn require a delay in the start of the 2021 ATM. The Board currently projects that ATM will begin in the latter part of April to ensure the Town's thorough budget vetting process with all boards and the Advisory Committee. The Board anticipates the amount of reserves needed to balance the FY22 budget may be greater than in recent years due to revenue shortfalls.

Key Financial Planning

Each year at ATM, the Board and staff update the Town-Wide Financial Plan with input from the Town's departments, boards, and committees, guided by the conservative financial policies adopted over the last decade. Due to COVID-19, an extensive analysis was performed following ATM as well. As in prior years, the key issues impacting the Town's financial planning include:

- Growth in personnel costs
- Employee benefit costs
- Facilities and other capital needs.

Growth in Personnel Costs

The largest recurring item in the year-over-year growth of the Town budget is the cost of wage increases ("Cost of Living Adjustments" or COLA) for existing employees. Most Town employees are unionized and their annual wage increases are a subject of collective bargaining. There are 11 unions representing 1,129 employees, the largest of which is the Teacher's Association. This year, eight of the Town's union contracts have been negotiated. (The teacher's union contract does not expire until June 30, 2022.) Four union contracts were approved at the 2020 ATM in June, including Police (Superior Officers and Patrol), Fire, and Library. Of the remaining four contracts, three will be brought forward at the STM including Police Dispatchers and DPW (Supervisors and Production). The remaining contract for FMD custodians remains in negotiation. At ATM, the Town set aside funds for contract settlement costs in the amount of \$580,000. At the close of ATM after funding already-approved contracts, the balance for the remaining settlements was \$521,532. The new proposed contract settlements can be fully funded through this ATM appropriation and no additional appropriation is needed. The Town will begin negotiations in the near future with all unions on a new multi-year contract for health care benefits for FY22 and beyond.

Police Dispatch Union Settlement

Negotiations began with the Dispatch Union in January 2020 and were stalled in March due to COVID-19. The dispatch positions continue to experience high turnover on an annual basis. The position is largely seen as a stepping-stone to other emergency personnel positions such as EMTs, Police Officers, Fire Fighters, or nursing positions. This past year, five Wellesley

dispatchers moved on to other positions within the Town and elsewhere. The goal of this contract was to encourage retention and support individuals seeking to make dispatch a career through the addition of new long-tenured steps.

Key Terms of Police Dispatch Collective Bargaining Agreement:

Contract Covers

- 10 Dispatch Positions

Financial Terms

- Three-year agreement (FY21-FY23)
- 2% COLA Each Year
- New 12-year Step (2%)
- New 20-year Step (3%)
- Elimination of Longevity
- Reduced Sick Time Accumulation from 150 days to 90 days
- Amendment to vacation schedule
- Increased training stipend by 0.5 hours per shift

FY21 Cost of Settlement

Total cost is \$13,258

Department of Public Works Union Settlements

Negotiations with the DPW Production and DPW Supervisor Unions began in February 2020 and were curtailed due to COVID-19. The negotiations for both unions focused on making it possible for the Town to implement GPS/AVL (Global Positioning System/Automatic Vehicle Locator) systems in the DPW vehicles for work efficiency, public safety tracking of snow routes, and data analysis. For the Supervisory Unit, the job positions were evaluated and reclassified by Human Resources and the COLA reflect the increase in reclassification. The Production Unit settlement focused on encouraging employee retention, extending the probationary period to 12 months to evaluate new hires and creating equity with Municipal Light Plant standby (on-call) pay.

A. Key Terms of DPW Supervisor Collective Bargaining Agreement

Contract Covers

- 6 Supervisors

Financial Terms

- Three-year agreement (FY21-FY23)
- FY21: Add step 9 to Job Group S55 at 4% above Step 8
- FY21: 0% COLA; FY22: 0% COLA; FY23: 1.75% COLA
- FY22: Increase longevity scale by \$125
- Implementation of GPS/AVL

FY21 Cost of Settlement

Total cost is \$31,071

- Tax Impact is \$21,011
- Water and Sewer Enterprise Fund Impact is \$10,060

B. Key Terms of DPW Production Collective Bargaining Agreement

Contract Covers

- 76 Positions

Financial Terms

- Three-year agreement (FY21-FY23)
- FY21: 2% COLA; FY22: 2% COLA; FY23: 2% COLA
- FY21: Add step 7 at 4% above Step 6
- Increase standby pay from \$20 to \$50 per day and \$25 to \$50 per night
- Modification of Recycling and Disposal Facility (RDF) work week from Tuesday to Saturday to Monday to Friday.
- Implementation of GPS/AVL
- Increase probationary period to 1 year

FY21 Cost of Settlement

Total cost is \$275,537

- Tax Impact is \$194,399
- Water and Sewer Enterprise Fund Impact is \$81,238

Future Projected Capital Projects and Borrowing needs

This fiscal mid-year review is a tool to inform the Town on the impacts COVID-19 has had on revenue generation and budgetary assumptions. The Board considers funding capacity when issuing the Budget Guidelines. As noted, the Board typically generates Budget Guidelines in September of each year; however, the current schedule has Budget Guidelines being finalized by the beginning of November. Several assumptions have been made for purposes of projecting the Town's Sources and Uses of funds for the years FY22-24 and evaluating potential overrides. The original placeholders established for the FY22 budget are as follows:

Revenues

- Levy growth 2.5% plus \$1.5 million of new growth
- State Aid Reduction anticipated in FY22 because of students transitioning to private or home schooling in 2020-21, and 2% increase for FY23-FY24
- Local revenue \$499,000 decrease for FY22, 2% increase for FY23-FY24
- Use of Free Cash \$2.5 million/year

Expenses

- Town operating budgets average 2.5% increase
- School operating budgets average 2.5% increase
- Pension per approved funding schedule
- Health insurance 2% increase
- Other employee benefits 0% increase

These modified assumptions along with significant capital expenditure reductions will allow the Town to strive to reach balanced budgets in the out-years. Any increases in estimates may require operational overrides or reductions in departmental operations. The initial assumptions for FY22 will need continued evaluation as more information about the economic condition becomes available. It is also likely that to balance the FY22 budget, further reductions may become necessary.

The foregoing expenditure assumptions do not include emerging, changed or new priorities, adoption of additional initiatives identified in Town planning documents (Unified Plan, Housing Production Plan, the Human Services areas), or strategic plan items. Many initiatives are likely to continue to be stalled because of the economic impact of COVID-19. It is also worth noting that, given the relative size of the School budget, deviation from the existing assumption regarding the growth in School spending or State Aid to Schools will have the greatest impact on the Town's financial position and budget.

Exhibit II

	FY20 Budget	FY21 Request	\$ Inc/(Dec)	% Inc/(Dec)	FY22 Projection	FY23 Projection	FY24 Projection
Sources of Funds							
Taxes	\$ 134,008,497	\$ 138,658,709	\$ 4,650,212	3.5%	\$ 143,625,177	\$ 148,715,807	\$ 153,933,702
State Aid	10,714,574	10,685,003	(29,571)	-0.3%	10,335,003	10,541,703	10,752,537
Local Revenue	11,352,726	11,343,995	(8,731)	-0.1%	10,844,995	11,041,895	11,242,733
Free Cash to balance	2,515,000	2,639,066	124,066	4.9%	2,500,000	2,500,000	2,500,000
Other Free Cash items	4,529,670	1,225,409	(3,304,261)	n/a	-	-	-
Other Sources	2,364,445	2,407,851	43,406	1.8%	1,839,045	2,916,716	2,923,265
CPA for North 40	552,044	553,444	1,400	0.3%	553,244	550,244	552,044
Exclusions & Exemptions	10,888,408	10,638,135	(250,273)	-2.3%	12,117,045	12,597,008	13,813,935
Total Sources	\$ 176,925,364	\$ 178,151,612	\$ 1,226,248	0.7%	\$ 181,814,509	\$ 188,863,373	\$ 195,718,216
Uses of Funds							
School	\$ 76,783,930	\$ 80,379,651	\$ 3,595,721	4.7%	\$ 82,389,142	\$ 84,860,817	\$ 87,406,641
Other Town Departments	39,069,488	40,891,799	1,822,311	4.7%	41,914,094	43,171,517	44,466,662
Employee Benefits	31,033,447	32,398,243	1,364,796	4.4%	33,447,185	34,044,176	34,716,683
Cash Capital	5,893,417	3,881,232	(2,012,185)	-34.1%	7,877,499	8,458,996	8,555,411
Debt (inside Levy)	4,300,000	5,000,000	700,000	16.3%	5,900,000	7,427,161	7,648,743
Other Uses	8,404,630	4,409,108	(3,995,522)	-47.5%	4,308,897	4,570,399	4,584,758
Exclusions & Exemptions	11,440,452	11,191,579	(248,873)	-2.2%	12,670,289	13,147,252	14,365,979
Total Uses	\$ 176,925,364	\$ 178,151,612	\$ 1,226,248	0.7%	\$ 188,507,106	\$ 195,680,318	\$ 201,744,877
Surplus/(Deficit-Override)	\$ 0	\$ 0			\$ (6,692,597)	\$ (6,816,945)	\$ (6,026,662)

Based on the above assumptions the current projected deficit for FY22 is \$6,692,597 with no modifications to the Cash Capital or application of additional Free Cash. This is approximately \$1.1 million more than projected in June 2020, largely based on the impact to traffic and parking. The FY23 and FY24 out-year projections have deficits in the range of \$6.0 to \$6.8 million; these deficit projections are based on revised pandemic revenue assumptions and reflect the currently evolving economic situation.

Strict adherence to the debt policy (expenses within a range of 6.2%-6.8% of revenues) will contribute significantly to reducing these deficits and the Board is committed to rigorous analysis of capital requests; conversely, allowing any growth in operating guidelines could outstrip

resources available inside the levy. Debt exclusions to be placed on the ballot over the next few years, will increase taxes. Debt exclusions include:

- Middle School Systems repairs
- Construction of the Hunnewell School
- Construction of the MSBA school (Hardy/Upham)
- Renovations to the interior of Town Hall

The remaining major projected projects and a potential timetable are as follows:

Major Project Financing Schedule: Six Year Look-Ahead														
September 23, 2020			FY2021	FY2022		FY2023		FY2024		FY2025		FY2026		FY2027
Project	Phase	Estimated Cost	Fall 2020	Spring 2021	Fall 2021	Spring 2022	Fall 2022	Spring 2023	Fall 2023	Spring 2024	Fall 2024	Spring 2025	Fall 2025	Spring 2026
<i>Hunnewell Project</i>	Construction	\$58M			X - DE									
<i>Hardy/Upham Project</i>	Design/Construction	\$77.2M			X - DE									
<i>Town Hall Interior Renovation</i>	Design	\$1.5M		X - ITL										
	Construction	\$13.5M				X - DE								
<i>Middle School Systems</i>	Construction	\$14.5M	X - DE											
<i>Library Renovation</i>	Construction	\$2.9M	X - ITL											
<i>Library Roof Replacement</i>	Construction	\$1.3M	X - ITL											
<i>DPW New RDF Admin. Bldg</i>	Design	\$500K				X - ITL								
	Construction	\$2.75M					X - DE							
<i>DPW Reno: RDF Baler Bldg</i>	Design	\$300K								X - ITL				
	Construction	\$1.6M										X - ITL		
<i>DPW Reno: Park & Hwy</i>	Design	\$1.1M				X - ITL								
	Construction	\$6.4M					X - DE							
<i>Middle School Paving</i>	Construction	\$2.35M				X - ITL								
<i>Sprague & Bates Roofs</i>	Design	\$300k						X - ITL						
	Construction	\$2.78M								X - ITL				
<i>Sprague & Bates Parking Lots</i>	Design	\$100k								X - ITL				
	Construction	\$670k										X - ITL		
<i>PAWS</i>	Design	\$2.0M										X - ITL		
	Construction	\$18.0M												X - DE
<i>Middle School Roof Replace</i>	Design	\$400k										X - ITL		
	Construction	\$4.2M												X - ITL
TOTALS (Millions) =		\$213.0	\$18.7	\$1.5	\$135.2	\$4.0	\$22.7	\$0.3	\$0.0	\$3.2	\$0.0	\$4.7	\$0.0	\$22.2
Inside the Levy =		\$22.6	\$4.20	\$1.50	\$0.00	\$3.95	\$0.00	\$0.30	\$0.00	\$3.18	\$0.00	\$4.67	\$0.00	\$4.20
Debt Exclusion =		\$190.4	\$14.50	\$0.00	\$135.20	\$0.00	\$22.65	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$18.00
<i>DE = Debt Exclusion</i>														
<i>ITL = Inside The Levy</i>														

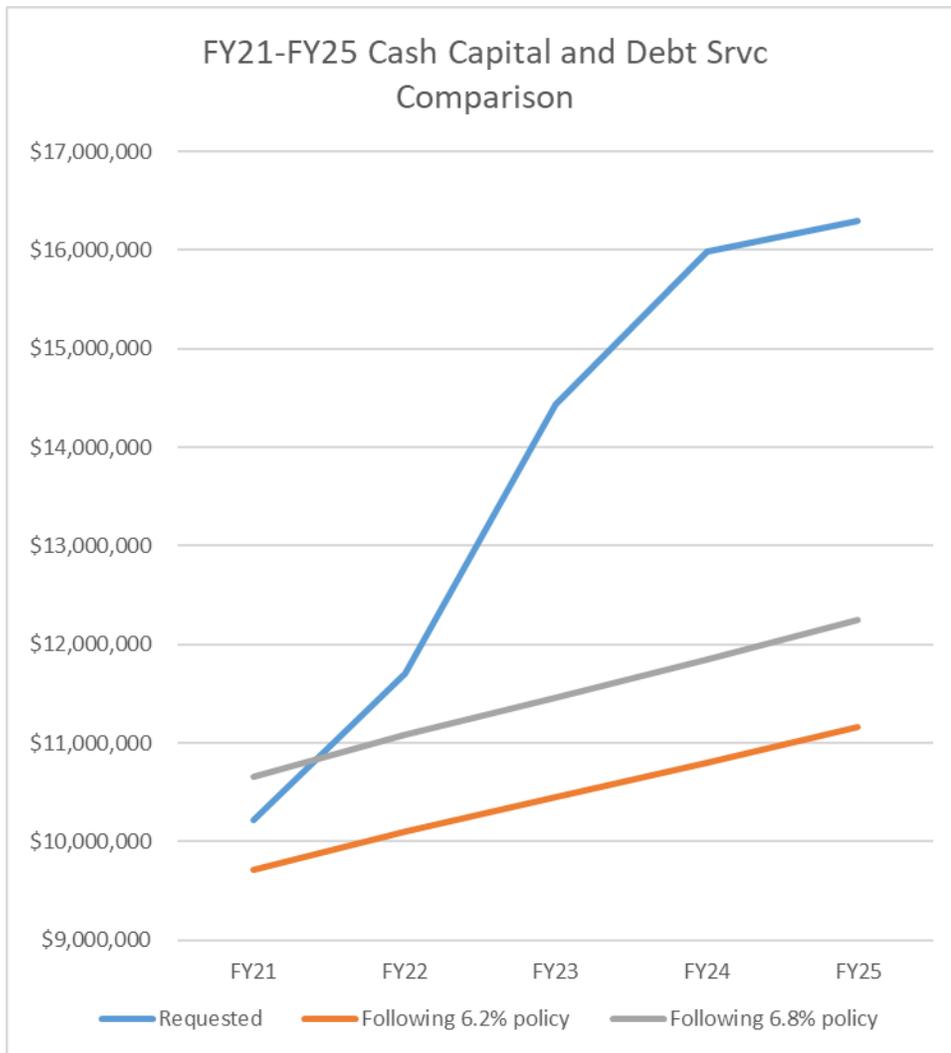
For informational purposes only, a model of the impact on debt and deficits utilizing the **top** of the debt policy range at 6.8% of operating revenues, rather than the higher figures previously identified or requested, has been created. The chart below shows that the deficits would be significantly reduced over the three-year period; however, since debt service is largely determined from the Major Project Schedule, except for three new inside the levy borrowings (Library Interior Renovation, Library Roof, and Sprague Chiller), future Cash Capital allocations would require limitations of

- \$4,277,400 in FY22 (a decrease of \$3.5M from original requests);
- \$3,108,996 in FY23 (a decrease of \$5.3M); and
- \$2,230,411 in FY24 (a decrease of \$6.4M).

Impact on Deficit of Debt/Capital Policy

	2022		2023		2024	
Projected deficit	\$	(6,692,597)	\$	(6,816,944)	\$	(6,026,662)
Debt/Capital	\$	13,777,499	\$	15,886,157	\$	16,204,154
Percent requested		8.36%		9.33%		9.21%
If reduced to 6.8%	\$	10,177,499	\$	10,536,157	\$	9,879,154
Revised deficit	\$	(3,092,597)	\$	(1,466,944)	\$	298,338

The line graph below shows the impact of imposing a spending range on the capital and debt-service components of the annual budget. The jagged increasing line shows total capital as requested during this five-year period. The parallel lines increase at a steady rate according to projected revenues and show the lower and upper end of the debt policy range set by the Board (6.2% - 6.8%). As a point of context, the original FY21 budget was at 6.77% of gross annual revenues (now reduced to 5.33% to rebalance FY2021) or the high end on the range, and in FY22 – FY24 the graph shows the requested projects exceeding the top of the range. It will be necessary to develop a plan using an objective and rational process to prioritize projects that meet the needs of all constituencies in a fair and predictable manner in order to bring these costs in line with the debt policy.



The Board continues to be mindful that the requests for numerous debt exclusions in the upcoming years will have a significant impact on our taxpayers, particularly as revenues are projected to continue to fall within FY21. For FY21, the Board took the proactive step of expending \$2M in Free Cash to reduce the borrowing for the Hunnewell project. Work will continue to reduce or eliminate deficits without an override, and to investigate opportunities and methods to lower rates of spending growth, while the revenues continue to rebound from COVID19.

Conclusion

Although the Town’s June assumptions have largely held, additional time is needed to determine whether a possible resurgence of COVID-19 will force the Town back to more remote work (which has both expenses and cost savings); whether there will be further FEMA or CARES appropriations; and how long the current statewide State of Emergency will last. At this time, the Board believes it is prudent to delay consideration of any supplemental FY21 budget appropriations through a commitment of Free Cash, and instead to safeguard reserves until a clear need is shown. Scheduling a winter Special Town Meeting would allow for approximately four more months of additional analysis of budgetary impacts from COVID-19 and a more highly developed understanding of operational cash-flow and departmental ability to absorb costs.

Members of the Board would like to express our sincere appreciation to Executive Director Meghan Jop, Assistant Executive Director Amy Frigulietti, Finance Director Sheryl Strother, and their staff as well as all Town boards and their respective staffs for their continued commitment to working with us to monitor and evaluate budgets and protect and preserve Town assets. We look forward to working collaboratively during the challenging FY22 budget cycle to maintain the strength and health (public and economic) of our community.

Sincerely yours,

Marjorie R. Freiman, Chair
Thomas H. Ulfelder, Vice Chair
Elizabeth Sullivan Woods, Secretary
Lise M. Olney
Colette E. Aufranc

SPECIAL TOWN MEETING 1

ARTICLE 1. To receive and act on the reports of Town officers, boards and committees, including the Report to this Special Town Meeting of the Advisory Committee, and to discharge presently authorized special committees, or to take any other action in relation thereto.

(Board of Selectmen)

Advisory expects no motion under this Article.

ARTICLE 2. To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow a sum of money, to be expended under the direction of the Permanent Building Committee for construction funds, architectural and engineering construction administration, project management, and any associated costs related to the renovation of the Middle School Building Systems located at 50 Kingsbury Street to accommodate the classroom and/or administrative needs of the School Department and/or other educational needs of the Town; and for any other services in connection therewith and, for the purpose of meeting such appropriation, to authorize the Town Treasurer, with the approval of the Board of Selectmen, to borrow said sum in accordance with Chapter 44, Section 7(1) of the Massachusetts General Laws, or any other enabling authority and to issue bonds or notes of the Town therefor, and that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of the issuance of such bonds or notes, may be applied to payment of costs approved by this vote in accordance with Chapter 44, Section 20 of the Massachusetts General Laws, thereby reducing the amount to be borrowed to pay such costs by a like amount, or to take any other action in relation thereto.

(School Committee/Permanent Building Committee)

Overview

This article asks Town Meeting to appropriate \$13,964,247 to be expended to complete construction of the Middle School Building Systems (MSBS) project. This request is to fund construction work resulting from the MSBS design work appropriation of \$1,300,200 approved at the 2019 ATM. In addition, the Town expects to be able to transfer approximately \$629,000 in funds from the unused portions of three other projects.

The construction work will include:

- HVAC systems replacement
- Kitchen renovation
- Classroom casements and doors replacement
- Exterior repairs
- Sustainability improvements

Project Background

This work is part of a multi-phase project that should extend the life of the Middle School an additional 25 years:

- Renovation of the Middle School: 2006-2008
- Middle School Piping Project: Completed 2019
- This Middle School Building Systems Project: To be completed by October, 2021
- Middle School Paving Project: Estimated 2022 (not included in this request)

The MSBS project is the last substantial phase of the effort before repaving.

The MSBS project has progressed as follows:

- Symmes, Maini & McKee Associates (SMMA) Needs Assessment in 2014
- Feasibility study conducted by Harriman Architects in 2018
- Design funding approved at the 2019 ATM
- Shawmut Design and Construction awarded CM@Risk contract November, 2019
- Design complete in August, 2020

Project Details

HVAC Systems Replacement -- 1952 HVAC equipment has exceeded service life

- Replacement of heating and ventilating units in gyms A & B
- Replacement of heating and ventilating units in auditorium; air conditioning added
- Replacement of heating and ventilating units and exhaust in kitchen HVAC systems

Renovation of Kitchen -- kitchen serves both the Middle School and operates as a Commissary for the elementary schools

- All equipment replaced with minor exceptions
- Kitchen and storage area redesigned to meet current health and safety standards, and improve work flow
- Servery redesigned to provide updated functionality and appearance; design concept is to lighten the space and move away from the current "In the Basement Look"
- Cafeteria entrance increased to accommodate student flow

Classroom casements and doors

- Replace casework and doors in 62 classrooms
 - Casework to be replaced is original to the school
 - Locksets aligned with School Security project and work done at the other schools
- Renovate three art rooms and one science Room
 - Art rooms designed in the 1950s
- Replace stair and fire doors in Kingsbury Street wings and connectors
- Provide "Quick Action" locking on all classroom and office doors throughout building

Exterior repairs -- no known exterior work since 1952

- Targeted repairs to brick masonry and limestone
- Replacement of all sealants
- Cupola repair
- New wall cap / guard rail at retaining wall in Donizetti parking lot, replacing chain link fence
- Replacement of deteriorated bluestone steps and wall caps

Sustainability improvements

- Design project to limit demolition and reconfiguration of spaces, and to reduce amount of material that needs to be discarded
- HVAC systems to have demand control and variable speed drives to maximize efficiency; retrofit oversized heating and ventilating units in cafeteria with variable speed drives to reduce capacity of new unit required in kitchen
- Kitchen exhaust to be demand control ventilation (DCV) using heat sensors to activate exhaust, reducing electricity use by 62%
- All cooking appliances to be electronic ignition, reducing idle gas consumption by 21 million BTUs per year for each cooking range
- Walk-in refrigeration to have Smart Defrost System which activates upon demand, reducing electricity use by 72% for defrosting

- All new appliances to be Energy Star rated
- Blast chiller included to support Food Recovery Program
- All wood products from suppliers certified by the Forest Stewardship Council (FSC); door cores and cabinet panels to be Agrifiber (rapidly renewable material)
- Richlite Counters in classrooms made from recycled paper
- Low Volatile Organic Compounds (VOCs) materials used
- All new lighting to be LED

Project Schedule

Debt Exclusion Vote:	12/1/20
Notice to Proceed:	12/2/20
Contractor Procurement:	12/2/20 - 6/25/21
Onsite construction	6/27/21 - 9/1/21
Punch List & Exterior Completion:	9/1/21 - 10/1/21
Project Close Out:	9/1/21 - 10/30/21

Project Costs

Construction Bid	\$ 11,269,687
Architects/Engineers	\$ 615,565
Clerk of the Works	\$ 150,000
FMD Support	\$ 53,000
Other Expenses	\$ 107,500
Builder's Risk Insurance	\$ 56,000
Hard & Soft Contingencies	\$ 1,712,495
Total Project Request	\$ 13,964,247

Final bids are being processed and will be available after the publication of these materials. Based on Town experience in bidding the library roof and library renovations, PBC expects the final total project request might be lower than the amount listed above due to aggressive pricing as contractors work to lock down contracts over the next 18 months. In addition, the Town expects to be able to transfer to this project approximately \$629,000 in funds from unused portions of three other projects.

Advisory Considerations

Advisory recognizes the need to continue to address failing system components at the Middle School. This work has been identified by FMD, Harriman Architects, and Shawmut Construction and Design as critical to extending the life of the Middle School. Consistent with other Advisory conversations about this topic, the current condition and age of the components being replaced make it impractical to consider reuse.

Completion of these projects will leave the Town with a “25 Year Middle School”. Recognizing the complexity of managing this project, Advisory appreciates the expertise of the PBC Staff and its committee members, especially in the context of other work being contemplated including building the new Hunnewell School, the Library Renovation and Roofing Projects and the Hardy MSBA project.

Advisory notes that the project will require a debt exclusion vote which is currently planned for December, 2020.

Passage requires a 2/3 vote.

Advisory recommends favorable action, 14 to 0.

SPECIAL TOWN MEETING 2

ARTICLE 1. To receive and act on the reports of Town officers, boards and committees, including the Report to this Special Town Meeting of the Advisory Committee, and the Report of the Community Preservation Committee, and to discharge presently authorized special committees, or to take any other action in relation thereto.

(Board of Selectmen)

Advisory expects no motion under this Article.

APPROPRIATIONS – OPERATING AND OUTLAY

ARTICLE 2. To see if the Town will vote to take action on certain articles set forth in this warrant by a single vote, pursuant to a consent agenda, or to take any other action in relation thereto.

(Board of Selectmen)

Overview

This Article seeks Town Meeting approval of two consent agendas that include motions under certain Warrant articles. A consent agenda allows the motions under the included articles to be acted on by a single vote without oral presentations on the individual articles. Information to Town Meeting Members (TMMs) is provided solely by the *Advisory Report*.

The objective of a consent agenda is to expedite consideration of certain routine, self-explanatory and/or non-controversial issues for which no discussion on the floor of ATM is anticipated so that more time can be devoted to discussion of motions under those articles that involve more complex or controversial issues. The Moderator has worked with the Board of Selectmen (BOS) and Town Counsel to establish the following criteria for including articles on a consent agenda:

1. The proponent, the Moderator and the BOS must agree: (a) that the article can be reasonably voted on by TMMs on the basis of information in the *Advisory Report*; (b) that the article is likely to be non-controversial; and (c) that the article is unlikely to generate debate based on its content and historical precedent; and
2. The Advisory Committee must recommend favorable action unanimously on each motion within the article.

Under this Motion, the Moderator will specifically refer to each article included on the consent agenda and TMMs will have an opportunity to ask questions about any motion(s) under that article or to request that a particular article be removed from the consent agenda so as to enable the motion(s) under that article to be more fully discussed on the floor of ATM and to be voted separately from the other articles on the consent agenda. A representative of the board or committee proposing the article will respond to questions raised by a TMM and, if a TMM requests that an article be removed from the consent agenda, it will be taken up in its regular order within the Warrant.

The lists below may change at or before ATM, should the Moderator or the proponent of the Article decide it is not appropriate as a Consent Agenda item. Motions under articles included on the consent agenda go through the entire Advisory Committee vetting process and are fully described in this *Advisory Report*.

ARTICLE 2 MOTION 1

Overview

Motion 1 will include the following Articles, which will require a majority vote of Town Meeting for passage:

- Article 3, Motion 1: Library Supplemental (Personnel/Expenses Correction)

Advisory Considerations

The consent agenda has been used at the last seven ATMs and has been deemed successful by the Moderator and by Town Meeting. No articles were removed from any of the consent agendas at the 2014, 2015, 2016, 2018, 2019 , or 2020 ATMs; however, one of the articles on the consent agenda for the 2017 ATM was removed at the request of a TMM and that article was then taken up in the regular course of ATM. Advisory continues to believe that a consent agenda is both expedient and productive and that the articles proposed for inclusion on the consent agenda for this STM meet the Moderator's criteria.

Advisory recommends favorable action, 13 to 0.

ARTICLE 2 MOTION 2

Overview

Motion 2 will include the following Articles, which will require a supermajority (2/3) vote of Town Meeting for passage:

- Article 13: Granite Street Land Taking
- Article 15: Amend Establishment of Districts to add Large Scale Solar Overlay District Title (Approved ATM 2017)
- Article 19: Delete Temporary Moratorium on Marijuana Establishments
- Article 20: Amend Registered Marijuana Dispensary Regulations
- Article 29: Rescind or Transfer Debt

Advisory Considerations

As with Article 2, motion 1, Advisory continues to believe that a consent agenda is both expedient and productive and that the articles proposed for inclusion on the consent agenda for this STM meet the Moderator's criteria.

Advisory recommends favorable action, 14 to 0.

ARTICLE 3. To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow a sum of money to supplement or reduce appropriations approved by the 2020 Annual Town Meeting, or to take any other action in relation thereto.

(Board of Selectmen

ARTICLE 3, MOTION 1

Overview

In Article 5, Motion 7 of the June 2020 ATM, Town Meeting voted to add an amount to the Library operating budget to cover the FY21 portion of the Library Association contract settlement; the rest of the Library operating budget was appropriated in Article 8, Motion 2. The full amount of the contract settlement was mistakenly allocated to the personal services line of the Library operating budget instead of being apportioned between personal services and expenses. The state-mandated 13% (\$7,515) materials requirement should have been allocated to expenses. No additional monies are being requested in this article; it is merely a housekeeping adjustment.

Advisory Considerations

After meeting with the Wellesley Free Library's Executive Director and its Board Chair, along with the Town of Wellesley's Executive Director of general government services and its Finance Director, Advisory is satisfied with the explanation and actions needed to address this issue and ensure compliance with state law.

Advisory recommends favorable action, 14 to 0.

ARTICLE 3, MOTION 2

Overview

The COVID-19 pandemic has been, and continues to be, a public health challenge of historic proportions. The demand for all Board of Health services increased sharply in the early days of the pandemic and has not abated. Areas in which the need for services have been greatly magnified include Public Health Nursing; Community Health and Education; Emergency Preparedness and Public Safety; Mental and Social Health Services; and Inspection and Environmental Services. In addition, the need for Enforcement and Administration has increased commensurately.

Even before the COVID-19 pandemic, Board of Health resources were stretched thin. Public Health Nursing needed full-time staff beyond the 0.6 FTE Nursing Director and part-time/per diem support (10 hours per week) due to changes in camp codes, requirements for infectious disease and vaccine database documentation, and increasing demand for other aging and mental/social health-related nursing services. In response, the Town's Social Service and Mental Health Committee Report of May, 2019, recommended the addition of a full-time Social Worker to the current staff. In addition, the Town's Inspectional and Environmental Health Services required increased staff to comply with new FDA and sanitation inspection requirements.

To address these needs, and in response to the COVID-19 pandemic, the Board of Health has : (1) added a full-time registered nurse; (2) increased an existing 0.6 FTE full-time nursing supervisor to a 1.0 FTE nursing supervisor; (3) added 7 hours per week to an existing 28 hours per week licensed social worker to create a full-time licensed social worker position; and (4) added 10 part-time hours per week, on a per diem basis, of Environmental and Health Services personnel.

The Board of Health now proposes to make these additions permanent through an amendment to their FY21 budget of \$61,600. The Board of Selectmen have agreed that expenses associated with these new hires through December 31, 2020 will be covered by CARES funds.

Advisory Considerations

There can be no dispute that public health considerations in the wake of the COVID-19 pandemic required a rapid and comprehensive response, and Advisory thanks the Board of Health for their guidance during these times and for their foresight in the immediate addition of personnel to provide for the health and safety of Town residents.

In retrospect, it has become obvious that the additional personnel have been needed for some time, and Advisory supports the budget adjustment allowing for the permanent addition of these healthcare professionals, especially in view of the fact that a large portion of the increased expenses for FY21 can be covered by CARES funds.

Advisory recommends favorable action, 14 to 0.

ARTICLE 4. To see if the Town will vote to amend Article 31 of the General Bylaws by making changes to Schedule A, entitled "Job Classifications by Groups," and Schedule B, entitled "Salary Plan – Pay Schedule," copies of which are available for inspection at the Human Resources Department, and to authorize the Town to raise and appropriate, transfer from available funds, or borrow a sum of money for the purposes of complying with said Schedule B, as so amended, or to take any other action in relation thereto.

(Human Resources Board

Overview

Since the dissolution of the 2020 ATM, the Town completed negotiations for the Collective Bargaining Agreements (CBAs) for two groups of union employees: the Wellesley Police Dispatchers Association and AFSME Council 93 Local 335 Supervisory Unit (the Department of Public Works Supervisors).

In accordance with applicable laws and the Town General Bylaws, the BOS is vested with the authority to negotiate terms and salaries for the positions under the CBAs, but must seek approval from Town Meeting (a) for the appropriations to fund the jobs covered by the CBAs and (b) to amend the General Bylaws in conjunction with any changes to the pay schedules under the new CBAs. At the 2020 ATM, an appropriation for all of the subject CBAs was approved pursuant to Article 8, Motion 2 (Town's Omnibus Budget) and the anticipated settlement amounts were classified as provisions for pending contract settlements in the affected departments' budgets, with the stipulation that, as contracts were settled, the affected departments' budgets would be recast to reflect the terms of the new contracts, and the provision line item would be adjusted accordingly.

There are three motions under Article 4, one for each of the two CBAs, each setting forth a request for approval of an amendment to the provisional appropriation in the Town's Omnibus Agreement for the first year of the CBA (reflecting the finalized terms of the CBAs and recasting the departments' budgets as described above) and an amendment to the General Bylaws to reflect the new pay schedules. Consistent with the four union contracts approved at the ATM, the subject CBAs are each for a term of three years, and once STM has approved the first year of the agreement, the Town is then bound to fund the jobs for the entire three-year term.

The BOS designated a negotiating team to engage in comprehensive negotiations to come to the terms of these union contracts, and the agreed-upon salary levels and pay schedules are expected to allow the Town to remain competitive with its peer communities in hiring and retaining union workers.

The settlement amounts do not exceed the amounts set aside as contract settlement provisions in the approved Town’s Omnibus Budget.

ARTICLE 4, MOTION 1

Overview

This motion seeks to increase the amounts appropriated under Motion 2 of Article 8 of the Warrant for the 2020 Annual Town Meeting to the Board of Selectmen for Public Safety by \$13,258, said sum to be raised by a transfer from General Government – 122 Provision for Contract Settlements and allocated as follows:

210 Police Department
 210 –01 Personal Services \$13,258

Under the Agreement, the agreed upon Pay Schedules for the Wellesley Police used to support the above appropriation are as follows:

Hourly rates effective July 1, 2020 (2%)

Group	Title	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7 12 Yrs (2%)
47	Police and Fire Alarm Operator	23.09	24.13	25.34	26.35	27.43	28.64	29.21

Hourly rates effective July 1, 2021 (2%)

Group	Title	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7 12 Years	Step 8 20 Yrs (3%)
47	Police and Fire Alarm Operator	23.55	24.61	25.85	26.88	27.98	29.21	29.79	30.69

Hourly rates effective July, 2022 (2%)

Group	Title	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7 12 Years	Step 8 20 Yrs
47	Police and Fire Alarm Operator	24.02	25.10	26.37	27.42	28.54	29.79	30.39	31.30

Advisory Considerations

Advisory is satisfied that the negotiations were fair and that the salaries and pay schedules negotiated in the CBAs are reasonable and competitive.

Advisory recommends favorable action, 14 to 0.

ARTICLE 4, MOTION 2

Overview

This motion seeks to increase the amounts appropriated under Motion 2 of Article 8 of the Warrant for the 2020 Annual Town Meeting to the Board of Public Works for Public Works by \$20,011, said sum to be raised by a transfer from General Government – 122 Provision for Contract Settlements and allocated as follows:

420-01 Highway Personal Services	\$4,822
430-01 Park Personal Services	6,372
440-01 Recycling and Disposal Personal Services	5,039
454-01 Fleet Maintenance Personal Services	4,778

Under the Agreement, the agreed upon Pay Schedules for AFSME Council 93, Local 335 DPW Supervisors used to support the above appropriation are as follows:

Hourly Rates Effective July 1, 2020

Job Group	Classification	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9 (4%)
S55	Fleet Maintenance Supervisor, General Foreman, Supervisor, RDF	31.34	32.58	33.82	35.01	36.43	37.84	39.58	41.16	42.81

Hourly Rates Effective July 1, 2021

Job Group	Classification	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
S55	Fleet Maintenance Supervisor, General Foreman, Supervisor, RDF	31.34	32.58	33.82	35.01	36.43	37.84	39.58	41.16	42.81

Hourly Rates Effective July 1, 2022 (1.75% increase)

Job Group	Classification	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
S55	Fleet Maintenance Supervisor, General Foreman, Supervisor, RDF	31.89	33.15	34.41	35.62	37.07	38.50	40.27	41.88	43.56

Advisory Considerations

Advisory is satisfied that the negotiations were fair and that the salaries and pay schedules negotiated in the CBAs are reasonable and competitive.

Advisory recommends favorable action, 14 to 0.

ARTICLE 4, MOTION 3

Overview

This motion seeks to increase the amounts appropriated under Motion 2 of Article 8 of the Warrant for the 2020 Annual Town Meeting to the Board of Public Works for Public Works by \$194,399, said sum to be raised by a transfer from General Government – 122 Provision for Contract Settlements and allocated as follows:

420-01 Highway Personal Services	\$62,459
430-01 Park Personal Services	57,687
440-01 Recycling and Disposal Personal Services	49,506
454-01 Fleet Maintenance Personal Services	24,747

Under the Agreement, the agreed upon Pay Schedules for AFSME Council 93, Local 335 DPW Production Unit used to support the above appropriation are as follows:

DPW Production Unit, AFSCME Local 335 – rate per hour

FY 21 - Effective July 1, 2020 (2.0%)

Job Group	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
20	25.99	27.53	29.02	30.50	32.03	33.55	34.89
19	24.83	26.23	27.71	29.11	30.56	32.09	33.37
18	23.86	25.16	26.57	28.03	29.38	30.87	32.10
17	22.68	23.99	25.27	26.66	27.98	29.35	30.52
16	21.57	22.86	24.08	25.36	26.57	27.92	29.03
15	20.60	21.85	22.99	24.14	25.37	26.66	27.73
14	19.47	20.64	21.84	22.95	24.06	25.27	26.28
13	18.69	19.79	20.80	21.93	23.02	24.13	25.10
12	18.00	19.08	20.09	21.14	22.14	23.27	24.20
11	17.45	18.48	19.45	20.46	21.49	22.51	23.41

FY 22- Effective July 1, 2021 (2.0%)

Job Group	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
20	26.51	28.08	29.60	31.11	32.67	34.22	35.59
19	25.32	26.76	28.27	29.69	31.17	32.73	34.04
18	24.33	25.67	27.10	28.59	29.96	31.48	32.74
17	23.14	24.47	25.77	27.20	28.54	29.93	31.13
16	22.00	23.32	24.56	25.86	27.10	28.48	29.61
15	21.02	22.29	23.45	24.63	25.87	27.20	28.28
14	19.86	21.06	22.27	23.41	24.54	25.77	26.80
13	19.06	20.18	21.21	22.37	23.48	24.62	25.60
12	18.36	19.47	20.50	21.57	22.59	23.73	24.68
11	17.80	18.85	19.84	20.87	21.92	22.96	23.88

FY23 -Effective July 1, 2022 (2.0%)

Job Group	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
20	27.04	28.64	30.19	31.73	33.32	34.90	36.30
19	25.83	27.29	28.83	30.29	31.79	33.39	34.72
18	24.82	26.18	27.64	29.16	30.56	32.11	33.40
17	23.60	24.96	26.29	27.74	29.11	30.53	31.75
16	22.44	23.78	25.06	26.38	27.64	29.05	30.21
15	21.44	22.73	23.92	25.12	26.39	27.74	28.85
14	20.26	21.48	22.72	23.88	25.03	26.26	27.34
13	19.44	20.59	21.64	22.82	23.95	25.11	26.11
12	18.73	19.86	20.91	22.00	23.04	24.21	25.17
11	18.16	19.23	20.24	21.29	22.36	23.42	24.36

Advisory Considerations

Advisory is satisfied that the negotiations were fair and that the salaries and pay schedules negotiated in the CBAs are reasonable and competitive.

Advisory recommends favorable action, 14 to 0.

ARTICLE 5 (ATM 2020 ARTICLE 9). To see if the Town will vote pursuant to Section 53E1/2 of Chapter 44 of the Massachusetts General Laws, as amended by Section 86 of Chapter 218 of the Acts of 2016, to:

1. Amend Article 55.1.d of the General Bylaws to read as follows:
 - d. **Tree Bank Fund.**

Funds held in the Tree Bank Fund shall be expended by:

 - i. The Department of Public Works for buying, planting, and maintaining trees on public or private property; and
 - ii. The Planning Department and Natural Resources Commission for conducting studies to maintain and protect trees.

Receipts credited to this fund shall include contributions in lieu of tree replanting required in accordance with Section 16E of the Zoning Bylaw.

or to take any other action in relation thereto.

(Planning Board)

In this article, the Board of Selectmen (BOS) seeks Town Meeting approval to update the Article 55 Revolving Accounts. More specifically, the authorizations for one fund (the Tree Bank Fund) will be amended and the FY21 expenditure limits for all the revolving funds will be authorized.

Amendments to Revolving Funds

In the first part of this Article, the Planning Board proposes amending Article 55.1.d, the Tree Bank Fund, which currently allows expenditures for “buying, planting, and maintaining trees under the direction of the Department of Public Works.” The new language would allow

expenditures from this Fund be used by the Planning Department and Natural Resources Commission for “conducting studies to maintain and protect trees.” The Planning Board in collaboration with the Natural Resource Commission is seeking this change to identify means to ensure the Town’s tree canopy is maintained and determine what measures are needed to further enhance and enforce existing related bylaws.

Authorization of Expenditure Limits

The second part of this Article seeks Town Meeting approval for the annual authorization or reauthorization of all the revolving funds listed in Chapter 55 of the Town Bylaws. These funds were established according to Section 53E¹/₂ of Chapter 44 of the Massachusetts General Laws and (except for the newly-created Cultural Council Revenues Fund) were updated at the 2017 ATM to remain in compliance with the changes implemented in the 2016 Massachusetts Municipal Modernization Act. These revolving funds are sourced solely from departmental receipts received in connection with the programs supported by the funds. Expenditures may be made from these revolving funds without further appropriation; they have no tax impact on the Town budget. Annual expenditures may not exceed the revolving fund balance or the authorization limits. Any earnings on these revolving funds are returned to the Town’s General Fund. Per state law, the total of all revolving funds may not exceed 10% of the prior fiscal year’s tax levy and no single board or department may spend more than 1% of that levy amount.

The table below contains an overview of the thirteen revolving funds addressed in the second part of the Article. The table includes the responsible board/department, the FY20 requested annual expenditure limit for the fund, and the history of past authorization levels.

Annual Expenditure Limit (\$) Revolving Fund					
	Expended By	ATM	FY19	FY20	FY21
Street Opening Maintenance	DPW	2006	225,000	225,000	225,000
DPW Field Use Fund	DPW	2006	200,000	200,000	200,000
Turf Field Fund	DPW	2011	25,000	500,000	150,000
Tree Bank Fund	DPW	2011	75,000	75,000	75,000
Baler, Compacters and other RDF Equipment Repair Fund	DPW	2017	20,000	50,000	50,000
COA Social & Cultural Programs	COA	2006	140,000	140,000	140,000
Teen Center Program	Rec. Dept.	2006	40,000	50,000	50,000
Library Room Rental	Library	2009	35,000	35,000	35,000
Library Lost/Damaged Materials	Library	2016	15,000	20,000	20,000
Brookside Community Gardens	NRC	2006	3,000	3,000	3,000
Weston Road Gardens	NRC	2017	7,000	7,000	7,000
Library Copier Fees Fund	Library	2018	20,000	20,000	20,000
Cultural Council Revenues Fund	Cult. Council	2019	N/A	6,500	6,500

The authorized expenditure limit for each revolving fund in FY21 is the same as it was in FY20, except in the case of the Turf Field Fund, which has been adjusted to align with anticipated needs and funding levels. In FY20, the Turf Field Fund limit was significantly increased in anticipation of needing those funds for replacement of the Sprague turf fields. In FY21, due to ongoing projects, the expenditure limit was significantly decreased from FY20, but the anticipated need is great enough to keep the limit at a higher level than in FY19 and prior years.

Advisory Considerations

Advisory supports favorable action on the amendments to the revolving funds and the annual reauthorization of the funds. Advisory continues to support the management of these programs through revolving funds, as approved consistently at Town Meetings since 2006. For all these revolving funds, expenditures are paid from cash receipts collected from outside sources specifically for the purposes designated and without any expense to the Town. Updating revolving funds by reclassifying them to be more appropriately aligned with their intended uses is a practical way of reflecting the changes in the use of the revolving funds that periodically occur. So, too, revolving funds periodically may be added or removed in order to keep current with evolving state requirements.

Some members of Advisory expressed concern that the amendment to the type of expenditures in the Tree Bank Fund to include conducting studies was contrary to the original purpose of the Fund, which was to replace trees that had been removed in the Town. Other members were concerned that including both the Planning Board and Natural Resources Commission as the two groups to conduct those studies without any guidance as to what would happen if the two groups disagreed as to the proper study or expenditure could be problematic. Others acknowledged that the groups have been working cooperatively with regard to the tree population in the Town, and there is no reason to believe that will not continue.

Advisory recommends favorable action, 12 to 0.

Note: Motion 2 under this Article was approved at the 2020 ATM and that portion of the current Warrant language and Advisory Report has been removed.

The 2020-2021 Advisory Committee voted 14 to 0 to adopt the 2019-2020 Advisory Committee recommendation and considerations shown above.

APPROPRIATIONS – SPECIAL CAPITAL PROJECTS

ARTICLE 6. To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow a sum of money, to be expended under the direction of the Permanent Building Committee, for construction funds, architectural and engineering construction administration, project management, and any associated costs related to the construction of the interior renovation of the Main Wellesley Free Library located 530 Washington Street, and for any other services in connection therewith and, for the purpose of meeting such appropriation, to authorize the Town Treasurer, with the approval of the Board of Selectmen, to borrow said sum in accordance with Chapter 44, Section 7(1) of the Massachusetts General Laws, or any other enabling authority and to issue bonds or notes of the Town therefor, and that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of the issuance of such bonds or notes, may be applied to payment of costs approved by this vote in accordance with Chapter 44, Section 20 of the Massachusetts General Laws, thereby reducing the amount to be borrowed to pay such costs by a like amount, or to take any other action in relation thereto.

(Board of Library Trustees/Permanent Building Committee)

Overview

In this Article, the Board of Library Trustees (the Trustees) requests Town Meeting approval to appropriate \$2,863,408 for construction funds, architectural and engineering construction administration, project management, and any associated costs related to the construction of the interior renovation of the Main Wellesley Free Library (WFL) located at 530 Washington Street (the Main Library). The funds would be expended under the supervision of the Permanent Building Committee (PBC).

Project Background

The WFL opened its current Main Library building in 2003 following a planning process that started prior to 1997. The building contains an auditorium that was state-of-the-art for its time, meeting rooms, study rooms, a technology classroom, and dedicated spaces for children and young adults, as well as underground parking.

The Trustees note that, in the ensuing 20+ years since the design process started, the types of library services and the library needs of the community have evolved significantly. Following national trends, library usage and material circulation have grown substantially, the demand for library spaces and services has radically changed, and there have been considerable advances in technology such as the introduction of the smart phone and tablet. All of these factors have altered the needs of library users, as well as the manner in which library services are provided by professional staff.

As part of developing the latest strategic plan (WFL Strategic Plan 2019-2023), the Trustees and Library staff undertook a variety of outreach efforts — including focus groups, interviews with the other Town boards and departments, a patron study with over 1,000 respondents, a computer usage study and an observational study — that identified several areas in which the Main Library building at 530 Washington Street no longer meets the needs of residents. These areas include: group study / meeting space, informal gathering spaces, and technology infrastructure.

To meet these identified needs, the Trustees worked with the Facilities Management Department (FMD) to initiate a space utilization study after feasibility funds were approved as part of the FY16 capital budget. FMD engaged Johnson Roberts Associates, Inc. (JRA) in April 2017 to prepare a space utilization study (the feasibility study) for the Main Library. JRA worked

closely with the Library Director, the Trustees and FMD’s Design & Construction Manager over the spring and summer of 2017 to review various possibilities for reconfiguring existing spaces to enhance usage within the Main Library building and to support its future as a community gathering place, a cultural destination and a place to provide the best service and appropriate spaces for everyone in the community, oldest to youngest. JRA and the working team also made a visual inspection of the existing condition of the Main Library building, assessed existing uses and evaluated the adequacy of spaces to support current and proposed functions. JRA was joined by the mechanical, electrical and fire protection engineering firm of Garcia Galuska DeSousa to review existing building systems and the modifications to building systems necessitated by the proposed renovations.

During the feasibility study, a preferred scheme emerged that adds a “Commons” area and nine new study/meeting rooms; increases popular material browsing in the “Welcome” area; and updates the Children’s Room for today’s needs.

Design Changes

FIRST FLOOR

Welcome Area

- Redesign of Welcome Area to create more new-book browsing space and increase patron space by reducing size of Circulation desk

Commons Area

- Create new Commons Room for flexible gathering space (Bring Your Own Coffee)
- Add two new meeting rooms by converting currently underutilized Media Room

Children’s Room

- Redesign of Children’s Room to support excellence in learning through interactives, art, reading/activity spaces, and to optimize space for a wonder-filled experience

SECOND FLOOR

- Create seven new meeting rooms
- Redesign North/South reading areas and computer stations to accommodate additional soft seating, tables and rocking chairs overlooking Town Hall
- Expand East reading and study space with added soft seating and new tables

Sustainability Considerations

- Work with existing building elements to avoid unnecessary demolition and construction
- Re-use existing furniture where practical, and relocate some replaced furniture to the Hills Branch
- Use Forest Stewardship Council (FSC) certified wood products
- Use low volatile organic chemical (VOC) products
- Install LED lighting

Project Schedule

Project Schedule Notice to Proceed	11/18/20
Contractor Procurement	11/18/20 - 5/3/21
Library Move Out	4/26/21 - 4/30/21
On site construction	5/3/21 - 8/23/21
Library Move In	8/24/21 - 8/31/21
Project Close Out	8/24/21-10/6/21

The Main Library would be closed to the public for about four months (approximately 13 weeks) so that the renovation could proceed as quickly as possible. In addition to a shorter construction schedule, there would be no need for interim moves or temporary wall partitions, and the project would require only a single furnishing installation period at the end of construction. PBC recommends this approach as leading to a safer, easier and more cost-efficient project. The Library Director and the Trustees support this approach and believe that, with advance planning and creative thinking, many library services could be maintained at other locations in Town during this period of closure.

Budgetary Cost Construction Bid	\$ 1,594,628
Architects/Engineers	\$ 79,970
Packing & Moving	\$ 130,000
Clerk of the Works	\$ 88,000
FF&E	\$ 627,050
FMD Support	\$ 15,000
Other Expenses	\$ 86,500
Hard & Soft Contingencies	\$ 266,114
Alternate Lighting	\$ 80,586
Total Project Request	\$2,863,408

The Trustees made significant reductions to the project as originally conceived, which had been estimated at \$4.4 million. During value engineering, the working group reviewed proposed schemes, considered the importance of different design elements and how they aligned with the WFL's Strategic Plan, and also conducted a cost-benefit analysis. As a result, the following scope reductions were implemented:

- Reduce number of interactive play spaces from three to two
- Eliminate book stack rotation from second floor
- Eliminate Reference Desk replacement
- Reuse existing furniture where possible
- Reuse existing bookshelves where possible
- Eliminate Staff Conference Room
- Manage project by FMD where possible

The Trustees also point out that the renovation project will eliminate the need for an additional \$290,000 in expenses that are currently carried in the WFL's and FMD's cash capital budgets.

- LED Lighting in Commons, Children's, New Meeting Rooms, and Crafts Area
- Painting in the Commons and Children's spaces, New Meeting Rooms, Crafts Area, Welcome Area, and Middle School Room
- Flooring in the Commons and Children's spaces, New Meeting Rooms, Crafts Area, Welcome Area, Middle School Room, Partial Second Floor Stacks, and Tech Services

Outside Funding

The Trustees expect to offset a portion of the construction cost of the Main Library renovations through private funding. The Wellesley Free Library Foundation has committed to providing \$600,000 to support the Library renovation construction costs.

Advisory Considerations

The majority of Advisory members expressed support for this project. They continue to believe that patron needs and library services have evolved significantly in the almost two decades

since the Main Library was designed and built. Many members felt that FMD, PBC and the Trustees have worked diligently to refine the project, identify and implement potential cost savings, and develop a construction timeline that would be advantageous to Library patrons as well as the Town's overall capital project schedule. Ultimately, these members felt the project cost is relatively low for what would be a significant upgrade in services. Several of these members noted the commitment of the Trustees to secure significant private funding for the renovation project, as had occurred with the original construction of the Main Library.

Several Advisory members voiced their belief that the Main Library is still beautiful and functional; in an era when the Town is facing so many other significant capital projects, many of an urgent nature, they felt that this renovation project should not be a priority. These members were also concerned about the bandwidth of the Town to take on an additional major construction project.

Passage requires a 2/3 vote.

Advisory recommends favorable action, 12 to 1.

ARTICLE 7. To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow a sum of money, to be expended under the direction of the Facilities Maintenance Department, for construction funds, architectural and engineering construction administration, project management, and any associated costs related to the repair, reconstruction, or replacement of the roof at the Main Wellesley Free Library located 530 Washington Street, and for any other services in connection therewith and, for the purpose of meeting such appropriation, to authorize the Town Treasurer, with the approval of the Board of Selectmen, to borrow said sum in accordance with Chapter 44, Section 7(1) of the Massachusetts General Laws, or any other enabling authority and to issue bonds or notes of the Town therefor, and that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of the issuance of such bonds or notes, may be applied to payment of costs approved by this vote in accordance with Chapter 44, Section 20 of the Massachusetts General Laws, thereby reducing the amount to be borrowed to pay such costs by a like amount, or to take any other action in relation thereto.

(Board of Library Trustees/Permanent Building Committee)

Overview

In this article, the Board of Library Trustees (the Trustees) requests Town Meeting approval for funds to replace the entire low-sloped roof and insulation on the main library. In addition, roof drains and missing or damaged slates will be replaced on the Mansard roof. The bid cost to replace this roof and associated activities is \$843,150 compared to the pre-bid estimate of \$1,193,050.

Project Background

The existing roof on the Main Library is almost 20 years old and has begun to fail. The roof is beyond the 15-year warranty period and the manufacturer is out of business. Failure of the roof is evidenced by:

- Ongoing leaks over multiple years
- The existing roof protective wearing surface has deteriorated, exposing the first layer of reinforcing fabric in numerous areas, and is considered in generally poor condition
- Moist roof insulation is detectable in several locations
- Missing slates on the Mansard roof

Project work done to date

- Russo Barr Associates Feasibility Study: July, 2019
- Design funds approved: June, 2020 ATM
- Design work completed: September, 2020

Project scope

- Replace entire low-sloped roof and insulation with PVC 80 ml roofing
- Replace all associated flashings and metal edging
- Install new overflow drain at circular roof
- Clean all roof drain lines
- Replace slates as required

Sustainability provisions

- New roof is to be solar ready
- High density cover board
- 80ml PVC roof projected life span aligns with life span of solar panels to minimize extraneous work

Project Schedule

Construction Funding Approved	Fall 2020 STM
Contract executed (NTP)	November, 2020
Contractor procurement	November, 2020 to May, 2021
On-site construction	May, 2021 to August, 2021 (coincides with Library Renovation Project)

Project Costs

	Pre-Budget Bid	Bid
Construction Costs	\$ 948,000	
Soft Costs	\$ 92,000	
Owner’s Contingency	\$ 156,000	
Total Project Cost	\$1,196,000	\$843,150

Costs for this project came in ~30% below budget due to aggressive contractor pricing.

Advisory Considerations

Advisory recognizes that the town has made great strides in maintaining its facilities in a manner that prevents additional, costly damage when building elements fail. Given the age of the existing roof and evidence of existing roof failure, it is prudent to replace the roof before additional damage is done due to water penetration.

Advisory also supports using the heavier 80ml PVC. It adds limited cost, while aligning the expected life of the roof with that of solar panels if those are later installed, and minimizing future costs of removing and reinstalling the solar panels should a lighter-PVC roof fail before the solar panels need to be replaced.

Advisory is also pleased that the roofing work will be scheduled while the library is closed for renovations.

Passage requires a 2/3 vote.

Advisory recommends favorable action, 13 to 0.

ARTICLE 8. To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow a sum of money, to be expended under the direction of the Facilities Management Department, for construction funds, architectural and engineering construction administration, project management, and any associated costs related to the repair, reconstruction, or replacement of the Sprague Elementary School Chiller located at 401 School Street, and for any other services in connection therewith and, for the purpose of meeting such appropriation, to authorize the Town Treasurer, with the approval of the Board of Selectmen, to borrow said sum in accordance with Chapter 44, Section 7(1) of the Massachusetts General Laws, or any other enabling authority and to issue bonds or notes of the Town therefor, and that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of the issuance of such bonds or notes, may be applied to payment of costs approved by this vote in accordance with Chapter 44, Section 20 of the Massachusetts General Laws, thereby reducing the amount to be borrowed to pay such costs by a like amount, or to take any other action in relation thereto.

(Facilities Management Department)

Overview

The Sprague Elementary School has a chilled water system that provides air-conditioning throughout the entire school for students, staff, faculty, and summer campers. This system is particularly important to the School Department because it operates its primary summer programs at Sprague.

The project is being requested now given several facts. First, the system has experienced refrigerant and cooling tower leaks over the past few years requiring significant repairs. Notably, there was a major refrigerant leak in May 2019 for which the Wellesley Fire Department was dispatched and it was determined that the school should be evacuated, and school was cancelled for the entire day. Second, the typical service life for chilled water equipment like that at Sprague is about 20 years, according to ASHRAE (industry standard). The Sprague chilled water equipment was installed in 2001, so this system will be 20 years old at the time of replacement (summer 2021), and at the end of its theoretical service life.

Given the age of the equipment, documented deficiencies and operational history, the Facilities Management Department (FMD) included the project in its FY21 cash-capital budget that was presented to the Selectmen and other Town boards on November 4, 2019. The project was also presented to the Permanent Building Committee (PBC) on November 14, 2019 because the value of the project exceeded \$500,000, so, per Town bylaw Article 14, it would fall under their purview. At that meeting, PBC voted to authorize FMD to manage and execute the project.

Due to the cost of the project and COVID-related impacts to Town finances in spring 2020 just prior to ATM, the decision was made to remove this request from FMD's FY21 cash-capital budget. It was felt that a separate warrant article request in this Fall STM would be more appropriate as the Town's financial situation was expected to be better known at this time.

At the Spring 2020 ATM, however, \$105,000 was retained in the request, and approved as part of FMD's cash-capital budget, for the design, bidding assistance and construction administration (i.e. professional engineering services) phases of the project. FMD engaged BLW Engineers, Inc. which is currently preparing construction documents for bidding. Bids will be received in January 2021, so the current total project cost estimate of \$1,026,000 is being used as the appropriation request.

FMD notes other benefits of the new chillers include that they are expected to be quieter, safer, more reliable and better performing than the existing system. As with the existing system, they will not be visible to neighbors.

If funds are approved, FMD proposes to install the new chilled water system during school recess in the summer of 2021.

Advisory Considerations

Advisory is supportive of FMD moving ahead with this project. One member is very familiar with the major refrigerant leak and noted it was very concerning. Another member asked, and FMD confirmed, that the equipment will be at the end of its life expectancy at the time of proposed replacement. Finally, members asked about the cost estimate as bids are expected in January 2021. FMD confirmed it is very confident that bids will be close to the projected cost estimate.

Passage requires a 2/3 vote.

Advisory recommends favorable action, 14 to 0.

ARTICLE 9. To see if the Town will vote to hear and act on the report of the Community Preservation Committee on the Fiscal Year 2021 Community Preservation Budget, and to undertake community preservation projects as recommended by the Community Preservation Committee, and which recommendations may involve the transfer or borrowing of funds and expenditures, or to take any other action in relation thereto.

(Community Preservation Committee)

Overview

Community Preservation Act (CPA) funds come from two sources: a surcharge on local property taxes (1%) and a “match” (23.9% in 2019) from the state CPA Trust Fund. The CPA requires that at least 10% of the annual revenue be spent or reserved for purposes of: open space, historic resources, community housing, and recreation. Funds that are not expended may be carried over for future use.

Furthermore, the CPC may appropriate up to 5% of estimated annual revenues for administrative purposes. These funds finance a part-time administrative assistant who is responsible for CPC clerical and reporting duties, including updating the CPC’s web page and providing online access to CPC applications, meeting reports and related materials. These funds are also used for consultants and engineers to help analyze and define potential projects that may receive CPA funding. Any unused administrative funds revert to the undesignated balances.

Wellesley Town Meeting voted to join the CPA in 2002; since that time the CPC funds have been used in more than 85 projects throughout Wellesley. Wellesley’s CPC is a member of the Community Preservation Coalition, an advocacy group that has championed legislation supporting the CPA and increases to the state trust fund.

Wellesley’s CPC has been a significant asset to our community. To gain a better understanding of the Community Preservation Act, refer to: <https://www.mass.gov/lists/community-preservation-act-cpa-payments-decile-reports-and-other-information>.

Article 9, MOTION 1: Replacement of Aqueduct Restroom Facility at Hunnewell Field

The Natural Resource Commission (NRC), with the support of the CPC, has requested from the CPC under the Community Preservation Act an amount of \$524,450 to be appropriated from undesignated reserves for replacement of the outdated and unusable restroom facility located at the Hunnewell Field complex, adjacent to the aqueduct. The project will result in a permanent, ADA compliant and sustainable restroom facility at the Hunnewell fields complex. This is the only restroom facility for the entire facility.

This project has been included in the Five-Year Capital Plan since 2005 but has been deferred due to the new high school project and other planned work at Hunnewell Field. The current, unusable structure was constructed in 1950 and has not been used in many years. Furthermore, this facility was not on the municipal sewer system; a hook-up to the municipal sewer system was installed as a result of an appropriation at the 2017 ATM. Recent history of the project:

+ At the 2016 ATM, the DPW requested an amount of \$300,000 to build a new Aqueduct Bathroom facility, At the time there were concerns about the cost, and the motion was not passed by the ATM.

+ At the 2017 ATM, the DPW requested \$300,000, to be borrowed under the levy, to replace the existing facility. The ATM approved \$180,000, of which \$30,000 was used by DPW to get municipal water and a sewer line to the site; therefore, \$150,000 is available to offset the cost of this request.

+ At the 2018 ATM, Town Meeting approved an amount of \$525,000 for Team Rooms and Bathrooms at the Track and Field facility. The hope was that an Aqueduct Bathroom Project would be able to use the same construction methods and material as the Track and Field Team Rooms/Bathrooms facility at a future date. However, bids for the Team Rooms/Bathrooms project came in twice as high as anticipated, thereby stalling that project as well as the Aqueduct Bathroom Project.

+ In October 2018, the DPW piloted a portable trailer bathroom facility, although this was not deemed a permanent solution. In addition, the NRC did not consider this an adequate approach for many reasons including appearance, susceptibility to vandalism, serviceability, and storage capacity.

This spring, the Engineering Department presented a "precast" building solution to the NRC. This option can be customized, arrives as one unit and is mounted on a permanent concrete pad with utility hook-ups. The structure is a three-season building and is intended to be used from March through November.

Engineering is currently in the process of developing a specific proposal. The facility will have three compartments: a women's bathroom (three stalls and two sinks); men's bathroom (one stall, one urinal, one sink); and a separate family bathroom and utility closet. The structure will be approximately 22 ft X 20 ft. Similar structures are currently in use at the recreation facilities in nearby towns. The DPW will maintain the facility. If approved, funds will go to DPW and the goal is completion by the summer of 2021.

The Playing Fields Task Force recommends this current Project as it will provide the only restroom services for Town's largest activity/recreation facilities.

Initial estimates:

Decommission septic system	\$6,000
Demolish existing building	\$12,000
Permits, foundation, utility hook up, grading	\$140,000 - \$200,000
Manufactured building	\$275,000 - \$325,000
Subtotal	\$433,000 - \$543,000
15% Contingency	\$64,950 - \$81,450
Budget	\$497,950 - \$624,450
HVAC alternative*	\$50,000
Less existing CPA appropriation	(\$150,000)
Total Project Cost**	\$397,950 - \$524,450

* As a result of discussion with the Advisory Committee, NRC/DPW has added \$50,000 for HVAC equipment for the purpose of making the facility more comfortable during the shoulder seasons so it can be used right up to the close of the fall season at the end of November and starting at the opening of the athletic season in late March/early April.

** The DPW anticipates the actual cost will be lower, in which case unused funds will be returned to the CPA Undesignated Reserves.

Advisory Considerations

Advisory thoroughly discussed this request and expressed general agreement that the facility is needed. Some questioned whether it could be used year-round, but the building is not designed or built to be winterized. There was also a discussion about who will maintain the facility, and Advisory understands that the DPW will be responsible for cleaning and maintenance. The issue of security was raised, and the current plan calls for electronic locks that can be programmed to close the facility after hours. Cost was discussed at some length and while some thought the cost is too high, most agreed that this Project has been lingering for many years and will meet a significant need voiced by a number of Town Departments. The costs have escalated over the years, but most Advisory members are satisfied the NRC and DPW have done their due diligence in designing and costing out a structure that is sturdy, safe and aesthetically pleasing, and being on the municipal sewer is a significant advantage.

Advisory recommends favorable action, 11 to 3.

AUTHORIZATIONS

ARTICLE 10 (ATM 2020 ARTICLE 24). To see if the Town will vote to approve the naming of “Hunnewell 2/Multipurpose Field” located at 438 Washington Street, as the “Diane P. Warren Field” in accordance with Article 5.5 of the Town Bylaws Naming of Public Assets, or to take any other action in relation thereto.

(Natural Resources Commission)

Overview

This article is a request to rename the Hunnewell #2/Multi-purpose field as the Diane P. Warren Field. Mrs. Warren, a Wellesley resident and educator at the Schofield Elementary School for 31 years, was the co-founder of the girls’ softball program. For over thirty years she served as the Commissioner of Wellesley Girls Softball, where she recruited coaches, organized schedules, assigned teams, designed uniforms and provided mentorship for the girls.

Advisory Considerations

Advisory members recognized the contributions of Ms. Warren and were supportive of giving the Hunnewell #2/Multi-purpose field a more distinctive name. Some members expressed concern from their constituents that the number of other town facilities bearing the name “Warren” could lead to confusion, although there was still support for the article. Some members expressed that it is currently confusing to have multiple fields named Hunnewell.

Advisory recommends favorable action, 14 to 0.

The 2020-2021 Advisory Committee voted 14 to 0 to adopt the 2019-2020 Advisory Committee recommendation and considerations shown above.

ARTICLE 11 (ATM 2020 ARTICLE 25). To see if the Town will vote to add, modify, or delete certain personnel policies and procedures for Town employees not covered by collective bargaining agreements, or authorize the Human Resources Board to do the same, in accordance with Article 30.10 of the Town Bylaws Personnel Policies Nonunion Employees, or to take any other action in relation thereto.

(Human Resources Board)

The Human Resources Board has established policies in the Personnel Guidebook and Municipal Policies and Procedures Handbook. Additional material has been developed to meet federal and state statutory requirements, which the Human Resources Department works diligently to provide to all new hires and current employees. Unfortunately, over the years, the Handbook has not been updated.

Unlike many other towns, the Town of Wellesley requires that HR policies be approved by Town Meeting. State and federal laws are constantly changing and the Town needs to have policies updated frequently to address legal requirements, sometimes with only a few months’ notice. Failure to update the policies to comply with state and federal laws could leave the Town vulnerable to lawsuits and/or state or federal penalties. The goal of this article is to provide an integrated and comprehensive Human Resource policy that will allow the Town to update policies as required by any change in the laws or regulations. This article addresses the eight most crucial areas, the first four of which are updates and the last four are new policies:

Updated Policies

Equal Employment Opportunity
Policy Against Discrimination, Harassment and Retaliations
Family Medical Leave
Military Leave

New Policies

Parental Leave
Pregnancy and Lactation Accommodation
Military Leave
Disability Accommodation

All of the above policies have been reviewed by Wellesley's Town Counsel. The policies have not been embellished, they simply spell out the law so that the bare minimum is followed. It is a requirement that at hire and every year at a determined date, the policies need to be provided to the employee. So updating and providing policies is needed by both state and federal law.

The policies will be on file at the Town Clerk's office and can be located at the link below:
<https://wellesleyma.gov/211/Human-Resources>

Advisory Considerations

Advisory was very concerned that the Town's HR policies have not been updated and/or created to keep pace with state and federal laws. Some members were concerned that Wellesley fell behind and urged the HR Board to put in place a plan to make sure we don't fall behind in the future. Advisory was encouraged by the efforts of the HR Board to put in comprehensive policies and encourage the Board to work on a way to have the ability to update the policies when necessary to comply with the ever-changing laws and regulations.

Advisory recommends favorable action, 12 to 0.

The 2020-2021 Advisory Committee voted 14 to 0 to adopt the 2019-2020 Advisory Committee recommendation and considerations shown above.

ARTICLE 12 (ATM 2020 ARTICLE 26). To see if the Town will vote to adopt a resolution to address the serious impact of climate change and to recommend that all boards, committees, and departments take certain actions in response to the accelerating crisis that threatens our community, region, state, nation, and the world.

(Board of Selectmen)

This Article was motivated by the Town's efforts on climate change, that have been ongoing and increasing over the course of several years. The intent of the resolution is to support the idea of prioritizing the various efforts to combat climate change, and to encourage citizens and businesses to think about these things.

The resolution is also intended to lay a foundation for the Climate Action Plan of the Sustainable Energy Committee. This resolution, in conjunction with the Climate Action Plan, will hopefully allow for a more cohesive effort toward various programs, which have historically been done as independent efforts by citizens, committees or groups.

Advisory Considerations

Some members were concerned about some of the language which seemed to mandate certain actions or behaviors that may not be realistic given the Town's expertise and resources. Overall, however, Advisory members were supportive of the efforts of the SEC and BOS to work toward a unified effort in the Town to combat the effects of climate change.

Advisory recommends favorable action, 12 to 0.

2020 -2021 Advisory Considerations

Some members were concerned about some of the language which seemed to mandate certain actions or behaviors that may not be realistic given the Town's expertise and resources. Overall, however, Advisory members were supportive of the efforts of the SEC and BOS to work toward a unified effort in the Town to combat the effects of climate change.

Although the STM#2 motion language changed, Advisory reviewed the new motion language and concluded the new language did not require a re-vote.

The 2020-2021 Advisory Committee voted 13 to 0 with 1 abstention to adopt the 2019-2020 Advisory Committee recommendation and considerations shown above.

ARTICLE 13 Granite Street To see if the Town will vote to acquire by eminent domain, Granite Street, from Sunset Road to Crown Ridge Road, as laid out and accepted by vote under Article 23 of the 2018 Annual Town Meeting, or to take any other action in relation thereto.
(Board of Selectmen)

Overview

Granite Street is approximately 700 feet long and lies between Crown Ridge Road to the east and Sunset Road to the west. Granite Street is also intersected by Summit Road. All are accepted ways except for Sunset Road. Granite Street abuts the boundary lines of fourteen parcels, six of which are corner lots.

At least 75% of the property owners on Granite Street petitioned the BOS in 2016 to have their street, which is a private way, accepted as a public way. The acceptance of Granite Street as a public way was included in the Warrant for the 2018 Annual Town Meeting, and Town Meeting approved both the acceptance of Granite Street as a public way and the expenditure of \$195,000 to bring Granite Street into compliance with the Town's standards for shared public ways. Betterments to the road include: widening the road; relocation of several utility poles; and reconstruction of a stone wall that is within two to three feet of the existing roadway.

The Town now seeks to complete the process begun in 2018 by formally transferring the title in the land covered by the Granite Street to the Town through eminent domain. The Board of Selectmen has advised that there will be no monetary impact to the Town as a result of this taking.

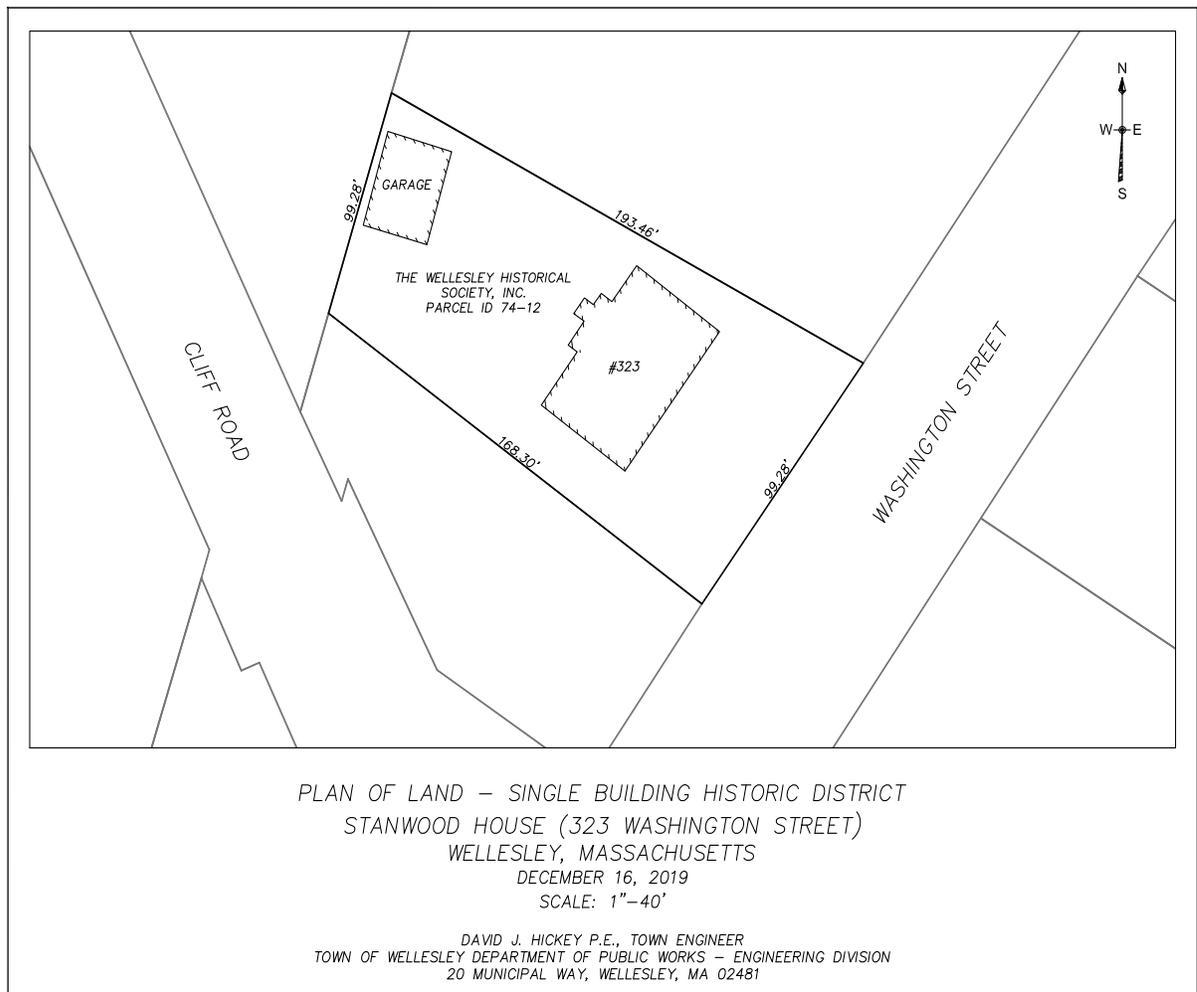
Advisory Considerations

All of the procedural steps that are required for the acceptance of a private way under the Board of Selectmen Street Acceptance Policy have been followed in this case, and the need for the acceptance and upgrading of Granite Street was approved by Town Meeting in 2018. The taking of the land on which Granite Street sits is the final step in this process.

Advisory recommends favorable action, 14 to 0.

AMEND ZONING BYLAW

ARTICLE 14 (ATM 2020 ARTICLE 29). To see if the Town will vote to establish a Historic District to be located at 323 Washington Street (Parcel ID 74-12) and to amend the Zoning Map of the Town of Wellesley by applying the Historic District Overlay Zoning District to said land at 323 Washington Street, as shown on the plan entitled “Plan of Land – Single Building Historic District, Stanwood House (323 Washington Street), Wellesley, Massachusetts” by Dave Hickey, Town Engineer, dated December 16, 2019, a copy of which is on file at the Office of the Town Clerk, provided, however, that the Historic District Overlay Zoning District shall overlay and not change the existing underlying General Residence District zoning of the property, or to take any other action in relation thereto.



(Historic District Commission, Historical Commission, and Planning Board)

Overview

This Article, which is sponsored by the Planning Board, the Historic District Commission, and the Historical Commission, seeks to amend the Zoning Map to apply the Historic District Overlay Zoning District to 323 Washington Street (“the Property”). Currently, the Property is zoned in the General Residence District and application of the Historic District Overlay Zoning District to the Property will not change the underlying, existing General Residence District Zoning. Approval will create the fifth, single-building local historic district in town.

The current owner of the Property is the Wellesley Historical Society (“the Society”), a not-for-profit 501(c)(3) corporation started by Nellie Fiske in 1925. The Society, although not an official Town Board, supports historic efforts of the Town and has received CPA funding for various efforts. The Society purchased the Property in 2012, desiring to use the Property for archival storage, office space for the Society's Director and Archivist, and as an annex to its headquarters at 229 Washington Street (the Dadmun-McNamera House). In contemplating the Property's accessibility to the public, which is expected to be minimal, the Society consulted with the Town (Board of Selectmen and Building Department) to determine the most effective and cost-efficient process for allowing the Property to serve its proposed use by the Society without requiring expensive modifications to the entirety of the existing building. The most elegant solution proposed was to create a single property historical district. This would allow for accessibility modifications to spaces open to the public and would have the added benefit of recognizing 323 Washington Street as an historic asset of the Town.

In June 2019, the Board of Selectmen appointed a Study Committee to consider whether the Property is worthy of designation as a Local Historic District. The Study Committee produced a report, which can be found at the following link:

https://wellesleyma.gov/DocumentCenter/View/18741/323-Wash_Prelim-Study-Report_12-18-19

The Study Committee's Report finds that the Property is historically significant when the criteria of architecture, historical narrative, and contribution to the history of the Town are considered. A brief summary of those findings, which does a disservice to the extensive research and scholarship of the Report in its entirety, follows.

- The residence at the Property was designed by Luther C. Greenleaf, a renowned Boston architect with Wellesley connections. Greenleaf designed and built the three-story brick office building at 316-320 Washington Street and Greenleaf's design for the house at 323 Washington Street articulated his vision for Wellesley Hills in a residential building. Greenleaf's design in an Asymmetrical Colonial Revival, unique for the time period, with Italian Renaissance influences.
- The residence was built for Dr. Frederic Stanwood, who served as Wellesley's School Physician in 1923 and as the Chair of the Wellesley Board of Health from 1918-1963, a time period during which Wellesley transformed from a community of less than 5,500 residents living on farmland into a burgeoning community of over 26,000 citizens. He also served as the Associate Medical Examiner, First District, Norfolk County.
- Jeanette Stanwood was also an important figure in public health in her own right. She was Chair of the Home Hygiene and First Aid Committee of the Wellesley Chapter of the American Red Cross and, together with her husband, educated Wellesley Police and Fireman in first aid. She also formed classes to teach home nursing and care of the sick to anyone serving on the Home Front during World War II.
- The property, with its centralized location in Wellesley Hills, served as a command center for Dr. Frederic and Jeanette Stanwood's efforts to improve the health and well-being of Wellesley. The Property, built in 1916, served as the Stanwood's residence until the death of Dr. Stanwood in 1975.

Advisory Considerations

Advisory commends the members of the Study Committee for their thoroughly-researched treatment of the Property. It seems appropriate to designate the Property a historical district given the importance of the Property in the Town's history. Designating the Property as a historic district also allows its use by the Society at no added cost to the Town.

Passage requires a 2/3 vote.

Advisory recommends favorable action, 12 to 0, with 1 abstention.

The 2020-2021 Advisory Committee voted 14 to 0 to adopt the 2019-2020 Advisory Committee recommendation and considerations shown above.

ARTICLE 15 (ATM 2020 ARTICLE 30). To see if the Town will vote to correct the omission of the Large Scale Solar Overlay District in the list of districts in Section 1A of the Zoning Bylaw by amending Section 1A, as follows:

1. Inserting after "27. Linden Street Corridor Overlay District (Section 14G)" in the list of districts, the following

28. Large-Scale Solar Overlay District (Section 14H)

and

2. Renumbering the remaining items in the list of districts accordingly;

or to take any other action in relation thereto.

(Planning Board)

Article 30 proposes to add a Large Scale Solar Array Overlay District (Sec. 14H) to the list of Districts in Section 1A of the Zoning Bylaw. The Large Scale Solar Array Overlay District was created in 2017 and has yet to be listed in Sec. 1A. Adoption of the article will correct that omission.

Advisory Considerations

Advisory supports the Planning Board's proposal to add Large Scale Solar Array Overlay District to the list of districts in Section 1A of the Zoning Bylaw.

Passage requires a 2/3 vote.

Advisory recommends favorable action, 13 to 0.

The 2020-2021 Advisory Committee voted 14 to 0 to adopt the 2019-2020 Advisory Committee recommendation and considerations shown above.

ARTICLE 16 (ATM 2020 ARTICLE 31). To see if the Town will amend the Zoning Bylaw to require Large House Review for single family dwellings, two-family dwellings, and Town Houses in the General Residence Districts, as follows:

1. By inserting a new Section 4.C as follows:

C. Large House Review

The provisions of Section 16D shall apply.

2. By inserting after the word “dwellings” in Section 16D.A, the phrase “in the Single Residence or General Residence Districts and Two Family Dwellings or Town Houses in the General Residence Districts”, such that Section 16D.A shall read as follows:

This Section is adopted by the Town to provide pre-construction and post-construction review of single family dwellings in the Single Residence or General Residence Districts and Two Family Dwellings or Town Houses in the General Residence Districts that meet the applicability standards set forth below.

3. By inserting a new paragraph after the second full paragraph in Section 16D.C as follows:

The provisions of this Section shall also apply to all building permits issued after January 16, 2020 for:

Any new single family dwelling, Two Family Dwelling, or Town House in the General Residence District where the Total Living Area Plus Garage Space of the dwelling or Town House after completion exceeds 3,600 square feet; and

Alteration of any single family dwelling, Two Family Dwelling, or Town House in the General Residence District where the alteration will increase the Total Living Area Plus Garage Space of the dwelling in question by more than 10% and the Total Living Area Plus Garage Space of the dwelling, after completion of the project, will exceed 3600 square feet.

4. By inserting in Section 16D.D.1, after the phrase “single family residential dwelling”, the phrase “, Two Family Dwelling, or Town House”, and inserting after the phrase “until the dwelling”, the phrase “or Town House”, such that Section 16D.D.1 shall read as follows:

General. Any applicant for a single family residential dwelling, Two Family Dwelling, or Town House that is subject to this Section shall submit to the Planning Board through the Planning Director the required information, including plans indicating the delineation of the neighborhood, existing and proposed site conditions, photographs, topography, building elevations, proposed grading and landscape design described in the Rules and Regulations and shall not be entitled to the issuance of a building permit

unless and until the dwelling or Town House is approved in accordance with this Section.

or to take any other action in relation thereto.

(Planning Board)

This article proposes inclusion of Large House Review in the General Residence Districts zoning bylaw for single, two family and townhouse dwellings.

General Residence Districts are clustered around the Town's business district on Washington and Linden Streets and along Barton Road. The zoning requirements largely mirror Single Residence Districts, but allow for two family dwellings, and if the lot is large enough, Town House structures. These districts play an important part to support the Town's stated goal of having a diverse housing stock, by allowing multi-family structures. General Residence Districts are part of the 10,000 foot Area Regulation District established under Section 18 of the Zoning Bylaw. As a result, they are subject to the same Area Regulations (i.e., lot coverage ratios) under Section 18 of the Zoning Bylaw and the same Yard Regulations (i.e., setback requirements) under Section 19 of the Zoning Bylaw as lots in the Single Residence 10 District.

Despite the above area and yard regulations, there has been ongoing concern that General Residence Districts do not have adequate restrictions to govern the size of dwellings that can be built. This article proposes to make the General Residence Districts more consistent with Single Residence Districts, which incorporate the Large House Review Process to ensure proposed large structures are vetted through a site review process that assesses neighborhood context, mass and scale, among other factors. The Planning Board is proposing this approach as it sets in place a process to review planned large structures, rather than set immovable size limitations as proposed in Article 41 (brought by Citizens Petition). The Board believes this approach will provide the needed flexibility to facilitate the diversity of housing goals of the Town's Unified and House Production Plan, while also providing a mechanism to regulate the size of structures in the General Residence Districts.

Advisory Considerations

Advisory supports modifying relevant bylaws to include Large House Review in General Residence Districts. Committee members agreed this was a more flexible means to help regulate the size of structures in these districts. Members also appreciated that it was more consistent with the Town's existing Zoning bylaws. Some members expressed concern that it would have a chilling effect on persons seeking to build larger structures in the General Residence Districts because of the additional cost of doing a Large House Review, while others thought the additional cost was not known, but estimated to be reasonable and not prohibitive. Some members still wanted to encourage the Board to consider adding different thresholds for different size lots for multi-family dwellings that will inevitably trigger the Large House Review. Advisory members also noted that the Petitioners for Article 41 have expressed support for this Article and indicated they will not make a motion under Article 41 if this article is approved by Town Meeting.

Passage Requires a 2/3 vote.

Advisory recommends favorable action, 13 to 0.

The 2020-2021 Advisory Committee voted 14 to 0 to adopt the 2019-2020 Advisory Committee recommendation and considerations shown above.

ARTICLE 17 (ATM 2020 ARTICLE 32). To see if the Town will vote to amend Section 16E of the Zoning Bylaw to (1) clarify the intent and purpose of the bylaw, (2) require increased mitigation actions, (3) increase the scope of protected trees, (4) allow other factors to be included in determining contributions to the Tree Bank Fund, (5) conform to Article 55 of the Town’s General Bylaws, and (6) update the bylaw’s terminology, such amendments may include, but not be limited to, the following:

1. By deleting the word “and” after the phrase “contribute to the distinct character of certain neighborhoods,” and by adding the phrase “and reduce ambient carbon in the atmosphere” after the phrase “provide natural privacy to neighbors” in the first sentence in the second paragraph of Section 16E.B, to reflect the sustainability policies of the Town, so that the relevant part of Section 16E.B reads as follows:

Trees are recognized for their abilities to improve air quality, protect from glare and heat, reduce noise, aid in the stabilization of soil, provide natural flood and drainage control, create habitats for wildlife, enhance aesthetics and property values, contribute to the distinct character of certain neighborhoods, provide natural privacy to neighbors, and reduce ambient carbon in the atmosphere.

2. By amending the definition of Protected Trees from Section 16E.C, to capitalize the words “Tree” and “Trees,” to clarify the location of Trees subject to the bylaw as being within the Tree Yard, and to decrease the relevant diameter at breast height from 10 inches or greater to six inches or greater for such Trees, so that Section 16E.C reads as follows:

Protected Tree - Any existing Tree located in the Tree Yard or Tree that was removed from the Tree Yard within twelve (12) months prior to application for an applicable demolition or building permit, which has a DBH of six (6) inches or greater, located in a Tree Yard of a property zoned Single Residence District or General Residence District, or located anywhere on property zoned other than Single Residence District or General Residence District. Any Tree that has a DBH of six (6) inches or greater with portions of the stem of the Tree actively growing into a Tree Yard between a height of six (6) inches and four and one-half (4.5) feet above grade shall be considered a Protected Tree.

3. By deleting the definition of Tree Bank from Section 16E.C, in its entirety, and inserting, in place thereof, a new definition, as follows:

Tree Bank Fund – The revolving fund established pursuant to Section 55.1.d of the Town Bylaws.

4. By deleting the definition of Tree Yard from Section 16E.C, in its entirety, and inserting, in place thereof, a new definition, incorporating the table presently set forth in Section 16E.F.1, as follows:

Tree Yard - The area of a parcel zoned Single Residence District or General Residence District located adjacent to all front, side, and rear lines of a lot up to the distances set forth in the following table:

Location of Protected Trees on Property Zoned Single Residence District (SRD) or General Residence District			
Zoning District	Minimum Tree Yard (feet)		
	Front	Side	Rear
SRD 10	20	10	10
SRD 15	20	20	20
SRD 20	20	20	20
SRD 30	40	30	30
SRD 40	40	40	40
General Residence District	20	10	10

5. By amending Section 16E.D.2.a, by deleting the word “In” and inserting in place thereof, the word “in”;
6. By deleting the period at the end of Section 16E.D.2.d and by inserting in its place “; and”;
7. By deleting Section 16E.D.2.f and Section 16E.D.2.g, in their entirety.
8. By deleting Section 16E.E, in its entirety, and inserting, in place thereof, a new Section 16E.E, as follows:

Town of Wellesley Tree Bank Fund

Any contributions collected per Section 16E.F.2.b.ii. shall be deposited in the Tree Bank Fund.

9. By deleting Section 16E.F.1, in its entirety, and inserting, in place thereof, a new Section 16E.F.1, as follows:

Scope:

Demolition and/or construction activity (as identified under Section 16E.D.1.) on a property on which a Protected Tree is located is prohibited unless required Tree protection and/or mitigation measures will be taken as set forth in this subsection.

10. By inserting a new sentence after the second sentence in Section 16E.F.2, as follows:

Any fencing to be included in the Tree Save Area shall consist of chain link wire fencing.

11. By deleting Section 16E.F.2.b.i, in its entirety, and inserting, in place thereof, a new Section 16E.F.2.b.i, as follows:

Replanting of Trees: For each inch of DBH of Protected Tree(s) which are removed, no less than one (1.0) inch of caliper of new Tree(s) shall be replanted in accordance with the following:

12. By deleting Section 16E.F.2.b.i.1, in its entirety, and inserting, in place thereof, a new Section 16E.F.2.b.i.1, as follows:

Each new Tree must have a minimum caliper of three (3) inches;

13. By deleting Section 16E.F.2.b.ii, in its entirety, and inserting, in place thereof, a new Section 16E.F.2.b.ii, as follows:

Contribution to the Tree Bank Fund: The Board of Selectmen shall establish a Tree Bank Fund contribution schedule, such schedule to be based on the DBH of Protected Tree(s) to be removed, impact on Town infrastructure, and other environmental impacts associated with the removal of the Tree. The schedule may also take into account the aggregate DBH of Protected Trees to be removed. The applicant shall make such contribution to the Tree Bank Fund for the removal of a Protected Tree, not already mitigated for, pursuant to Section 16E.F.2.b.i.; such contributions shall be deposited to the Tree Bank Fund.

14. By inserting, after the phrase "Tree Bank" in Section 16E.F.3.b.viii, the word "Fund";

15. By deleting Section 16E.F.3.c, in its entirety; and

16. By capitalizing the words "tree" and "trees" where such words appear in Section 16E;

or take any other action in relation thereto.

(Planning Board and Natural Resources Commission)

This Article proposes to amend the Tree Protection and Preservation bylaw to accomplish three goals: increase the number of protected trees, enhance the protection of retained trees; and improve mitigation for removed trees. This article only applies to large scale renovation and construction, not for ordinary landscaping on single lots not undergoing a building renovation.

The intent of this bylaw is to encourage the preservation and protection of significant trees during demolition and construction activities. It is important to note the bylaw does not prohibit the removal of trees, but requires mitigation by either the planting of new trees or contributing, per a set fee schedule, to the Tree Bank Fund. The current bylaw applies only to Protected Trees which are trees of ten inches or larger in diameter and located within the Tree Yard of a property. (The Tree Yard is a set area within a lot similar to, but smaller than, setbacks, and vary in size by zoning district). If a Protected Tree is kept, it must be protected during construction according to an agreed-upon Tree Protection Plan. If a Protected Tree is removed, it must be mitigated by planting new trees and/or by making payment to the Tree Bank Fund.

To accomplish the stated goals of this article, the proposed amendments to the bylaw will:

- *Change the minimum size of trees to be planted that will replace trees that are removed* – It will increase the size of replacement trees from a minimum diameter of two inches to three inches. This is intended to improve the viability of the replacement trees and allow more to survive.
- *Change the ratio, based on tree trunk diameter, of Protected Trees removed to the aggregate diameter of replacement trees from 2:1 to 1:1.* Today if an owner were to remove a protected tree that was twelve inches in diameter, they could offset it by planting two new trees that were each three inches in diameter - a total of six inches of replacement trees. Under the proposed changes to the bylaw the owner would need to plant four trees of three-inch diameter to fully offset the removed protected tree - a total of twelve inches of replacement trees.
- *Enhance the requirements to safeguard Protected Trees during construction* - The proposed changes would require that chain link fencing be installed around Protected trees during the demolition and construction process. Currently, the bylaw allows for tape or plastic snow fences to be used, which are viewed to be inadequate to provide sufficient protection.
- *Increase the number of trees protected under the tree bylaw* – Today the bylaw applies to trees over ten inches in diameter. The proposed bylaw would change this requirement to six inches in diameter and thereby protect more “understory” trees such as dogwoods and fruit trees.
- *Remove the current exemption for Hazardous Trees* – Protected trees determined to be hazardous by a licensed Arborist can be removed today without the mitigation of replacement trees and/or a contribution to the Tree Bank Fund. “Hazardous” status under the current bylaw is undefined and so subject to a wide range of interpretation. The exemption is widely used today, reducing the effectiveness of the bylaw. Under the proposed changes to the bylaw, trees in less than perfect health can be removed, but would be subject to the same mitigation requirements of other Protected Trees.
- *Enable future consideration of factors, in addition to tree diameter in setting contributions to Tree Bank Fund* – Other factors that could be used would include assessing the environmental benefits, as well as the potential impact on Town Infrastructure. Any changes to the level of contributions to the Tree Bank Fund would have to be made through regulations adopted by the Board of Selectmen.

Advisory Considerations

Advisory recognizes the importance of protecting the Town tree canopy and the many benefits trees provide in terms of public health, environment and esthetics. Advisory consequently also recognizes that there is a valid public purpose behind a strong Tree Preservation and Protection Bylaw.

The majority of Advisory Committee members were supportive of the proposed changes to the Tree Preservation and Protection Bylaw. One Advisory member felt that in aggregate the proposed changes were too restrictive. That member felt that the revised bylaw would be punitive rather than simply remedy the loss of Protected Trees. There was also concern expressed by several committee members about the ability to enforce both the current and proposed Tree Protection and Preservation bylaw. Advisory encourages the Planning Board to ensure the revised bylaw, if approved, has adequate means to enforce its provisions.

Passage Requires a 2/3 vote.

Advisory recommends favorable action, 12 to 1.

The 2020-2021 Advisory Committee voted 12 to 2 to adopt the 2019-2020 Advisory Committee recommendation and considerations shown above.

ARTICLE 18 (ATM 2020 ARTICLE 33). To see if the Town will vote to amend Section 16F, Natural Resource Protection (NRP) Development, of the Zoning Bylaw, to (1) increase flexibility in the design and layout of the lots within a NRP Development, (2) ensure that all such developments comply with lighting requirements in Section 16G, and (3) update terminology; such amendments to include, but not be limited to, the following:

1. By inserting “, driveways, and common pathways” after the word “Streets” in Section 16F.D.2;
2. By inserting at the end of Section 16F.D.3 the following:

Dwellings shall not be oriented linearly or subject to the provisions of Section 19 that:

Where, on a frontage of 500 feet including the lot to be affected, or on a frontage between two intersecting or entering streets if such frontage is less than 500 feet, all existing buildings (if they are not less than three in number) have front yards of a depth greater than 30 feet, the minimum depth thereof shall be the depth required.

3. By deleting Section 16F.D.8, in its entirety and inserting, in place thereof, a new Section 16F.D.8 as follows:

Exterior lighting shall be only as needed to accomplish safety and design objectives; shall be arranged so as to minimize the impact on neighboring properties; and shall comply with the provisions of Section 16G which are incorporated herein by this reference.

4. By deleting Section 16F.D.9 in its entirety and inserting, in place thereof, a new Section 16F.D.9 as follows:

Shared driveways may be constructed to access a maximum of three (3) residences. Shared driveways shall be located within an easement which may allow space for installation of water lines and utilities as needed.

5. By deleting the word “house” from Section 16F.E;
6. By deleting Section 16F.E.2, in its entirety and inserting, in place thereof, a new Section 16F.E.2 as follows:

Locating Dwelling Sites. Locate the approximate sites of dwellings within the Potentially Developable Area and include the delineation of private yards and shared amenities so as to reflect an integrated community within the subdivision. Priority in design shall be given to determining the appropriate location of dwellings prior to determining the location of streets.

7. By deleting Section 16F.E.3 in its entirety and inserting, in place thereof, a new Section 16F.E.3, as follows:

Locating Streets, Common Parking Areas, Common Detached Garages, and Pathways. Streets should be laid out in order to access common parking areas, common detached garages, or individual house lots while minimizing interference with Conservation Areas and maximizing Open Space. Pathways should be laid out to create internal and external connections to common parking areas, common detached garages, and existing and/or potential future streets, sidewalks, trails, and pathways.

8. By deleting the words “Housing” and “homes” from Section 16F.F.1, and inserting, in place thereof, the words “Dwelling” and “dwellings”, respectively; and
9. By deleting Sections 16F.F.2, Section 16F.F.3, Section 16F.F.4, and Section 16F.F.5, in their entirety and inserting, in place thereof, the following:
 2. Lot Dimension. the following minimum dimensional standards shall apply for lots within a NRP Development.

TABLE 1.

SINGLE RESIDENCE DISTRICT					
Area Regulation District	10,000 SF.	15,000 SF.	20,000 SF	30,000 SF.	40,000 SF.
Minimum Lot Size	7,500 SF.	7,500 SF.	10,000 SF.	10,000 SF.	10,000 SF.
Minimum Frontage	50 ft.	50 ft.	50 ft.	50 ft.	50 ft.
Minimum Front Yard Setback	10 ft.	10 ft.	10 ft.	10 ft.	10 ft.

3. Frontage. Lots within the NRP Development may have frontage on internal streets, common driveways, common parking areas, or common pathways.
4. Parcel Dimensions. To further the design process provided in Section 16F Part E above, the following minimum dimensional standards shall apply from the edge of the entire parcel to the nearest lot internal within the NRP Development:

TABLE 2

Area Regulation District	SINGLE RESIDENCE DISTRICT				
	10,000 SF.	15,000 SF.	20,000 SF	30,000 SF.	40,000 SF.
Minimum Front Yard Depth (setback)	30 ft.	30 ft.	35 ft.	40 ft.	40 ft
Minimum Side Yard Width (setback)	20 ft.	20 ft.	20 ft.	30 ft.	40 ft.
Minimum Rear Yard Depth (setback)	10 ft.	20 ft.	20 ft.	30 ft.	40 ft.

5. Accessory Structures. Accessory structures such as common carriage houses or a bank of common garages are encouraged.

or to take any other action in relation thereto.

(Planning Board)

This article seeks to modify the Natural Resource Protection (NRP) Development bylaw to increase flexibility in the design and layout of lots within an NRP Development and ensure NRP Developments comply with the lighting requirements of the Town’s Outdoor Lighting bylaw.

The NRP bylaw’s stated purpose is to allow innovative, context sensitive design of large (more than five lots) developments as a matter of right, so that the development design will minimize the destruction of open space and encourage the permanent preservation of wildlife habitat, recreational uses and other resources (wetlands, ponds, groundwater, historical sites, etc.) within the development. The bylaw envisions the use of cluster type housing that will thereby facilitate the preservation of undeveloped open space within the parcel to be developed.

The current bylaw requirements have proven to be too restrictive and effectively made it difficult if not impossible to design the cluster type dwellings the bylaw originally envisioned. Specifically, the existing bylaw has lot setback requirements that are appropriate for traditional lots, but too restrictive for cluster type housing. The proposed bylaw changes incorporate less restrictive lot requirements, but introduce setback requirements for the overall parcel. These changes facilitate the cluster type housing, but also ensure an appropriate buffer to abutting neighbors of these developments. The proposed changes also include guidance on shared driveways, walkways and common parking areas that again support cluster type housing. Finally, the proposed modifications to the bylaw include other minor changes that ensure that outdoor lighting definitions are consistent with the entire Zoning Bylaw.

Advisory Considerations

Advisory supports the Planning Board’s goal of making NRP Developments more workable so that they can achieve the goals the bylaw originally contemplated and approved by TMM’s at the 2013 Annual Town Meeting. Advisory believes the changes that are proposed in this article will achieve their intended purpose.

Passage Requires a 2/3 vote.

Advisory recommends favorable action, 14 to 0.

The 2020-2021 Advisory Committee voted 14 to 0 to adopt the 2019-2020 Advisory Committee recommendation and considerations shown above.

ARTICLE 19 (ATM 2020 ARTICLE 34). To see if the Town will vote to delete Section 22E of the Zoning Bylaw in its entirety, given the 2018 Annual Town Meeting vote under Article 28 to prohibit Marijuana Establishments, or take any other action in relation thereto.
(Planning Board)

This section was introduced and adopted during the 2017 Annual Town Meeting. Marijuana Establishments in this context refer to recreational marijuana establishments. The 2018 ATM voted to amend Section 16 to ban Marijuana Establishments. As a result, Section 22E is no longer needed. This article if passed would clean up the Zoning Bylaw.

Advisory Considerations

Advisory supports the Planning Board’s proposal to delete Section 22E of the Bylaw as it is no longer relevant or needed.

Advisory recommends favorable action, 14 to 0.

The 2020-2021 Advisory Committee voted 14 to 0 to adopt the 2019-2020 Advisory Committee recommendation and considerations shown above.

ARTICLE 20 (ATM 2020 ARTICLE 35). To see if the Town will vote to amend the Zoning Bylaw to update statutory and regulatory references and associated changes resulting from the enactment of Chapter 55 of the Acts 2017:

1. By deleting the definition of Registered Marijuana Dispensary in Section 1B, in its entirety, and inserting, in place thereof, a new definition as follows:
Registered Marijuana Dispensary (“RMD” or “RMDs”) – An entity licensed under 935 CMR 501.000 that acquires, cultivates, possesses, processes (including development of related products such as edible marijuana or marijuana products, marijuana infused products (“MIPs”), tinctures, aerosols, oils, or ointments), transports, sells, distributes, delivers, dispenses, or administers marijuana, products containing cannabis or marijuana, related supplies, or educational materials to registered qualifying patients or their personal caregivers for medical use, and also referred to as Medical Marijuana Treatment Center under 935 CMR 501.000.

2. By deleting the phrase “Chapter 369 of the Acts of 2012, *An Act for the Humanitarian Medical Use of Marijuana*, and 105 CMR 725.000: *Implementation of an Act for the Humanitarian Medical Use of Marijuana*” from Section 25.B.6.a and Section 25.B.6.b, and inserting, in place thereof, the phrase “Chapter 94I of the Massachusetts General Laws, and 935 CMR 501.000”;
3. By deleting the phrase “105 CMR 725.000”, from Section 25.B.6.a, Section 25.B.6.b, Section 25.B.6.d.iii(1), Section 25.B.6.d.iv(6), and Section 25.B.6.d.iv(7), and inserting, in place thereof, the phrase “935 CMR 501.000”; and
4. By deleting Section 25.B.6.d.iii(3), in its entirety, and inserting, in place thereof, a new Section 25.B.6.d.iii(3), as follows:

For every publicly accessible entrance there shall be at least one (1) sign that includes the language “Medical Registration Card issued by the MA Department of Public Health or the Cannabis Control Commission required” with a minimum text height of two (2) inches, in addition to any other sign that may be required by 935 CMR 501.000 at such location.

or take any other action in relation thereto.

(Planning Board)

This Article seeks to update and change statutory references regarding Registered Marijuana Dispensaries (RMDs). RMDs which provide Medical Marijuana are regulated under Section 25.6. The proposed Bylaw will amend the definition of RMDs in Section 1A and update provisions of Section 25.6 to appropriately refer to current state statutes and regulations.

Advisory Considerations

Advisory supports the Planning Board’s proposal to amend the Zoning Bylaw in regard to Registered Marijuana Dispensaries.

Passage requires a 2/3 vote.

Advisory recommends favorable action, 14 to 0.

The 2020-2021 Advisory Committee voted 14 to 0 to adopt the 2019-2020 Advisory Committee recommendation and considerations shown above.

ARTICLE 21 (ATM 2020 ARTICLE 36). To see if the Town will vote to amend the Zoning Bylaw by revising Section 16C, Drainage Review, as needed to comply with the requirements of the current USEPA/MassDEP General Permit for Stormwater Discharges from Small Municipal Separate Storm Sewer Systems in Massachusetts (the “MS4 Permit”), or to take any other action in relation thereto.

(Board of Public Works)

Overview

Section 16C of the Town’s bylaw outlines the terms, requirements and process around Drainage Review. It applies to those situations not covered by Section 16A Site Plans, and where the project involves grading, regrading or significant disturbance of ground cover and where the property is over one acre in size. The modification of the Drainage Review bylaw has been requested by the Department of Public Works so that this bylaw will conform to the amended EPA MS4 permit.

Section 16C was adopted by the Town (a) to provide a pre-construction, construction and post construction review of the projects which have the potential for detrimental effect caused by storm water drainage discharge onto streets and ways into both the Town’s storm water drainage system, the Charles River and the Town’s lakes, ponds and streams; (b) to reduce discharge of pollutants to the maximum extent practicable; (c) to protect water quality; (d) to satisfy the water quality requirements of the Clean Water Act and Massachusetts Water Quality Standards; (e) to maintain compliance with Wellesley’s General Permit under the Phase II Regulations of National Pollutant Discharge Elimination System (NPDES) of U.S. EPA; and (f) to be consistent with the Massachusetts Wetlands Protection Act.

The proposed change is only applicable to large land disturbances (one acre or more) and predicted to have only minor impacts on staff workload as projects affected by this change are largely already reviewed and regulated under approval processes for Section 16A site plans (large house review, PSIs).

Advisory Considerations:

Advisory is supportive of the bylaw change as a necessary means to become compliant with the current federal and state regulations governing stormwater discharge as well as the continued and effective minimization of pollutant discharge that may affect the town and neighboring communities.

Passage requires a 2/3 vote.

Advisory recommends favorable action, 14 to 0.

The 2020-2021 Advisory Committee voted 14 to 0 to adopt the 2019-2020 Advisory Committee recommendation and considerations shown above.

ARTICLE 22 (ATM 2020 ARTICLE 37). To see if the Town will vote to amend the Zoning Bylaw, as follows:

1. By inserting, in the appropriate alphabetical order, a new definition in Section 1B, as follows:

Select Board: The Select Board shall have all of the powers and duties granted to Boards of Selectmen by the Constitution and General Laws of the Commonwealth of Massachusetts, and such additional powers and duties as may be provided by any Special Act of the Legislature applicable to the Town of Wellesley, by this Bylaw, by the General Bylaws or by Town Meeting vote.

2. By deleting the following instances of the term “Board of Selectmen” and inserting, in place thereof, the term “Select Board”:

- i. Section 1B;
- ii. Section 2.A.11 (4 instances);
- iii. Section 9.B.6;
- iv. Section 14J.E.2.b;
- v. Section 14J.K.d.6 (2 instances);
- vi. Section 14J.L;
- vii. Section 16.D.2;
- viii. Section 16.D.3;
- ix. Section 16A.C.3.c.ii;
- x. Section 16A.C.3.d (3 instances);
- xi. Section 16E.F.2.b.ii;
- xii. Section 16F.G.3;
- xiii. Section 16F.G.5.d.vi;
- xiv. Section 22.C (2 instances);
- xv. Section 22.F.2.c;
- xvi. Section 22.I.1.h;
- xvii. Section 22.K.3;
- xviii. Section 24.A (2 instances); and
- xix. Section 25.C.2

3. By deleting all instances of the term “Board of Selectmen” and “Selectmen” from any amendment to the Zoning Bylaw approved at the Annual Town Meeting beginning March 30, 2020, and inserting, in place thereof, the term “Select Board”.

Or to take any other action in relation thereto.

(Board of Selectmen)

This Article seeks to amend the Zoning Bylaw to change the name of the “Board of Selectmen” to the “Select Board” throughout the Zoning Bylaw. This change will change the name of the Board to a gender-neutral name, and follows a trend that has occurred in other communities.

Advisory Considerations

Advisory agrees with the Planning Board that the proposed changes will increase the ease of use and clarity of the Zoning Bylaw.

Passage requires a 2/3 vote.

Advisory recommends favorable action, 14 to 0.

The 2020-2021 Advisory Committee voted 14 to 0 to adopt the 2019-2020 Advisory Committee recommendation and considerations shown above.

ARTICLE 23 (ATM 2020 ARTICLE 38).To see if the Town will vote to amend the General Bylaw, as follows:

1. By deleting Section 19.3, Powers, in its entirety, and inserting, in place thereof, a new Section 19.3, as follows:

Section 19.3. Powers and Duties. The Select Board shall have all of the powers and duties granted to Boards of Selectmen by the Constitution and General Laws of the Commonwealth of Massachusetts, and such additional powers and duties as may be provided by any Special Act of the Legislature applicable to the Town of Wellesley, by this bylaw, by the Zoning Bylaw or by Town Meeting vote. The Select Board shall also oversee all matters affecting the interest and welfare of the Town and exercise the power and authority vested in the Town not specifically delegated by law to any other board or office.

2. By deleting Section 19.6, General Duties, in its entirety, and inserting, in place thereof, a new Section 19.6, as follows:

Section 19.6. [Repealed]

3. By deleting the following instances of the term “Board of Selectmen” and inserting, in place thereof, the term “Select Board”:
 - i. Article 5.6: Acceptance of Gifts (7 instances)
 - ii. Article 7.2: Vacancy in the Board of Selectmen (2 instances)
 - iii. Article 7.3: Vacancy in Other Elected Positions
 - iv. Article 11.13: Notice of Request for Other Appropriations

- v. Article 11.14: Request for Town-Wide Financial Reports
- vi. Article 12.1: Membership (2 instances)
- vii. Article 12.7: General Provisions (2 instances)
- viii. Article 18.1: Membership
- ix. Article 19: Board of Selectmen (title)
- x. Article 19.1: Membership
- xi. Article 19.5.2: Report of Capital Projects
- xii. Article 19.16.2: Report of Town-Wide Financial Plan
- xiii. Article 19.19: Licensing Board
- xiv. Article 19.43: Treasurer and Collector of Taxes (2 instances)
- xv. Article 20A.2: Number of Directors/Term of Office
- xvi. Article 20A.3: Promotion of Local Programming
- xvii. Article 20A.6: Annual Report
- xviii. Article 28.1: Membership
- xix. Article 28.5: Reports
- xx. Article 28.6: Policies
- xxi. Article 40.1: Membership
- xxii. Article 40.3: General Duties
- xxiii. Article 45.1: Membership
- xxiv. Article 46A.3: Designation of Neighborhood Conservation Districts (NCD) (2 instances)
- xxv. Article 47.3: Administration
- xxvi. Article 47.7: Animal Control Officer (2 instances)
- xxvii. Article 47.8: Board of Selectmen
- xxviii. Article 47.9: Violations and Penalties (2 instances)
- xxix. Article 48.3: Investment and Expenditure
- xxx. Article 49.2A: Printed Matter Vending Machines in Public Ways and Places (2 instances)
- xxxi. Article 49.2B: Retail Hours of Operation (8 instances)
- xxxii. Article 49.2C: Preparation and/or retail sale of food or beverage (3 instances)
- xxxiii. Article 49.11A: Regulation of Utility Poles/Replacement of Existing Poles (3 instances)
- xxxiv. Article 49.19: Possession and Use of Alcoholic Beverages (2 instances)
- xxxv. Article 49.25: Mechanical Protection Devices
- xxxvi. Article 49.27: Disabled, Dismantled, Inoperative and/or Unregistered Motor Vehicles
- xxxvii. Article 49.28: Recreational Trailers or Vehicles
- xxxviii. Article 49.30: Temporary and Transient Vendors
- xxxix. Article 50.5: Maintenance of Meters
- xl. Article 50.12: Collection of Fees
- xli. Article 52.B: Noncriminal disposition (3 instances)

4. By deleting the following instances of the term “Selectmen” or “Selectmen are” and inserting, in place thereof, the term “Select Board” or “Select Board is”:

- i. Article 4.3: Filing (3 instances)
- ii. Article 4.4: Annual Town Report (2 instances)
- iii. Article 4.5: Annual Reports of Subcommittees
- iv. Article 6.5: Advisory Committee
- v. Article 6.16: Capital Budgets (2 instances)
- vi. Article 6.17: Conflict of Interest (4 instances)
- vii. Article 6.18: Bonding (2 instances)
- viii. Article 8.2: Date for Annual Town Election
- ix. Article 8.3: Notices of Elections (2 instances)
- x. Article 8.6: Date of Annual Town Meeting
- xi. Article 8.10: Notice of Town Meeting (3 instances)
- xii. Article 8.11: Calling Special Meeting (2 instances)
- xiii. Article 8.12: Warrant Articles (2 instances)
- xiv. Article 8.13: Motions (5 instances)
- xv. Article 11.8: Report
- xvi. Article 12.6: Budget (2 instances)
- xvii. Article 13.3: Audits
- xviii. Article 16.1: Membership
- xix. Article 16.3: Duties
- xx. Article 16.4: Budget (2 instances)
- xxi. Article 17.1: Membership
- xxii. Article 17.4: Budget (2 instances)
- xxiii. Article 18.1: Membership
- xxiv. Article 18.2: Term
- xxv. Article 19.3: Powers
- xxvi. Article 19.4: War Memorial Scholarship Fund Trustees (2 instances)
- xxvii. Article 19.5.2: Report of Capital Projects (11 instances)
- xxviii. Article 19.5.3: Investment of Town Funds
- xxix. Article 19.7: Appointments
- xxx. Article 19.8: Communication and Cooperation
- xxxi. Article 19.9: Investigations
- xxxii. Article 19.10: Appearance Before Other Bodies
- xxxiii. Article 19.11: Legal Actions and Settlements
- xxxiv. Article 19.12: Actions of Town Meeting
- xxxv. Article 19.13: Enforcement of Bylaws and Regulations

xxxvi.	Article 19.14: Review of Bylaws and Government
xxxvii.	Article 19.15: Budgets and Administration
xxxviii.	Article 19.16.2: Report of Town-Wide Financial Plan (13 instances)
xxxix.	Article 19.17: Weekly Warrant
xl.	Article 19.18: System for Citizen Inquiries
xli.	Article 19.19: Licensing Board (4 instances)
xl.ii.	Article 19.20: House Numbers
xl.iii.	Article 19.21: Municipal Charges Lien
xl. iv.	Article 19.31: Executive Director of General Government Services (8 instances)
xl. v.	Article 19.33: Staff (2 instances)
xl. vi.	Article 19.42: Finance Director (2 instances)
xl. vii.	Article 19.43: Treasurer and Collector of Taxes (2 instances)
xl. viii.	Article 19.46: Payment of Town Funds (2 instances)
xl. ix.	Article 19.51: Town Meeting
l.	Article 19.52: Closing of Warrant
li.	Article 19.53: Copies of Warrant
lii.	Article 19.54: Copies of Motion (2 instances)
lii. iii.	Article 21.1: Establishment of the Department
li. iv.	Article 21.2: Responsibility of Selectmen (2 instances)
li. v.	Article 21.3: Responsibilities of the Chief of Police
li. vi.	Article 22.1: Establishment of the Department
li. vii.	Article 22.2: Responsibility of Selectmen (2 instances)
li. viii.	Article 22.3: Responsibility of Chief Engineer
li. ix.	Article 23.1: Appointment
li. x.	Article 24.3: Director of Facilities Management
li. xi.	Article 24.4: Budget (2 instances)
li. xii.	Article 25.2: Term (3 instances)
li. xiii.	Article 25.4: Duties (7 instances)
li. xiv.	Article 25.5: Special Counsel (2 instances)
li. xv.	Article 26.3: Duties
li. xvi.	Article 27.1: Membership
li. xvii.	Article 28.1: Membership
li. xviii.	Article 28.5: Reports
li. xix.	Article 30.12: Collective Bargaining Agent
li. xx.	Article 33.1: Membership
li. xxi.	Article 33.5: Budget (2 instances)
li. xxii.	Article 35.8: Records and Reports
li. xxiii.	Article 39.4: Advisory Board
li. xxiv.	Article 39.5: Veterans' Grave Officer
li. xxv.	Article 39.6: Budget (2 instances)
li. xxvi.	Article 40.5: Budget (2 instances)

lxxvii.	Article 41.1: Membership
lxxviii.	Article 47.5: Policies and Procedures
lxxix.	Article 49.2: use of Public Ways and Places
lxxx.	Article 49.2C: Preparation and/or retail sale of food or beverage (3 instances)
lxxxi.	Article 49.20: Licensing of Vehicles for Hire (3 instances)
lxxxii.	Article 49.21 Licensing of Junk Dealers
lxxxiii.	Article 49.23: Clearance Areas at Intersections
lxxxiv.	Article 50.2: Revocable License to Park
lxxxv.	Article 50.3: Installation of Meters (4 instances)
lxxxvi.	Article 50.6: Permitted Parking Periods
lxxxvii.	Article 50.7: Parking Fees (3 instances)
lxxxviii.	Article 50.10: Prohibited Parking
lxxxix.	Article 50.12: Collection of Fees
xc.	Article 50.13: Enforcement
xci.	Article 50.14: Penalties
xcii.	Article 50.15: Policies and Procedures

- By deleting the word “Selectmen” from the job title “Senior Secretary, Selectmen” in Schedule A Job Classification By Groups, appended to the General Bylaws, and inserting in place thereof, the phrase “Select Board”, so that the job title reads “Senior Secretary, Select Board”;
- By deleting all instances of the term “Board of Selectmen” and “Selectmen” from any amendment to the General Bylaws approved at the Annual Town Meeting beginning March 30, 2020, and inserting, in place thereof, the term “Select Board”.

Or to take any other action in relation thereto.

(Board of Selectmen)

This Article seeks to amend the General Bylaws to change the name of the “Board of Selectmen” to the “Select Board” throughout the General Bylaws. As in Article 37, this will change the name of the Board to a gender-neutral name, following a trend that has occurred in other communities.

Advisory Considerations

Advisory believes that the proposed changes are reasonable and appropriate.

Passage requires a 2/3 vote.

Advisory recommends favorable action, 14 to 0.

The 2020-2021 Advisory Committee voted 14 to 0 to adopt the 2019-2020 Advisory Committee recommendation and considerations shown above.

ARTICLE 24 (ATM 2020 ARTICLE 39). To see if the Town will vote to amend the General Bylaws as follows:

1. By correcting identified grammatical, typographical, and formatting errors;
2. By instituting a consistent internal arrangement protocol (lettering and numbering) throughout the General Bylaw with updated references;
3. By amending the references to the Zoning Bylaw in the General Bylaws to reflect the change from Roman Numerals to Arabic Numbers, as adopted under Article 29 of the 2019 Annual Town Meeting;
4. By adopting a consistent method of referencing the date of acceptance of specific Articles;
5. By deleting the words “him” or “her” and the phrase “him or her”, where such words or phrase appears in the General Bylaws, and inserting, in place thereof, the word “their”;
6. By deleting the words “himself” or “herself” and the phrase “himself or herself”, where such words or phrase appears in the General Bylaws, and inserting, in place thereof, the word “themselves”;
7. By deleting from Article 1.3 the phrase “Gender and” and the first sentence, so that Article 1.3 reads as follows:

1.3 Number. The singular and plural forms of words shall be deemed interchangeable wherever appropriate.

8. By inserting at the end of Article 2.1, the following:

For purposes of these Articles, “public body” shall have the meaning provided in G.L. c.30A, §18.

9. By deleting Article 2.4, in its entirety, and inserting, in place thereof, the following:

2.4 Notice to be filed and posted. Notice shall be filed with the Town Clerk and posted on the Town’s website. Meeting notices shall also be made available in or around the Town Clerk’s office so that members of the public may view the notices during normal business hours.

10. By deleting the word “board” where such word appears in Article 2, Article 2A, and Article 3, and inserting, in place thereof, the phrase “public body”;
11. By inserting after the phrase “but no longer” in Article 3.6, the phrase “, and, provided, however, that the executive session was held in compliance with the law”;
12. By inserting after the phrase “applicable exemptions” in Article 3.7 and Article 3.8, the phrase “to the Public Records Law, G.L. c.4, §7,”;

13. By amending Article 8.21 by inserting the word "Vote" as a new section header;
14. By inserting a new subsection e in Article 9.7, to read as follows:
 - e. Four members of the Community Preservation Committee.
15. By deleting the last sentence in Article 13.1, in its entirety;
16. By inserting after the phrase "three years" in Article 18A.2.f, the phrase ", one of whom is a member of the Wellesley Housing Development Corporation";
17. By inserting after the phrase "add a new position to" in the third sentence in Article 30.5, the phrase "or delete an existing position from";
18. By deleting the phrase "Civil Service," in its entirety, from the first sentence in Article 31.1;
19. By inserting, in the appropriate alphabetical order, a new definition into Article 46A.2, as follows:

NCD – means a Neighborhood Conservation District in accordance with this bylaw.

and

20. By deleting the last sentence in Article 49.33.6, which reads, "This by-law shall take effect May 4, 2012.", in its entirety;

or to take any other action in relation thereto.

A redline copy of the General Bylaws showing said amendments shall be made available on the Town's website for inspections.

(Town Clerk)

Advisory expects no motion under this Article.

ARTICLE 25 (ATM 2020 ARTICLE 40). To see if Town Meeting will vote to amend the General Bylaws by adding a new Article authorizing the Board of Selectmen to promulgate regulations on the audio and video recording of meetings of elected and appointed boards and committees or other public bodies as designated by the Board of Selectmen and the posting of said footage online within a certain time period, or to take any other action in relation thereto.

(Board of Selectmen)

This Article is asking Town Meeting to authorize the Board of Selectmen to promulgate regulations about videotaping public meetings and having those recordings posted on the internet for public access.

There has been a lot of concern that many Boards and Committees have limited availability to the general public because not all the meetings are recorded by Wellesley Public Media and because so many meetings occur at the same time, many members of the public are not able to attend, and without a recording, the only access the public has to those meetings is from the minutes.

Under the current Open Meeting Law, anyone has the right to record any public meeting, so long as the Committee/Board is notified it is being recorded. The BOS believes it is a necessary step to provide access to the Boards by the public, and intends to make a coordinated effort with the various Boards to come up with regulations around the recording of public meetings. The intent is to create regulations that have exceptions depending on locations (no taping for site meetings outside Town buildings, e.g.) and timing of meetings. Exceptions for privacy laws, etc. will also be included in order to allow meetings that are discussing sensitive issues or topics that require executive session to not be recorded. The BOS has spoken with Wellesley Public Media and they are enthusiastic about the idea of increasing the number of meetings that will be recorded. The BOS is hoping this will increase the transparency of the Boards and Committees in the Town.

The BOS intends to go through a process that asks for input from the public and all the Boards regarding the regulations, and intends it to be a thorough and collaborative process.

Wellesley Public Media is funded through contributions from Verizon and Comcast from their portion of the PEG (public, educational governmental) access grant, which comes from a portion of the Verizon and Comcast customers in Town. The income from the PEG grant creates a surplus of funds that Wellesley Media can use to increase the number of meetings being recorded without any cost to the Town.

Advisory Considerations

Advisory members generally expressed concern that the BOS indicated some boards/committees were opposed to the Article, but Advisory had not heard from them regarding the Article, and expressed concern that no one from the affected Boards was present to express their opinion about the proposed by-law. There was also a desire to hear directly from Wellesley Public Media regarding their ability to perform the additional services, and how this type of regulation has been implemented in other towns.

Other members expressed that because Advisory had not been presented with the information regarding the purpose and effect of this Article until late in the ATM 2020 timeline, it may not have allowed for the public or others with comments on this Article to come forward to express their opinions to Advisory. Others on Advisory believed that the notice of the article in the warrant and the February 27, 2020 public hearing, along with the opportunity to come forward at Citizen Speak during any Advisory Committee meeting was enough to allow anyone with comments on the article to have come forward if they chose to do so.

Concern was expressed regarding the BOS's authority to promulgate regulations that would control independent Boards. At least one Advisory member expressed concern that the Advisory Committee had not heard from Town Counsel as to the legal implications of the proposed by-law. Some concern was also raised regarding authorizing the BOS to create regulations rather than looking to amend the bylaws with a full and detailed process.

Others saw this was a good step to allow additional access to meetings for the public, and pointed out that the regulations could become a bylaw in the future after working with the regulations that will eventually be put in place.

Advisory recommends favorable action, 11 to 1.

The 2020-2021 Advisory Committee voted 14 to 0 to adopt the 2019-2020 Advisory Committee recommendation and considerations shown above.

ARTICLE 26 (ATM 2020 ARTICLE 41). We present a Citizens' Petition to see if Town Meeting will vote to amend Section 4 of the Zoning Bylaws to place limits on the size of the structures that may be constructed, altered or enlarged in the General Residence Districts, limiting the total TLAG (total living area plus garage, as that term is defined in Article 16D) to 3,600 square feet for structures on lots greater than 10,000 square feet but less than 15,000 square feet, and 4,800 square feet for lots greater than 15,000 square feet but less than 20,000 square feet, 6,000 square feet for lots greater than 20,000 square feet but less than 30,000 square feet, and 7,200 square feet for lots greater than 30,000 square feet.

(Citizen Petition

Overview

Last year, a citizens petition was brought seeking to rezone the homes on Dexter Road from a General Residence District to a Single Family 10,000 square-foot district (see Article 37 in 2019 Advisory Book, page 168). The citizens proposed the zoning change because a demolition review by the Historical Commission had begun regarding the proposed demolition of 8 Dexter Rd. During the course of that demolition review, residents learned that despite the fact that all of their homes were single-family residences, they were in fact located within a General Residence zoning district. Under the current zoning bylaws, there are virtually no limitations on the size of structures that can be built within the General Residence district, which was concerning to the neighbors of 8 Dexter Road. Accordingly, they sought to rezone themselves into the single-family district. During the town meeting discussion of their proposed zoning change it became clear that the majority of the town meeting members preferred instead to create new limitations on development within the General Residence district, rather than eliminating General Residence Districts through what was widely thought of as a "spot zoning" article. The proposed article did not pass at 2019 ATM, and based upon what they had heard at town meeting, the Dexter Road residents brought a new citizens petition which resulted in Article 41.

Bylaw Change Requested by the Petition

Based upon the perception that town meeting members were in favor of General Residence district housing being smaller and more affordable, the petition proposed that the size of dwelling units in the General Residence district be limited to no more than 3,600sf of TLAG (total living area plus garage) per 10,000sf lot, no more than 4800sf for 10-15,000sf lots, and steps up for larger lots. The residents believe that by this proposed zoning change, smaller and more affordable General Residence dwelling units would be created.

Bylaw Change Proposed By The Planning Board

The Dexter Road residents appeared before the Planning Board to discuss their proposed warrant article in June of 2019. Subsequently, the Planning Board had further discussion regarding alternative amendments to the General Residence district zoning bylaws. The Planning Board concluded that rather than enacting a hard cap on the permissible square footage allowed per unit within the General Residence district, it would be more appropriate to instead have the town's Large House Review made applicable to the General Residence district such that any construction within the General Residence district in excess of 3,600 sq. ft. of TLAG per lot would be subject to Large House Review before the Planning Board (See Article 31).

Such review would help ensure that new development in the General Residence Districts is of appropriate size and does not unduly negatively impact abutting properties, nearly all of which are in the 10,000 square-foot single residence districts.

The presenters of Article 41 support the thoughtful application of Large House Review to dwelling units within the General Residence District, noting that it is equitable to require the same Large House Review that would apply to a lot in a single family zoning district, to also apply to lots within the General Residence District. Therefore, the presenters of Article 41 have concluded that in the event that it is successful at ATM, they will not move for action on Article 41.

Advisory Considerations

Even though Advisory considered Article 41 on its own merit, Advisory also acknowledged the need to consider the information available to them through Article 31 and its motion (it is recommended to read the Advisory Report on Article 31 before considering your vote on Article 41). The two articles address the same issue in two different ways.

Because this article is enacting a hard cap on the permissible square footage allowed per unit within the General Residence district, some members were concerned this by-law was too restrictive. Many members felt that requiring LHR (large house review) was a better resolution and approach while providing the needed flexibility to facilitate the diversity of housing goals in the General Residence Districts.

It is important to note that Advisory considered all possible actions that could be taken on this article. Even though the petitioners stated they would not move on this motion if Article 31 passed, Advisory was clear through their discussion they do not support this article in any event because of the restrictive nature of the bylaw change being proposed. Members expressed that they would rather see no by-law right now and recommend the Planning Board come back to a future Town Meeting with a resolution if Article 31 did not pass. Some members did express that if Article 31 did not pass, Article 41 might be a reasonable backup plan to ensure that the current gap in the bylaw be closed.

Advisory does not recommend favorable action, 0 to 13.

The 2020-2021 Advisory Committee voted 14 to 0 to adopt the 2019-2020 Advisory Committee recommendation and considerations shown above.

ARTICLE 27 (ATM 2020 ARTICLE 45). To see if the Town will vote to approve certain motions to improve efficiency of Town government, reduce expenditures, and improve the level of services provided to the residents, voters, and taxpayers of the Town, or take any other action in relation thereto.

(Citizen Petition)

Advisory expects no motion under this Article.

ARTICLE 28 (ATM 2020 ARTICLE 46).

- a. Purpose and Findings: Animals that are slaughtered for their fur endure tremendous suffering. Animals raised on fur farms typically spend their entire lives in cramped and filthy cages. Fur farmers use cheapest killing methods available, including suffocation, electrocution, gas, and poison.
- b. Considering the wide array of alternatives for fashion and apparel, the Town finds that the demand for fur products does not justify the unnecessary killing and cruel treatment of animals.
- c. The Town believes that eliminating the sale of fur products in the Town of Wellesley will promote community awareness of animal welfare and, in turn, will foster a more humane environment in Wellesley.

See attached bill for Definitions, Prohibitions, Exceptions, and Penalty.

ARTICLE 53A. FUR PRODUCTS

53A.1. Purpose and Findings.

- a. The Town finds that animals that are slaughtered for their fur endure tremendous suffering. Animals raised on fur farms typically spend their entire lives in cramped and filthy cages. Fur farmers typically use the cheapest killing methods available, including suffocation, electrocution, gas, and poison.
- b. Considering the wide array of alternatives for fashion and apparel, the Town finds that the demand for fur products does not justify the unnecessary killing and cruel treatment of animals.
- c. The Town believes that eliminating the sale of fur products in the Town of Wellesley will promote community awareness of animal welfare and, in turn, will foster a more humane environment in Wellesley.

53A.2. Definitions. For purposes of this Article, the following words and phrases have the definitions set forth next to them:

“Fur”: Any animal skin or part thereof with hair, fleece, or fur fibers attached thereto, either in its raw or processed state.

“Fur product”: Any article of clothing or covering for any part of the body, or any fashion accessory, including, but not limited to, handbags, shoes, slippers, hats, earmuffs, scarves, shawls, gloves, jewelry, keychains, toys or trinkets, and home accessories and décor, that is made in whole or part of fur. “Fur product” does not include any of the following:

- a. A dog or cat fur product, as defined in Section 1308 of Title 19 of the United States Code;

- b. An animal skin or part thereof that is to be converted into leather, or which in processing will have the hair, fleece, or fur fiber completely removed;
- c. Cowhide with the hair attached thereto;
- d. Lambskin or sheepskin with the fleece attached thereto; or
- e. The pelt or skin of any animal that is preserved through taxidermy or for the purpose of taxidermy.

“Non-profit organization”: Any corporation that is organized under 26 U.S.C. Section 501(c)(3) that is created for charitable, religious, philanthropic, educational, or similar purposes.

“Taxidermy”: The practice of preparing and preserving the skin of an animal that is deceased and stuffing and mounting it in lifelike form.

“Ultimate consumer”: A person who buys for their own use, or for the use of another, but not for resale or trade.

“Used fur product”: Fur in any form that has been worn or used by an ultimate consumer.

53A.3. Prohibitions. It is unlawful to sell, offer for sale, display for sale, trade, or otherwise distribute for monetary or nonmonetary consideration a fur product in the Town of Wellesley.

53A.4. Exceptions. The prohibitions set forth in section 53A.3 of this Article do not apply to the sale, offer for sale, displaying for sale, trade, or distribution of:

- a. A used fur product by a private party (excluding a retail transaction), non-profit organization or second-hand store, including a pawn shop;
- b. A fur product required for use in the practice of a religion;
- c. A fur product used for traditional tribal, cultural, or spiritual purposes by a member of a federally recognized Native American tribe; or
- d. A fur product where the activity is expressly authorized by federal or state law.

53A.5. Penalty. Whoever violates any provision of these bylaws may be penalized by indictment or on complaint brought in the District Court. The maximum penalty for each fur product sold, offered for sale, displayed for sale, traded, or otherwise distributed in violation of these bylaws shall be three hundred dollars (\$300). Each fur product and every day upon which any such violation shall occur shall constitute a separate offense.

(Citizen Petition)

BACKGROUND (as provided by the proponents):

This citizens petition, which is supported by the Humane Society of the United States, the MSPCA, and the Animal Legal Defense Fund, is written to have minimal impact on businesses while having maximum impact on animal welfare. Its language is modeled after the successful legislation of other fur bans including, most recently, the state of California. The bylaw does NOT seek to prohibit the sale of animal hides that are largely the byproduct of meat industries (cowhide and sheepskin, with or without hair fibers still attached), and instead seeks to prohibit the sale of new fur from animals killed strictly and only for their pelts. These include foxes, minks, chinchillas, rabbits, and raccoon dogs. Fur used for religious purposes, Native American tribal/ceremonial purposes, and used fur are exempted from the proposed bylaw.

Animal Cruelty Endemic in The Fur Industry

Each year, more than 100,000,000 animals are raised or trapped and killed for their fur.¹ Animals raised on factory fur farms, which represent 85-95% of those killed for their fur annually, typically spend their entire lives in cramped cages unable to participate in any behaviors natural to their species. They consequently regularly display neurotic, stereotypic behaviors (e.g. head banging and repetitive pacing) and engage in acts of self-mutilation and/or cannibalism of cage mates. Fur farmers typically use the cheapest, and therefore slowest, killing methods available, including suffocation, clubbing, anal electrocution, gassing and poison. In China, where 80% of the fur we purchase in the United States originates and where there are no animal welfare regulations, the skinning of animals who are incapacitated but still alive and conscious has been regularly documented.

Fur animals trapped in the wild, which comprise 5-15% of animals killed for the fur industry often languish for many hours or days without food or water in steel-jawed leghold traps. These traps are the most common type of trap used in the United States even though they have been banned in many states because of the pain and mutilation they cause. Foxes, coyotes, and wolves trapped in the wild have been known to gnaw off their trapped limb to return to their cubs or clan, only to die later of blood loss or infection. The American Veterinary Medical Association estimates that 'non-target' animals (or 'trash' animals as they are referred to in the industry) account for up to 67% of the total catch when trapping. These 'trash' animals include endangered species and domestic pets.²

Environmental Impact of Fur

Contrary to marketing efforts by the fur industry to promote fur as an eco-friendly and sustainable material, two recent studies by the independent environmental sustainability group CE Delft show that fur is the worst offending textile, synthetic or natural, in 17 of 18 environmental categories considered, ranging from 2 to 28 times the detrimental impact.³ These categories include toxicity, waste runoff and local pollution, and climate change impact.

¹ This number excludes rabbits, who are estimated to be killed by the several hundreds of millions annually. The breakdown of animals and countries can be found at Humane Society International, "The Fur Trade" (2020): <https://www.hsi.org/news-media/fur-trade/>

² The American Veterinary Medical Association, "Welfare Implications of Leghold Trap Use in Conservation and Research" (2008): <https://www.avma.org/resources-tools/literature-reviews/welfare-implications-leghold-trap-use-conservation-and-research>

³ The complete studies and their summaries are available online: CE Delft, "The environmental impact of mink fur production," 2011: https://www.cedelft.eu/publicatie/the_environmental_impact_of_mink_fur_production/1131

&

The climate change impact of mink fur, for example, is 5 times higher than the second worst offending textile (wool--sheep being high methane producers requiring significant land and feed. This is because producing 1 kg (2.2 lbs) of mink fur requires 11.4 minks and 563 kg (1,241 lbs) of feed comprised of mostly chicken and fish. This highly inefficient process taxes land and water resources and produces significant waste runoff that is consistently reported to pollute local water supplies.

Fur-Free Trajectory in Fashion And Legislation

To date, over 1000 retailers¹ have made fur-free commitments due to the cruelty associated with fur production, with the greatest increase in retailers' fur-free commitments being made in the past three years. These commitments are complemented and expedited by legislative efforts across the country and globe. Numerous countries in the EU have banned or are phasing out fur farming. California recently became the first state to ban new fur sales state-wide in 2019, after the implementation of fur-ban ordinances in Los Angeles county, San Francisco, and Berkeley. Currently, fur bans are being legislated in New York City, Portland (OR), Minneapolis, Toronto, Connecticut, Rhode Island, and Hawaii.

Research by The Luxury Institute, a leading consulting firm which has conducted significant quantitative and qualitative research with affluent and wealthy consumers to improve brands' financial performance, shows that retailers who sell fur products are likely adversely impacting their own businesses. As The Luxury Institute's CEO Milton Pedraza has summarized:

“If [fur] is not a necessity, if it doesn't define a brand's reason to exist--which it doesn't for most companies--then they're probably not selling a lot of it anyway due to consumer and societal sentiment. If you don't have the moral clarity, at least have the economic clarity.”²

Of the fur sold in Wellesley, there is none that, in the words of Pedraza, “define a brands existence.” Rather, of approximately 45 stores in Wellesley that sell textiles of any variety (clothing and home furnishings), approximately four sell small quantities of fur that comprised a very negligible amount of their overall inventory. Of the identified fur, it mostly took the form of a decorative element on accessories (most notably fur pom poms on hats), with one instance of fur lining on a jacket hood, and one instance of fur lining on shoes. These stores also sold faux fur of equivalent styles at the same price point. While this fur trim is insignificant in Wellesley, the Humane Society International estimated that as many as half of all animals raised for their fur are killed to satisfy the collective market for fur trim.

Lastly, polls show that the majority of Massachusetts voters support banning sale of fur products, which contributes to such unnecessary animal suffering. Two separate polls conducted by the Humane Society Legislative Fund (2019) and Fur Alliance demonstrate with consistency that 59-64% of MA voters support a fur ban, with only 19% opposing.³ This

CE Delft, “Natural mink fur and faux fur products, an environmental comparison,” 2013: <https://www.cedelft.eu/en/publications/1409/natural-mink-fur-and-faux-fur-products-an>

¹ A complete list can be found at www.furfreeretailer.com

² Cited in Alexandra Mondalek, “How to Convince a Fashion Brand to Go Fur-Free in 2018,” *Fashionista* Nov. 19, 2018: <https://fashionista.com/2018/11/animal-welfare-groups-fashion-brands-fur-free>

³ Humane Society Legislative Fund, “Massachusetts Voters Support Ban on Fur Products” (2019): <http://www.hslf.org/news/press-releases/massachusetts-voters-support-ban-on-fur-products.html>
Fur Free Alliance, “Majority of Massachusetts Voters Want to Make It Illegal to Sell Fur Clothing” (2017): <https://www.furfreealliance.com/majority-massachusetts-voters-want-make-illegal-sell-fur-clothing/>

proposed bylaw is good for the animals, good for the environment, good for businesses, and has broad public support.

Advisory Considerations

Advisory heard the presentation by the proponents of the Article, and also heard from members of the Wellesley Square Merchants Association, who made it clear that they were against animal cruelty, but expressed the belief that customers should have the option to choose whether to buy fur or not. They did confirm that fur is a very small portion of their inventory.

Advisory members expressed concern that because fur is such a negligible portion of inventory around the Town, that there was no problem this Article was seeking to address in our Town, even though it was seeking to address a larger, industry-wide problem. Some Advisory members did not believe that the Town should enact a bylaw merely to make a political statement. Others agreed with the stance of the WSMA that the consumers should be making the choice, and will be the ultimate drivers of the fur market. Some Advisory members believed the proper method of changing the law was at the state level, despite the length of time it may take.

Others on Advisory believed that Wellesley should take a stand on this issue and that we should not vote against the bylaw just to avoid being first in Massachusetts to do it. Several members believed that Wellesley is often a leader in these types of movements and this is an important issue on which Wellesley should make a statement.

Advisory does not recommend favorable action, 6 to 7 to 0. It is important to note that it was a split vote by the members and required a vote from the chair to break the tie.

The 2020-2021 Advisory Committee voted 14 to 0 to adopt the 2019-2020 Advisory Committee recommendation and considerations shown above.

GENERAL

ARTICLE 29. To see if the Town will vote to rescind authorized and unissued loans, to authorize the transfer of unused proceeds from previously issued loans to one or more eligible appropriations, and/or to amend existing borrowing authorizations on unissued debt authorized prior to November 7, 2016, in order to allow the use of premiums for project costs and to reduce the amount of the borrowing so authorized in accordance with Section 20 of Chapter 44 of the Massachusetts General Laws, as amended by Section 67 of Chapter 218 of the Acts of 2016, or to take any other action in relation thereto.

(Board of Selectmen)

In this Article, the Board of Selectmen seeks Town Meeting approval to (1) rescind debt that was previously appropriated at various Annual and Special Town Meetings in the past but never issued; and (2) transfer funds that were borrowed but unused on existing projects to reduce the borrowing needs for those projects.

Overview

At times the cash-flow needs of a project slow or change and the Town borrows too much money. The (over) borrowed funds then need to be reassigned to another project in accordance with the borrowing provisions of Massachusetts General Law.

This Article seeks to rescind the following amounts:

<u>Town Meeting Vote</u>	<u>Project</u>	<u>Total Debt Authorized</u>	<u>Amount to be Rescinded</u>
Article 19, ATM 2019	MS Steam Pipe construction	\$3,188,950	\$300,000
Article 2, STM 10/2018	Upham/MSBA Feasibility	\$2,500,000	\$180,299

Advisory Considerations

Advisory believes the amounts to be rescinded are reasonable and appropriate. The Upham/MSBA project rescission is due to an MSBA reimbursement in that amount.

Advisory recommends favorable action, 14-0.

ARTICLE 30. To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow a sum of money, to be expended under the direction of the Board of Selectmen, for the purpose of paying expenses related to the settlement of claims, actions and proceedings against the Town, or to take any other action in relation thereto.

(Board of Selectmen)

Advisory expects no motion under this Article.

REPORT OF THE NATURAL RESOURCES COMMISSION

The NRC was asked for an abridged report for the Special Town meeting. Please see the full Natural Resources Commission Report to the 2020 Annual Town Meeting Here:

https://wellesleyma.gov/DocumentCenter/View/20485/2020-ATM-Report-FINAL_060420_800PM_AK

MISSION STATEMENT

The mission of the Natural Resources Commission is to provide stewardship of, education about, and advocacy for the Town of Wellesley's park, conservation, recreation, and open space system so the full value of the Town's natural assets can be passed onto future generations.

DEPARTMENT GOALS AND INITIATIVES FOR THE COMING YEAR

The goals of the Natural Resources Commission are to provide the Town with the highest quality of environmental leadership, planning, and management; to establish sound environmental policy; and to protect and improve the Town's natural and outdoor recreational resources. Projects and initiatives to further these goals were developed at the Annual Retreat and include the following:

- Promote Environmental Stewardship and Education
- Preserve and Expand the Town's Tree Canopy
- Promote healthy, hearty and pollinator friendly landscapes on Town land and on private Property
- Ensure planning, preservation and maintenance of passive and active open spaces
- Protect the Town's surface, ground and drinking waters
- Work to address Wellesley's gas leaks
- Advocate for Legislation that supports these goals

Each of these goals relates to action and policy recommendations explicitly outlined in the Unified Plan, including promoting protection and enhancement of the tree canopy, managing properties to promote habitat and biodiversity, and raising public awareness about landscape best management practices by public and private property owners.

STM WARRANT ARTICLE REQUESTS

The NRC is proposing one and co-sponsoring another Motion at this year's Special Town meeting:

Article 10: The NRC is proud to present Article 10, a request to name the Hunnewell #2/Multipurpose field as the Diane P. Warren Field. Mrs. Warren, a Wellesley resident and educator at the Schofield Elementary school for 31 years, was also the co-founder of the girls' softball program. For over thirty years she served as the Commissioner of Wellesley Girls Softball, where she recruited coaches, organized schedules, assigned teams, designed uniforms and provided mentorship for the girls.

NRC in support of Article 32: The NRC has been working with the Planning Board to review and suggest revisions to the Tree Preservation Bylaw in an effort to encourage preservation and maintenance of the Town's Tree canopy. More information about these revisions can be found in the Planning Board's report.

REPORT OF THE PLANNING BOARD

In accordance with the provisions of Section 26, *Notice of Public Hearings*, of the Zoning Bylaw, and Chapter 40A of the General Laws of the Commonwealth of Massachusetts, the Planning Board convened duly advertised public hearings on:

- (i) Monday May 20, 2019 on a proposed Citizen Petition amendment to the Zoning Bylaw as contained in the Warrant for the March 30, 2020 Annual Town Meeting (ATM Article 41);
- (ii) Monday, February 3, 2020 on the proposed amendments to the Zoning Bylaw as contained in the Warrant for the March 30, 2020 Annual Town Meeting (Articles 30, 31, 32, 33, 34, 35, 36, and 37); and
- (iii) Wednesday, March 4, 2020 on the proposed amendment to the Zoning Map as contained in the Warrant for the March 30, 2020 Annual Town Meeting (Article 29).

Following the public hearings and as further required by the Zoning Bylaw and by the General Laws of the Commonwealth of Massachusetts, the Planning Board produced a Report with recommendations on the articles for consideration (ATM Articles 30, 31, 32, 33, 34, 35, and 37) by Town Meeting.

In accordance with the provisions of the Acts of 2020, Chapter 53 “An Act to Address Challenges Faced by Municipalities and State Authorities Resulting from COVID-19” and the governor’s March 10, 2020 declaration of a state of emergency, the Wellesley Annual Town Meeting 2020 was postponed from its March 30, 2020 start. A bill signed by Governor Baker on June 5, 2020 permitted remote participation for representative town meetings where all or some of the articles could be considered.

Wellesley’s Annual Town Meeting 2020 convened on Monday, June 22, 2020 for the purpose of considering the articles that pertained to the budget and other financial matters (approximately one half of the warrant articles). It dissolved at the end of the session on Tuesday, June 24, 2020. The Planning Board opted to make no motion on the Zoning Articles (ATM Articles 29, 30, 31, 32, 33, 34, 35, 36, and 37) as well as to recommend that there be no motion on the Citizen Petition, ATM Article 41, but to postpone consideration until a Special Town Meeting, scheduled to be held in October 2020.

In accordance with the provisions of Section 26, *Notice of Public Hearings*, of the Zoning Bylaw, and Chapter 40A of the General Laws of the Commonwealth of Massachusetts, the Planning Board convened a duly advertised public hearing on Monday, July 20, 2020 on:

- (i) proposed amendment to the Zoning Map as subsequently contained as Article 14 in the Warrant for the October 26, 2020 Special Town Meeting;
- (ii) proposed amendments to the Zoning Bylaw subsequently contained as Articles 15, 16, 17, 18, 19, 20, 21, and 22 in the Warrant for the October 26, 2020 Special Town Meeting; and
- (iii) a proposed Citizen Petition amendment to the Zoning Bylaw subsequently contained as Article 26 in the Warrant for the October 26, 2020 Special Town Meeting.

The public hearing was continued to Tuesday, September 8, 2020 and then continued to Monday, September 21, 2020. Following the closing of the public hearing on September 21, 2020 and as further required by the Zoning Bylaw and General Laws of the Commonwealth of Massachusetts, the Planning Board voted on the articles at the September 21, 2020 meeting (with one member absent), approving Articles 14, 15, 16, 17, 18, 19, 20, 21, and 22 for the October 26 Special Town Meeting.

**Article 14 (ATM Article 29) – Zoning Map Amendment to Create Single Building Historic District – 323 Washington Street
Final Recommendation – Adoption
(Planning Board voted 4-0)**

Article 14 was initiated through and is sponsored by the Planning Board, the Historic District Commission, and the Historical Commission. It proposes to create a Single Building Local Historic District at 323 Washington Street and apply the Historic District Overlay Zoning District to the Zoning Map for that property.

The Wellesley Historical Society, a not-for-profit 501(c)(3) organization that supports and maintains collections and records that are considered Town historic assets, has owned the building since 2012 and intends to use it for archival storage and office space supplemental to the Society's headquarters at the Dadmun-McNamara house. In order to accomplish this efficiently and in compliance with accessibility directives, building codes, and zoning, the Society consulted with the Building Department and the Board of Selectmen. The most elegant solution was to create historical status, preferably as a Local Historic District. The Selectmen appointed a Study Committee in June 2019. The Study Committee completed its report in early December 2019 and recommended that Town create a Single Building Local Historic District through a Warrant Article at Annual Town Meeting 2020. If approved, 323 Washington Street would be the Town's fifth Single Building Historic District.

There are many criteria that determine whether or not a building should be landmarked as historic. Three are directive: architect and architecture, historical narrative of the ownership, and relevance to the history of the town.

323 Washington Street was built in 1916 as the residence and home office of Dr. Frederic Stanwood and Mrs. Jeannette Stanwood. It is a strong example of pre-World War I Colonial Revival that was designed by Luther C. Greenleaf, a renowned Boston architect who is often associated with projects developed in Wellesley by Isaac Sprague, Roger Babson, and others. Dr. Stanwood, who lived at 323 Washington Street from its construction until his passing in 1975, was a beloved local physician, Chair of the Board of Health from 1918 until 1963, and physician to the Wellesley schools. The building itself is transformative to the character of Wellesley Hills, in that it was one of the properties that contributed to a change from a rural farming community to a progressive business and institutional center.

The Massachusetts Historical Commission has indicated support for the Town to establish 323 Washington Street as a Local Historic District.

Therefore, based on the above, the Planning Board supports the creation of a Single Building Local Historic District and amendment to the Zoning Map by a vote of 4-0.

**Article 15 (ATM Article 30) – Establishment of Districts
Amend Section 1A Establishments of Districts to include Large Scale Solar Overlay District
Final Recommendation – Adoption
(Planning Board voted 4-0)**

Article 15 was initiated and sponsored by the Planning Board, and proposes to amend the Zoning Bylaw by inserting the following:

28. Large Scale Solar Overlay District (Section 14H)

after “27. Linden Street Corridor Overlay District (Section 14G)” and renumbering the remaining items on the list of districts accordingly.

This Article seeks to correct an omission to the list of districts that occurred at Annual Town Meeting in 2017 when Town Meeting adopted Section 14H of the Zoning Bylaw creating the Large Scale Solar Overlay District and applied the overlay to the Zoning Map.

Because this is a simple corrective measure the Planning Board supports the amendment proposed under Article 15, by a vote of 4-0.

**Article 16 (ATM Article 31) – General Residence Districts
Final Recommendation – Adoption
(Planning Board votes 4-0)**

Article 16 was initiated and is sponsored by the Planning Board and proposes to amend the Zoning Bylaw by requiring Large House Review for single-family dwellings, two-family dwellings, and Town Houses in Section 4 General Residence District and by inserting changes to Section 16D Large House Review to clarify the application of that Section.

1. The Article would insert a new Section 4.C as follows:
C. Large House Review
The provisions of Section 16D shall apply;
2. The Article would insert the word “dwellings” in Section 16D.A so that this Section applies to single family dwellings, two family dwellings or townhouses in the General Residence District;
3. The Article would insert a new paragraph in Section 16D.C so that this Section applies to any new single family dwelling, two family dwelling or Town House that exceeds 3600 square feet, and to any alteration of a single family dwelling, two family dwelling or Town House where the alteration will increase the Total Living Area Plus Garage Space (TLAG) of the dwelling in question by more than 10% and the TLAG, after completion will exceed 3600 square feet; and
4. The Article would insert the phrase “Two Family Dwelling, or Town House” after the phrase “single family residential dwelling” and the phrase “or Town House” after the phrase “until the dwelling” in Section 16D.D.1 so that this Section defines the specifications for the application process for the resulting Large House Review.

The Board feels that these amendments provide necessary structural and dimensional guidance for what is built as single family and two family dwellings and as town house dwellings in the General Residence Districts. The request for structural and dimensional guidance came at the 2019 Annual Town Meeting when a number of Citizens – residents of Dexter Road and the neighboring properties – sought to remove their neighborhood from the General Residence District and place it in the Single Residence District – 10,000 square feet. That effort failed at the 2019 Annual Town Meeting.

Subsequently, in April 2019, the same residents joined with other residents in town to present a Citizen’s Petition for the 2020 Annual Town Meeting: that would place absolute limits on the size of structures built in the General Residence District, based on the size of the lot rather than the District size. Planning believes that defining the size of a structure or dwelling by lot size rather than District size is inconsistent with zoning in Wellesley and, specifically, with other Sections of the Zoning Bylaw. Further, and more importantly, Planning feels that placing an absolute limit on the size of structures penalizes property owners. Because of this belief, it has been the practice within Wellesley’s Zoning since 2007 for the Town to allow “by right” construction to a threshold square footage contemplated as Total Living Area Plus Garage (TLAG). If a structure exceeds the TLAG threshold, it can be built, but is subject to a review (Large House Review or LHR), where the structure is judged on criteria that include Scale of Buildings, Landscape Preservation, Lighting, and Drainage. Planning undertook amending Section 4 and Section 16D so that there would be parity across Districts and throughout the Town. This is equitable to property owners who wished to develop their parcels and to neighbors who wish to preserve the character of their neighborhoods. In the process of developing the amendments, Planning was mindful of the goals of the Unified Plan and of the Housing Production Plan.

Therefore, based on the above, the Planning Board supports the amendments proposed under Article 16, by a vote of 4-0.

**Article 17 (ATM Article 32) – Tree Protection & Preservation
Final Recommendation – Adoption
(Planning Board votes 4-0)**

Article 17 was initiated and is co-sponsored by the Planning Board and the Natural Resources Commission and proposes to amend the Zoning Bylaw to clarify the intent of Section 16E Tree Protection and Preservation, require increased mitigation actions, increase the scope of protected trees, allow other factors to be included in determining contributions to the Tree Bank Fund, conform to Article 55 of the Town’s General Bylaws, and update the bylaw’s terminology.

The Planning Board and the NRC are proposing a number of amendments, including:

1. To clarify the intent and purpose of the Bylaw: In Section 16E.B, adding the phrase “and reduce ambient carbon in the atmosphere” to reflect the sustainability policies of the Town.
2. To require increased mitigation actions: In Section 16E.C, decreasing the relevant diameter at breast height that would determine mitigation, from ten (10) inches to six (6) inches or greater.
3. To increase the scope of protected trees: (a) In Section 16E.C, deleting the current definition of Tree Yard and replacing it with the follow text:

Tree Yard: The area of a parcel zoned Single Residence District or General Residence District located adjacent to all front, side, and rear lines of a lot up to the distances set forth the table currently in the Bylaw under Section 16D.F.1;

(b) In Section 16E.F.1 and Section 16E.F.2, amending the protection methodology of the Bylaw, requiring a tree protection plan prior to demolition and to require chain link fencing for the Tree Save Areas;

(c) In Section 16E.F.2.b.i, requiring that for each inch of DBH of Protected Tree(s), no less than one (1) inch of new tree shall to planted; and

(d) In Section 16E.F.2.b.i.1, requiring that the replacement trees have a minimum caliper of three (3) inches.

4. To allow other factors to be included in determining contributions to the Tree Bank Fund: In Section 16E.F.2, deleting the current wording for contribution to the Tree Bank Fund and replacing it with language that considers environmental impacts associated with the removal of the Tree, individually and in the aggregate.
5. To conform Section 16E as it referenced the Tree Bank Fund to Article 55 of the Town's General Bylaws.
6. To update the bylaw's terminology.

The Planning Board, the Natural Resources Commission, and their Departments have become increasingly concerned about the loss of trees – particularly canopy but also understory trees – throughout the Town. Many residents have expressed their concerns as well to both Departments and questioned the regulations within and the enforcement of the current Bylaw. Many have asked Planning and NRC to amend the Bylaw. Beginning well over a year ago, Planning and the NRC began to define and catalog the problem and then to find an appropriate solution.

Planning, the NRC, and both departments believe that the proposed amendments collectively address many of the residents' concerns. It is understood that only new construction on either a vacant lot of following demolition of an existing structure *or* the construction of an addition to an existing stricter that increases the footprint by more than 50% triggers the Bylaw; however, both departments intend to study the efficacy and enforcement of the Bylaw over the next two year in order to calculate its effectiveness and make further changes as necessary.

Therefore, based on the above, the Planning Board supports the amendments proposed under Article 17, by a vote of 4-0.

**Article 18 (ATM Article 33) – Natural Resources Protection (NPR) Development
Final Recommendation – Adoption
(Planning Board votes 4-0)**

Article 18 was initiated and is sponsored by the Planning Board, and proposes to amend Section 16F Natural Resources Protection (NRP) Development of the Zoning Bylaws so that it increases flexibility in the design and layout of the lots within a NRP Development parcel, ensure that all such developments comply with lighting requirements in Section 16G Outdoor Lighting, and update terminology.

When the 2013 Annual Town Meeting approved NRP Development, the intent was to apply this Section to large parcels of land that could be subdivided into five or more lots in order to preserve fifty percent (50%) of the land as open space, while fostering creativity in the siting of houses, accessory structures, roads, and pathways, etc. The Bylaw sought to encourage clustering of dwellings and protected primary and secondary conservation areas.

Since then, there has been one application of NRP Development. In 2015 and 2016, there was a traditional subdivision plan with a bulbous cul-de-sac street and twelve single residential dwellings arranged in linear alignment that was presented to the Planning Board. The applicant sought this site design because several provisions in Section 16F prevented a creative NRP development. Prescribed frontages and setbacks made it impossible to cluster houses while dimensional requirements for the construction of common driveways eliminated the possibility of designing them. Under provisions of the Massachusetts Subdivision Control Law, Planning was required to approve the application. Yet, the applicant eventually chose not to develop the traditional subdivision, but to apply for a comprehensive permit from the Town under Chapter 40B, which was granted by the Zoning Board of Appeals.

The Planning Board recognizes the need to protect the Town's open space and the failure of the current Bylaw to do this. This Article proposes to amend Section 16F by:

1. Replacing Table 1 in Section 16F.F.2 with a new table that enables the clustering of houses by changing minimum frontages to fifty (50) feet, reducing the front setback to ten (10) feet, and removing dimensional requirements for side and rear setbacks.
2. Stipulating in Section 16F.F.3 that frontage may be on internal streets, common driveways, common parking areas, or common pathways.
3. Inserting a new table (Table 2) in Section 16f.f.4 that ensures that all setbacks from the edge of the entire parcel to the nearest lot internal within the NRP Development match what is allowed in the Area Regulation District where the NRP Development is.
4. Replacing Section 16F.D.9 to remove dimensional requirements for shared driveways.

These proposed changes follow recommendations from 2012 consultant's report prepared for the Town and also NRP Zoning Bylaws from benchmark towns where successful NRP developments have been constructed.

Additionally, this Article proposed to replace Section 16F.D.8 to ensure that exterior lighting complies with the provisions of Section 16G Outdoor Lighting.

Therefore, recognizing the need to correct omissions and inconsistencies in the current Bylaw, the Planning Board supports the amendments proposed under Article 18, by a vote of 4-0.

**Article 19 (ATM Article 34) – Delete Temporary Moratorium for Marijuana Establishments
Final Recommendation – Adoption
(Planning Board votes 4-0)**

Article 19 was initiated by the Planning Board in consultation with the Board of Selectmen and is sponsored by the Planning Board. It proposes to delete Section 22E Temporary Moratorium on Marijuana Establishments from the Zoning Bylaw.

The Temporary Moratorium was adopted at the 2017 Annual Town Meeting. Following the 2018 Annual Town Meeting vote to prohibit Marijuana Establishments through amendments adding Section 16.H to the Zoning Bylaw, the Temporary Moratorium was rendered unnecessary. Removing Section 22E will clean up the Zoning Bylaw.

Therefore, the Planning Board supports the amendments proposed under Article 19, by a vote of 4-0.

**Article 20 (ATM Article 35) – Amend Registered Marijuana Dispensary Regulations
Final Recommendation – Adoption
(Planning Board votes 4-0)**

Article 20 was initiated by the Planning Board in consultation with the Board of Selectmen and is sponsored by the Planning Board. It proposes to amend certain definitions in Section 1B of the Zoning Bylaw and the provisions of Section 25.B.6 of the Zoning Bylaw to update statutory and regulatory references and associated changes resulting from the enactment of Chapter 55 of the Acts 2017:

1. It proposes to amend Section 1B Definitions by deleting the definition of “Registered Marijuana Dispensary” and inserting an updated definition: “Registered Marijuana Dispensary ({RMD” or “RMDs”).
2. It proposes to amend the language in Sections 25.B.6.a, 25.B.6.b, 25.B.6.d.iii(1), 25.B.6.d.iv(6), and 25.B.6.d.iv(7) so the Sections’ subsections, paragraphs, and lists conform with the language in the General Laws of the Commonwealth.
3. It proposes to amend Section 26.B.6.d.iii(3) by deleting and replacing it with a new section that prescribes specific wording for entry signage for dispensaries.

As this is necessary to ensure that the Zoning Bylaws agree with the General Laws of the Commonwealth, the Planning Board supports the amendments proposed under Article 20, by a vote of 4-0.

Article 21 (ATM Article 36) – Amend Drainage Review to Comply with MS4 Permit

Article 21 was initiated by the Board of Public Works and prepared by Town Counsel. This Article seeks to amend Section 16C Drainage Review of the Zoning Bylaw in order to comply with the requirements of the new USEPA/MassDEP General Permit for Stormwater Discharges from Small Municipal Separate Storm Sewer Systems in Massachusetts (the “MS4 Permit”).

The Article conforms terminology and requirements for Drainage Review with the new MS4 Permit such as expanding requirements for Construction Mitigation and defining impervious cover and types of development. It clarifies the process to be followed by the Town in reviewing drainage impacts, coordinates the review with other permitting processes, and clarifies the leading role of the Town Engineer in supervising the process and issuing permits.

As adoption of the article is necessary to ensure that the Town complies with the MS4 Permit, the Planning Board supports Article 21 by a vote of 4-0.

**Article 22 (ATM Article 37) – Amend Board of Selectmen to Select Board
Final Recommendation – Adoption
(Planning Board votes 4-0)**

Article 22 was initiated and is sponsored by the Board of Selectmen. This Article will incorporate into the Zoning Bylaw the amendments proposed to be made to the General Bylaws under STM Article 23. Specifically, this Article seeks to amend the Zoning Bylaws by inserting a new definition, “Select Board”, in Section 1B Definitions and to delete the term “Board of Selectmen”, in all instances where it appears in the Zoning Bylaw, replacing the term with “Select Board”.

The Planning Board understands that these amendments will bring the Zoning Bylaws into agreement with the Town’s General Bylaws, which are seeking amendment under Article 22 (ATM Article 38).

The Planning Board supports the amendments proposed under Article 22, by a vote of 4-0.

**Article 26 (ATM Article 41) – Citizen Petition to Amend the General Residence District
Final Recommendation – No Position
(Planning Board votes 4-0)**

Article 26 was initiated and is sponsored by a group of Wellesley residents through a Citizen Petition to the Board of Selectmen. It proposes to amend Section 4 General Residence Districts of the Zoning Bylaw to place limits on the size of the structures that may be constructed, altered, or enlarged in the General Residence Districts, limiting the Total Living Area Plus Garage (TLAG) by the lot size of the property.

The Planning Board held the required public hearing for the Citizen Petition in May 2019, continuing it into the fall. A number of Wellesley residents spoke against strict limits or caps on the TLAG. In response, Planning undertook its own study of the General Residence District and determined that the Town would be better served by an amendment to Section 4 General Residence Districts that applied Large House Review (LHR) criteria to conforming properties therein. LHR applies criteria to the review of proposed new construction when the TLAG exceeds a threshold based on the district size rather than on the lot size. The General Residence Districts are within the 10,000 square foot districts where the TLAG is 3600 square feet.

The Planning Board initiated and is sponsoring Article 16 in response to the issues raised by the Citizen Petition. As a result, the Board is taking no position under Article 26, by a vote of 4-0.

**Article 5 (ATM Article 9) – Revolving Funds / Tree Bank Fund
Final Recommendation – Adoption
(Planning Board votes 4-0)**

Article 5 was initiated and is sponsored by the Board of Selectmen at the request of the Natural Resources Commission and the Planning Board. It proposes to amend Section 55.1.d Tree Bank Fund of the General Bylaws to allow expenditure by the Planning Department and Natural Resources Commission for conducting studies to maintain and protect trees. Receipts credited to this fund shall include contributions in lieu of tree replanting required in accordance with Section 16E TREE PROTECTION & PRESERVATION of the Zoning Bylaws. The Planning Board believes the ability to use of a portion of these receipts for studies will assist the Planning Board and NRC in achieving the purposes and improving the operation of the Tree Bylaw.

REPORT OF THE COMMUNITY PRESERVATION COMMITTEE

Wellesley Town Meeting adopted the Massachusetts Community Preservation Act (CPA) in November of 2002 and the Community Preservation Committee (CPC) was formed thereafter.

For more information on the MA CPA and the history of Wellesley's CPC, please see page 160 of the Report to the 2020 Annual Town Meeting available at [wellesleyma.gov. \(https://wellesleyma.gov/DocumentCenter/View/20485/2020-ATM-Report-FINAL_060420_800PM_AK\)](https://wellesleyma.gov/DocumentCenter/View/20485/2020-ATM-Report-FINAL_060420_800PM_AK)

At the October 2020 STM, the CPC is recommending one appropriation under Article 9 of the warrant.

Article 9: Motion 1: Appropriation to the Department of Public Works

Sponsors: Natural Resources Commission, Department of Public Works, Playing Fields Task Force

Project: Reconstruction of the Aqueduct Bathroom Facility and Hunnewell Fields

Recommended Amount: \$524,450 to be taken from the Undesignated Balances as of June 30, 2020 with funds to be available at the close of the Special Town Meeting.

The bathroom facility at the Hunnewell Fields complex, centrally located at the fields and adjacent to the aqueduct path, was constructed in 1950 and for over fifty years served as the only bathrooms at the primary athletic facility for the Town. Besides basic routine maintenance, no work has been done on the facility which until recently was on a septic system and not Town sewer, with all original plumbing fixtures.

In 2003-2004, the Playing Fields Task Force engaged Geller Associates to create a master plan for the Hunnewell Fields, recognizing the growing need for athletic facilities in Town. This master plan looked at the entire complex, including the tennis courts, basketball courts, baseball and softball fields, multipurpose fields and the high school track and field. The aqueduct bathrooms were also part of this plan, with an eye primarily to the need for handicap accessibility. A restroom facility project was part of the Town's five-year capital project schedule as early as 2003, for funding in 2005. As this master plan report was finalized and discussions of phases of the project underway, the Town received notice of the environmental issues at the Sprague Fields. The remediation of those fields required immediate attention which became the priority for the Town and its resources. The master plan for the Hunnewell Fields was set aside. Funding for renovations to the aqueduct bathrooms, however, was included in the 2005 town-wide capital funding plan for five years out in 2010. The project remained in that same position – five years out – for a number of years. Other needs were prioritized and Town resources utilized in other areas.

In 2008 the structure required some emergency repairs to the roof and walls but no other replacement or refurbishment projects were undertaken. Storage containers for maintenance and athletic equipment have been added near the existing structure.

As the condition of the bathroom facility continued to deteriorate, the Department of Public Works planned to bring forward a request to the spring 2016 ATM for \$300,000 for the reconstruction, rehabilitation or modernization of the Hunnewell Field Maintenance/Restroom facility. The project was to be funded by under-the-levy borrowing. CPA funding was not requested because of the ability to borrow under the levy and due to the high level of CPA funding committed to other projects, particularly the Fuller Brook Park Preservation and the high school track and field. No action was taken at the 2016 ATM and the project was put on hold.

For the 2017 ATM, an initial request for \$300,000 was once again prepared by the Department of Public Works for the construction of the Hunnewell Fields Maintenance/Bathroom facility. In hopes of reducing the cost of the project to the Town, the DPW brought forward a revised plan for Town Meeting that involved a trailer-like structure on a permanent foundation. Town Meeting approved an appropriation of \$180,000 for this new proposal.

Using these funds, the site was added to the Town sewer system and the water pipes were upgraded, but due to the condition of the fixtures, the bathrooms were shut down. (Since then, porta-potties have been used at the football field and by the tennis courts – and have been the topic of concern for neighbors on various occasions.) The plan for the trailer-like bathroom structure was put on hold as a new idea/opportunity was brought forward that was viewed as a better solution. This was modular construction that was being proposed for the bathrooms/team rooms at the high school track and field.

In the Spring of 2018, a request was brought to ATM for the funding of bathrooms and team rooms at the renovated track and field. These facilities were to be funded from three sources: the Town's tax-impact budget, CPA funds and private donations. The plan called for modular buildings with the intention for a similar type of structure to be used for the aqueduct bathroom facility if the NRC, DPW and other Town parties were satisfied with the quality. Unfortunately, due to an active and costly hurricane season in 2017, this type of modular construction was in high demand and the bids on the bathroom/team room project came back significantly higher than was anticipated. The project was delayed, once again delaying the replacement of the defunct aqueduct facility.

The DPW and NRC have been working to find a practical, cost-efficient and attractive answer to the need for bathroom facilities at the Hunnewell Field complex. A portable bathroom trailer was tested in the fall of 2018 but was found to be non-viable solution. The concept of a bathroom facility made from a shipping container were also explored—and approved by the NRC – but the project received no bids when advertised.

In the spring of 2020, the Town's engineering department proposed a pre-cast concrete building as a potential bathroom structure. The NRC gave its approval and the Town engineer is in the process of preparing a bid document. This is the project being recommended to Town Meeting this October.

The sewer and water line work has been done at the cost of \$30,000, with funds taken from the 2017 appropriation of \$180,000. The proposed project calls for the dismantling of the existing septic system and the removal of the current structure. A foundation will be poured and the pre-cast structure will be built off-site and installed in the Spring of 2021. One advantage of the timing of this appropriation is the ability to build the structure over the winter months. The DPW believes this will have a cost benefit for the project and make it possible that the facility could be installed and functioning before the end of the fiscal year.

This project will result in an up to date, three season, handicap-accessible facility with a three-stall/two sink women's room, one stall/one urinal/one sink men's room, and a family room with toilet and sink. The DPW will be responsible for the cleaning and maintenance of the facility as was the case with the old building.

The structure is designed to be a three-season facility. After much discussion, an additional option has been added to the RFP looking for some heating capability to bridge the end of the season in November and the beginning of the season in late March/early April.

The total cost of the new facility is estimated to fall between \$497,950 - \$624,450; applying the remaining \$150,000 from the 2017 appropriation and factoring in \$50,000 for a bid alternative to include some HVAC, the requested appropriation is \$524,450. Any unused funds will be returned to Wellesley's CPA undesignated balances.

CPC and the Hunnewell Fields Complex

The Community Preservation Committee has been involved in many of the projects to upgrade the facilities at the Hunnewell Fields, from the reconstruction of the high school track and field to rehabilitation of the softball fields and multipurpose field to the refurbishment of Memorial Grove. The reconstruction of the aqueduct bathroom facility falls in line with the upgrades identified sixteen years ago by the Geller master plan. A 2012 amendment to the MA CPA broadened the law to allow CPA funds to be used for the rehabilitation of existing, outdoor recreational facilities. This includes the replacement of playground equipment and other capital improvements to the land or facilities, including structures to support the use of those facilities.

The CPC has thoroughly reviewed this project and unanimously supports the reconstruction of this facility. This project has been on the Town's radar for fifteen years and the cost of the project has only increased over time. While there has been much discussion regarding making this facility a year-round structure, CPC believes the level of demand in the winter months does not warrant the additional cost of construction, maintenance and energy costs for the winter months.

The CPC believes that this is an appropriate use of Town CPA funds as this athletic complex is centrally located and utilized for passive and active recreation by a wide cross-section of the Town. Funding this project does not preclude the ability to fund any other project planned at this time. The most recent CPA Financial Plan shown below indicates available undesignated balances that total \$3.43 million.

The CPC unanimously and enthusiastically supports this project and we hope Town Meeting will join us.

Respectfully submitted,

Barbara McMahon, Chair (Moderator Appointed)
Allan Port, Vice-Chair (Moderator-Appointed)
Janice Coduri (Wellesley Housing Authority)
Emily Maitin (Wellesley Historical Commission)
Raina McManus (Natural Resources Commission)
Stephen Murphy (Moderator Appointed)
Tom Taylor (Planning Board)
Mason Smith (Moderator Appointed)
Mark Wolfson (Recreation Commission)

Wellesley CPA Financial Plan: July 1, 2019 to June 30, 2025
June 9, 2020

REVENUE	<u>FY19</u>	<u>FY20</u>	<u>FY21</u>	<u>FY22</u>	<u>FY23</u>	<u>FY24</u>	<u>FY25</u>	
Local Surcharge	\$1,301,989	\$1,367,088	\$1,435,443	\$1,507,215	\$1,582,576	\$1,661,704	\$1,744,790	
	104.3%	105.0%	105.0%	105.0%	105.0%	105.0%	105.0%	
State Match (match %)	\$236,964	\$310,875	\$410,127	\$473,696	\$497,381	\$522,250	\$548,362	
	19.0%	23.9%	30.0%	33.0%	33.0%	33.0%	33.0%	
Interest	\$183,935	\$185,000	\$185,000	\$185,000	\$185,000	\$185,000	\$185,000	
Other Revenues								
Total	\$1,722,888	\$1,862,963	\$2,030,569	\$2,165,911	\$2,264,957	\$2,368,954	\$2,478,152	
APPROPRIATIONS	<u>FY19</u>	<u>FY20</u>	<u>FY21</u>	<u>FY22</u>	<u>FY23</u>	<u>FY24</u>	<u>FY25</u>	FY21 SOURCE **
Administrative	\$65,000	\$65,000	\$85,000	\$85,000	\$85,000	\$85,000	\$85,000	Undesignated
WHC Fells Library Roof	\$31,000							
WHS Archival Activities	\$36,000							
Library - Digitization of Historic Maps		\$21,500						
Library - Fells Branch Children's Pollinator Garden		\$30,000						
Planning Board Land Use Study	\$25,000							
Planning Board - Restore Historic Atlases			\$7,500					Historic
WHA Assessment of WHA Properties	\$200,000			\$400,000				
NRC Vernal Pool Boardwalk & Deck	\$50,000							
NRC Gas Leak Tester	\$2,500							
NRC Fish Ladder	\$5,000							
NRC Duck Pond Bridge	\$38,500	\$91,000						
NRC - Restoration of Church Park		\$30,000						
NRC - Morses Pond Phase I Erosion Mitigation		\$150,000		\$150,000				
NRC - Sensory Playground Equipment at Warren Park			\$12,000					Undesig - Rec
NRC - Lighting Consultant for Hunnewell Field Complex			\$20,000					Undesig - Rec
DPW Sprague Tennis Courts	\$150,000							
RC Beach & Bathhouse Study	\$40,000			\$1,000,000	\$2,000,000			
PFTF HS Track & Field (Phase II Bathrooms)	\$175,000							
DPW - Softball Field Improvements 500K+200K*	\$100,000	\$900,000						Undesig - Rec
*\$400K is FY19 supplemental at 2020 ATM								
DPW - Perrin Park Basketball Court Restoration**		\$25,000						Undesig - Rec
**Motion is FY19 appropriation at 2020 ATM								
Other Projects (2021 and future)		\$0	\$450,000	\$450,000	\$450,000	\$450,000	\$450,000	
Subtotal Open Space	\$136,000	\$301,000	\$0	\$0	\$0	\$0	\$0	
Subtotal Historic	\$67,000	\$21,500	\$7,500	\$0	\$0	\$0	\$0	
Subtotal Community Housing	\$225,000	\$0	\$0	\$400,000	\$0	\$0	\$0	
Subtotal Recreation	\$425,000	\$725,000	\$32,000	\$1,150,000	\$2,000,000			
Other TBD		\$0	\$450,000	\$450,000	\$450,000	\$450,000	\$450,000	
Admin	\$65,000	\$65,000	\$85,000	\$85,000	\$85,000	\$85,000	\$85,000	
Total	\$918,000	\$1,312,500	\$574,500	\$2,085,000	\$2,535,000	\$535,000	\$535,000	
Appropriations funded by Debt	<u>FY19</u>	<u>FY20</u>	<u>FY21</u>	<u>FY22</u>	<u>FY23</u>	<u>FY24</u>	<u>FY25</u>	
North 40 Borrowing \$10,000,000								
Debt Service on North 40 Debt Service to 2045	\$550,244	\$552,044	\$553,444	\$549,444	\$550,244	\$550,644	\$550,644	Undesignated

Wellesley CPA Financial Plan: July 1, 2019 to June 30, 2025
June 9, 2020

Planned Reserve Appropriations	<u>FY19</u>	<u>FY20</u>	<u>FY21</u>	<u>FY22</u>	<u>FY23</u>	<u>FY24</u>	<u>FY25</u>
Open Space Reserve (satisfied by debt service)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Historic Reserve	\$160,000	\$170,000	\$205,000	\$220,000	\$230,000	\$240,000	\$250,000
Community Housing Reserve	\$160,000	\$170,000	\$205,000	\$220,000	\$230,000	\$240,000	\$250,000
Total Approp for Reserves	\$320,000	\$340,000	\$410,000	\$440,000	\$460,000	\$480,000	\$500,000
Fund Balances	<u>6/30/2019</u>	<u>6/30/2020</u>	<u>6/30/2021</u>	<u>6/30/2022</u>	<u>6/30/2023</u>	<u>6/30/2024</u>	<u>6/30/2025</u>
Encumbered*	\$2,875,484	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000
Open Space Reserve	\$68,277	\$68,277	\$68,277	\$68,277	\$68,277	\$68,277	\$68,277
Historic Reserve	\$440,413	\$637,913	\$857,913	\$1,087,913	\$1,327,913	\$1,577,913	\$1,837,913
Community Housing Res	\$720,565	\$925,565	\$745,565	\$975,565	\$1,215,565	\$1,465,565	\$1,725,565
Specific Reserves	\$1,229,255	\$1,631,755	\$1,671,755	\$2,131,755	\$2,611,755	\$3,111,755	\$3,631,755
Undesignated	<u>\$3,436,025</u>	<u>\$3,343,544</u>	<u>\$2,699,669</u>	<u>\$1,320,336</u>	<u>\$2,019,649</u>	<u>\$2,802,959</u>	<u>\$3,675,867</u>
Total Available	\$4,665,280	\$4,975,300	\$4,371,425	\$3,452,092	\$4,631,404	\$5,914,715	\$7,307,623
Total Assets	\$7,540,764	\$6,975,300	\$6,371,425	\$5,452,092	\$6,631,404	\$7,914,715	\$9,307,623

*For each year end, funds approved by the ATM are encumbered and no longer in Total Available

** FY2020 Source - future years on projected projects may be partially funded from undesignated

APPENDIX A: GUIDELINES FOR CONDUCT OF WELLESLEY REPRESENTATIVE TOWN MEETING

I. INTRODUCTION

The purpose of Wellesley Town Meeting (the “Meeting”) is to reach decisions with respect to the matters brought before the Meeting by a democratic process. The process should not be partisan or adversarial. Rather it should demonstrate an effort by the elected representatives of the Town in open discussion, free from technicalities of parliamentary procedure, to establish constructive policies for the government of the Town. The Meeting depends for its effectiveness on familiarity of the Town Meeting Members with the matters before the Meeting and upon their ability to rely one upon the other and upon their elected or appointed boards and committees.

All who speak to the Meeting or prepare

to it should seek to be worthy of this trust. Proponents of action should make full and fair disclosure of all facts and considerations bearing on a problem, not merely those favoring their proposal. On the other hand, those opposed to a proposal should make their opposition known to the sponsors as soon as possible, rather than seeking to succeed by surprise at the Meeting. Negotiations prior to Town Meeting are more likely than debate at Town Meeting to clarify the issues and to produce solutions that will receive the support of the Meeting as a whole.

The great diversity among the residents of the Town often will lead to differences with respect to the matter before the Meeting. The good faith of no one should be questioned; rather, there should be a cooperative effort to find solutions that are reasonably responsive to the needs of all.

The Meeting shall abide by the laws of the Commonwealth including the prohibitions of smoking and carrying firearms on school property.

The following guidelines are intended to inform and guide those who participate in the Meeting and, thus, to assist in its orderly conduct. These guidelines, except to the extent that they embody statutes and Town Bylaws, are not intended as rules having legal effect.

II. PARTICIPANTS IN THE MEETING

- A. *Public Meeting*** - The Town Meeting is a public meeting and may be attended by all. Since only the Members may make motions and vote thereon, they are seated separately from non-members.
- B. *Quorum*** - A majority of the Town Meeting Members shall constitute a quorum for doing business; but a lesser number may adjourn the Meeting to another time.
- C. *Moderator*** - The Moderator shall preside at the Meeting and shall regulate the proceedings and decide all questions of order.

No one shall distribute any material at Town Meeting except with permission of the Moderator.

The Moderator may appoint persons to assist in the conduct of the Meeting, including determination of the vote of the Meeting.

If the Moderator is absent or cannot act, a Moderator Pro Tempore may be elected by the Meeting, the Town Clerk to preside at such election.

The Moderator shall not be an elected Town Meeting Member and shall not vote with respect to any matters before the Meeting. A Town Meeting Member may be a Moderator Pro Tempore, but shall not vote while presiding at the Meeting.

D. Clerk - The Town Clerk shall determine the presence of a quorum and shall maintain the records of the Meeting, including the results of all votes and other action taken at the Meeting. If there is no Town Clerk, or if the Town Clerk is absent from the Meeting, the Meeting shall elect another person (usually the Assistant Town Clerk) to act as temporary Clerk of the Meeting.

The Town Clerk shall not be an elected Town Meeting Member and shall not vote with respect to any matters before the Meeting. A Town Meeting Member may be Temporary Clerk, but shall not vote while acting as Clerk of the Meeting.

E. Town Counsel - Town Counsel shall be present at all Meetings and, upon request, shall advise the Moderator and any Member or other person present with respect to any pertinent question of law on which his or her opinion is requested. Such opinion is advisory only and not binding upon the Town, any person or the Meeting. If Town Counsel is unable to attend, the Selectmen shall designate another attorney as Acting Town Counsel to perform those duties at the Meeting.

Town Counsel shall not be an elected Town Meeting Member and shall not vote with respect to any matter before the Meeting. A Town Meeting Member may be Acting Counsel, but shall not vote while so acting.

F. Tellers - The Moderator shall appoint Town Meeting Members as Tellers for the purpose of counting the votes of the Meeting. Such appointments may, in the Moderator's discretion, be effective for more than one session of any Meeting. The Tellers shall report the results of their count of the section of the Meeting assigned to them, indicating the number in favor of the motion, the number opposed, and, if so instructed by the Moderator, the number abstaining and such shall be announced to the Meeting and maintained with the records of the Meeting. Tellers may vote on any question on which they act as Tellers, but any Teller who decides to participate in the debate of a question should request the Moderator to appoint another Teller to count the vote on that question.

III. MOTIONS

A. Need for Motion - Action by the Meeting is taken solely by a vote of the Meeting on a motion duly made at the Meeting.

B. Subject of Motions - Except for such matters as resolutions recognizing individual achievements and the like, no motion shall be entertained by Town Meeting unless the subject thereof is contained within the Warrant. The Moderator shall determine whether a motion is "within the scope of the warrant," that is, whether the warrant gave adequate notice that the action proposed by the motion might be taken at the Meeting. Motions may propose action at variance with that desired by the sponsor of the article. Such motions may, for example, propose the establishment of a guideline, referral to an existing board or committee or one to be established; but all such motions are proper only if "within the scope of the warrant" as determined by the Moderator.

C. Order of Consideration - All articles shall be considered in the order in which they appear in the warrant, unless the Moderator in his/her discretion or the Meeting by

majority vote changes the order. Where there are a number of motions relating to a project calling for the expenditure of funds, the motion calling for the expenditure of the largest sum shall be the first put to vote, unless the Moderator in his/her discretion decides to change the order.

- D. Formal Requirements** - Motions can be made only by a Member of the Meeting. All motions other than procedural motions must be in writing signed by the sponsoring Member. No seconds are needed for any motion.

Sponsors of motions are required to submit their motions to the Selectmen by a date specified by the Selectmen. The motions must also be submitted to the Moderator and the Chair of the Advisory Committee. The exact form of any motion or amendment must either be distributed to Town Meeting Members or projected on a screen at Town Meeting before a vote thereon can be taken.

After the initial call to order of any Annual or Special Town Meeting, if a proponent informs the Moderator of an intention to present an amendment or substitute motion or resolution, notice of the action and the text must be made available to Town Meeting Members before action is taken on the article to which it relates.

- E. Notice to Moderator** - Every person who prior to the Meeting has decided to make a motion with respect to an article should inform the Moderator and the Chair of the Advisory Committee prior to the Meeting or, if the decision to make a motion is reached only during the Meeting, as early as convenient thereafter.

- F. Reconsideration** - Motions to reconsider any action shall be entertained only if in the view of the Moderator there is reason to suppose that Members may have changed their minds. The Moderator may rule that any motion is a motion for reconsideration if it is not substantially different from a motion previously voted upon.

No action taken at any session of a Town Meeting shall be reconsidered at any subsequent session, unless notice of intention to move for reconsideration shall have been given at the session at which such action was taken. If action taken at the final session is to be reconsidered, debate and a vote on a motion for reconsideration may occur at the same session only after all articles have been acted upon unless, in the Moderators discretion, debate and a vote on the motion at an earlier point in the session would expedite the conduct of the session. Any vote that requires more than a simple majority for passage shall require a 3/5ths vote in order to be reconsidered by Town Meeting.

IV. DEBATE

- A. Persons Authorized** - All residents of Wellesley, whether or not Town Meeting Members or registered voters, may address the Meeting. Non-residents may address the Meeting with the approval of the Moderator or a majority of the Meeting.

- B. Permission of the Moderator** - Persons wishing to address the Meeting shall raise their hands or stand and wait until they are recognized by the Moderator and no one shall address the Meeting without first requesting and receiving the permission of the Moderator.

- C. Identification of Speaker** - Each person addressing the Meeting shall begin by stating his or her name and precinct if a resident of Wellesley or place of residence if a non-resident.

D. Conduct - All remarks should be limited to the subject then under discussion. It is improper to indulge in references to personalities and all expressions of approval or disapproval, such as applause or booing, are out of order.

The Moderator may request any person to keep silent. If, after a warning from the Moderator, a person refuses to be silent or persists in other disorderly behavior, the Moderator may order such person to withdraw and, if he or she fails to withdraw, may order a police officer to remove such person from the Meeting.

E. Personal or Financial Interest - Individuals who have a personal or financial interest with respect to a matter may speak or vote thereon but should frankly disclose their interest before speaking. However, no Town Meeting Member should accept compensation for speaking to or voting at the Meeting.

F. Time - There is no time limit to the debate of any question. Accordingly, motions to limit time for debate or to call the question are not in order. However, each individual who speaks to the Meeting should make an effort to be as brief as possible, out of consideration for the others attending the Meeting and the need to give adequate time to all matters coming before it. The Moderator may request that all persons who intend to speak for more than five minutes give him/her notice before the start of the session.

G. Repeated Speaking - In order to give all a fair opportunity to speak, no one who has addressed the Meeting on any particular motion shall speak again, except to answer questions, until all others wishing to speak to the motion have done so.

H. Maps - The Planning Board has slides of Town maps available for use at all Meetings and may be requested on reasonable notice to make available a slide of any map appropriate to the subject under discussion.

V. VOTING METHOD

Except as specifically otherwise provided by law or these rules, voting shall be by voice votes or show of hands as the Moderator may determine and the Moderator shall declare the results of such vote. If a vote so declared is immediately questioned by seven or more Members, the result shall be determined by counting the votes of the Meeting by means of a standing vote.

VI. DEFINITIONS

A. Roll Call - Upon motion supported by not less than sixty members and made prior to the taking of a standing vote, the vote shall be by a roll call of all Members, the Clerk to indicate on the record with respect to each Member, "Aye," "Nay," "Abstain," or "Not Present" as the case may be.

B. Secret Votes - There shall be no secret ballots or other secret votes at Town Meeting.

C. Majorities - Except as otherwise provided by law or the Town's Bylaw, all actions of the Meeting shall be taken upon vote of a simple majority of those present and voting.

D. Ballot Vote

(a) Upon a motion supported by not less than 20 Members made prior to a vote on any question (whether required by law to be a counted vote or not), the vote shall be taken by ballot in such form as will in the opinion of the Moderator indicate how individual Town Meeting Members have voted on a question. The results of such vote shall be announced in terms of the numbers of aye, nay, or abstain votes cast. The Town Clerk shall, within a reasonable time after the session has

been adjourned, compile a list of Members voting on the question, which list shall disclose how each Member voted. Said list, together with the original ballots, shall be open to public inspection so that the public shall be able to determine the way in which each Town Meeting Member voted on the question and shall be preserved for at least 3 years.

- (b) If a law or a bylaw requires a two-thirds vote for action by the Meeting, the Moderator is authorized to declare the vote without taking a count, subject to the roll call and ballot vote provisions noted above. If more than a two-thirds vote is required, the Moderator may first determine whether the vote is unanimous and, if it is not, the vote shall be counted either by means of a standing vote, by roll call or by ballot as provided in the Town's Bylaw.

VII. ADJOURNMENT AND DISSOLUTION

A. *Adjournment* - Sessions of the Town Meeting shall normally adjourn about 11 o'clock in the evening but may adjourn at such earlier or later time as the Town Meeting upon vote of a majority of its Members may determine.

B. *Dissolution* - The Meeting shall not dissolve until all articles in the warrant with respect to which any Member wishes to make a motion have been considered.

VIII. RECORD OF MEETING

The Town Clerk in consultation with the Moderator shall prepare and maintain a complete record of the Meeting at the office of the Town Clerk where, upon request, it may be inspected by any interested person and also shall deposit a copy of such record at the Main Library. Such record may, but need not be, verbatim. However, it shall as a minimum contain the text of all articles and motions, whether main motions or subsidiary motions, the name of the moving party, the action of the Meeting with respect thereto and such summary of statements made at the Meeting as will in the opinion of the Town Clerk contribute to a better understanding of the action of the Meeting.

IX. REFERENCE TO TOWN MEETING RULES

Wellesley Representative Town Meeting was established by Chapter 202 of the Acts of 1932 which has been amended several times since then. Certain customs have developed in the conduct of the Town Meeting. Wellesley custom does not differ substantially from the custom of other representative town meetings, as generally described in *Town Meeting Time* (Little, Brown, and Company 1962), a book that also contains references to applicable court decisions and statutes. All custom may be changed by law, or the Bylaws of Wellesley, as from time to time amended.

It is the combination of the foregoing which produces the "rules" of Wellesley Town Meeting in conformity with which the Moderator regulates the conduct of the meeting.

APPENDIX B: TOWN MEETING ACRONYMS

AC	Advisory Committee
ACS	Access Control Systems
ADA	Americans with Disabilities Act
AED	Automated External Defibrillator
AFSCME	American Federation of State, County and Municipal Employees
AMI	Advanced Metering Infrastructure
ATC	American Tower Corporation
ATM	Annual Town Meeting
BOH	Board of Health
BOS	Board of Selectmen
BPW	Board of Public Works
CAFR	Comprehensive Annual Financial Report
CB	Circuit Breaker
CBR	Circuit Breaker Reimbursement (State money for Special Education Expenses based on a formula)
CCF	Hundred cubic feet (water measurement)
COA	Council on Aging
COLA	Cost of Living Adjustment
CPA	Community Preservation Act
CPC	Community Preservation Committee
DAS	Distributed Antenna System
DEP	Department of Environmental Protection
DESE	Department of Elementary and Secondary Education
DHCD	Department of Housing and Community Development
DOR	Department of Revenue
DPW	Department of Public Works
DRB	Design Review Board
ELL	English Language Learner
FAR	Floor Area Ratio
FBPC	Fuller Brook Park Committee
FCM	Forward Capacity Market
FF&E	Furniture, Fixtures and Equipment
FMD	Facilities Maintenance Department
FTE	Full-Time Equivalent
FY	Fiscal Year
GAAP	Generally Accepted Accounting Principles
GFOA	Government Finance Officers Association
GIC	Group Insurance Commission
GIS	Geographic Information Systems
HDC	Historic District Commission
HHU	Hardy, Hunnewell and Upham
HRB	Human Resources Board
HRS	Human Relations Service, Inc.
HVAC	Heating, Ventilation and Air Conditioning
ID	In District
IDEA	Individuals with Disabilities Education Act

IEP	Individualized Education Plan
IND	Innovative Neighborhood Design (Planning)
ISO-NE	Independent System Operator – New England
IT(D)	Information Technology (Department)
LHR	Large House Review
LRE	Least Restrictive Environment
LTD	Long Term Disability
MAAB	Massachusetts Architectural Access Board
MAR	Municipal Annual Requirement (Library)
MassDOT	Massachusetts Department of Transportation
MEMA	Massachusetts Emergency Management Agency
MGL	Massachusetts General Laws
MIAA	Massachusetts Interscholastic Athletic Association
MLB	Municipal Light Board
MLP	Municipal Light Plant
MOU	Memorandum of Understanding
MSBA	Massachusetts School Building Authority
MUNIS	Integrated suite of Municipal Software primarily used for Financial, HR, Payroll, Billings, and various other Town Departmental needs
MWRA	Massachusetts Water Resources Authority
MWRTA	MetroWest Regional Transit Authority
NCD	Neighborhood Conservation District
NRC	Natural Resources Commission
NRP(Z)	Natural Resource Protection (Zoning)
OOD	Out of District
OPEB	Other Post-Employment Benefits
OPM	Owner's Project Manager
PARCC	Partnership for Assessment of Readiness for College and Careers
PAWS	Preschool at Wellesley Schools
P&S	Purchase and Sale Agreement
PB	Planning Board
PBC	Permanent Building Committee
PFTP	Playing Fields Task Force
PILOT	Payment in lieu of taxes
PSI	Project of Significant Impact
RDF	Recycling and Disposal Facility
RFID	Radio Frequency Identification System
RFP	Request for Proposals
RMD	Registered Marijuana Dispensary (Planning)
SADI	System Average Interruption Duration Index
SBHD	Single Building Historic District (Planning)
SC	School Committee
SEC	Sustainable Energy Committee
SFC	School Facilities Committee
SFMP	School Facilities Master Plan
SMMA	Symmes, Maini, McKee & Associates
SOI	Statement of Interest
SPGA	Special Permit Granting Authority

SR	Single Residence (District)
STEM	Science, Technology, Engineering and Mathematics
STM	Special Town Meeting
SWG	Security Working Group
TDRT	Town Development Review Team
TGSC	Town Government Study Committee
TM(M)	Town Meeting (Member)
TPC	Tolles Parsons Center
TWFP	Town-Wide Financial Plan
UMAS	Uniform Municipal Accounting System
UP	Unified Plan
VMS	Video Management System
WCRS	Wellesley Contributory Retirement System
WFL	Wellesley Free Library
WHA	Wellesley Housing Authority
WHC	Wellesley Historical Commission
WHDC	Wellesley Housing Development Corporation
WHS	Wellesley High School, Wellesley Historical Society
WMS	Wellesley Middle School
WPC	Wetlands Protection Committee
WPS	Wellesley Public Schools
WSCD	Wellesley Square Commercial District
WSHG	West Suburban Health Group
WSVD	West Suburban Veterans' District
ZBA	Zoning Board of Appeals

APPENDIX C: GLOSSARY OF MUNICIPAL FINANCE TERMS

ABATEMENT. A complete or partial cancellation of a tax or assessment levied (imposed) by the Town. Abatements usually apply to tax levies and special assessments.

APPROPRIATION. An authorization granted by Town Meeting to make expenditures and to incur obligations for specific purposes. An appropriation is usually limited in amount and as to time when it may be expended.

ASSESSED VALUATION. A valuation set upon real estate or other property by the Town as a basis for levying taxes. Equally assessed valuation refers to the Town's assessed valuation as determined by the Assessors, adjusted by the State Department of Revenue on a biennial basis to reflect full market value ("equalized valuation").

BUDGET. A plan of financial operations embodying an estimate of proposed expenditures for a given period and the proposed means of financing them. A budget may be "preliminary" – the financial plan presented to Town Meeting, or "final" – the plan approved by Town Meeting.

CAPITAL PROJECT. A major nonrecurring physical acquisition expenditure often including planning, acquisition, and construction phases.

CHERRY SHEET. An annual statement received by the Assessors from the State Department of Revenue detailing estimated receipts for the next fiscal year from various State Aid accounts and the Local Aid Fund (Lottery) and estimated charges payable by the Assessors in setting the tax rate. Supplemental Cherry Sheets may be issued during the year and there is no guarantee that the estimated receipts and charges shown thereon will not vary from actual receipts and charges.

COLLECTIVE BARGAINING. Negotiations between an employer and union representative regarding wages, hours, and working conditions.

DEBT AUTHORIZATION. The formal approval required under the procedures set forth in Chapter 44 of the Massachusetts General Laws before the Town may lawfully incur debt.

DEBT SERVICE REQUIREMENT. The amount of money required to pay interest on outstanding debt, and serial maturities of principal for serial bonds.

ENTERPRISE FUND. A fund established to account for operations (a) that are financed and operated in a manner similar to private business enterprises – where the intent of the governing body is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges; or (b) where the governing body has decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability, or other purposes. Examples of Enterprise Funds are those established for the Town's water, sewer, and electric utilities.

EQUALIZED VALUATION. The value of all property as determined by the State Tax Commission biennially, using a standard of "full and fair value." This is also referred to as "100% valuation." The equalization figures are reported in December and affect State Aid distributions for the two-year period beginning the following July.

EXCESS LEVY CAPACITY. The difference between the Town's maximum tax levy limit as established by Proposition 2 ½ and its actual tax levy in the most recent year for which the Town has set a tax rate. This is the additional tax levy that the Town could raise without going to the voters for an override or debt exclusion.

EXCLUSIONS. A provision in the Proposition 2 ½ Law (Chapter 580 of the Acts of 1980) that provides, through referendum, to add funds to the total tax levy on a temporary basis. Exclusions and Debt Exclusions are specifically for capital or special onetime items. Exclusion type questions, if approved by voters, are used to fund onetime items, usually large capital projects. These funds do not become part of the permanent tax levy base. An exclusion for debt service on a loan to pay for a major capital project expires when the loan is paid. The amount added to the tax levy for a particular year is the debt service needed for that year only. Exclusions are only effective until the funding for the project to which they apply is complete.

FISCAL YEAR. A 12 month period to which the annual operating budget applies and at the end of which the Town determines its financial position and the results of its operations. The Commonwealth and the Town operate on a fiscal year that begins on July 1 and ends on June 30. The number of the fiscal year is that of the calendar year in which the fiscal year ends; e.g., the fiscal year 2014 begins July 1, 2013, and ends June 30, 2014, usually written as FY 14.

FIXED ASSETS. Assets of a long-term character which are intended to continue to be held or used, such as land, buildings, improvements other than buildings, machinery and equipment.

FREE CASH. Sum of funds appropriated and raised by the Town, but not expended in the years for which they were appropriated, minus uncollected taxes of prior years. This amount must be certified by Massachusetts Bureau of Accounts before it can be used.

FULL-TIME EQUIVALENT. A term that expresses the amount of time a position has been budgeted for in terms of the amount of time a regular, full-time employee normally works in a year. For most positions in Town, one FTE has been set to equal the number of hours a typical full-time employee works during a calendar year after deducting holiday, vacation, sick and personal time from a 52.2 week year consisting of 2,088 total hours. A position that has been budgeted to work full-time for only six months is 0.5 FTE.

FUND. A fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equities or balances, and changes therein, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations.

FUND TYPE. In governmental accounting, all funds are classified into seven generic fund types: General, Special Revenue, Capital Projects and Debt Service (Governmental Funds), Enterprise and Internal Service (Proprietary Funds), and Trust and Agency (Fiduciary Funds).

GAAP. Generally Accepted Accounting Principles. There are twelve basic principles of accounting and reporting applicable to state and local governments. These include the use of the modified accrual basis of accounting, as appropriate, for measuring financial position and operating results. These principles must be observed in order to provide a basis of comparison of data among different cities and Towns.

GENERAL FUND. The fund used to account for all financial resources of the Town except those required to be accounted for in another fund.

GENERAL REVENUE. The revenues of the Town other than those derived from and retained in an enterprise. If a portion of the net income in an Enterprise Fund is contributed to another non-enterprise fund, such as the General Fund, the amounts constitute general revenue of the Town.

GROWTH REVENUE. The amount of property tax revenue that the Town can add to its allowable tax levy (above the 2 ½%) from new construction, alterations, subdivision, change of use or anything being taxed for the first time. It is computed by applying the prior year's tax rate to the increase in valuation.

MODIFIED ACCRUAL BASIS. The accrual basis of accounting adapted to the government fund type, wherein only current assets and current liabilities are generally reported on fund balance sheets, and fund operating statements present "financial flow" information (revenues and expenditures). Revenues are recognized when they become both "measurable" and "available to finance expenditures of the current period." Expenditures are recognized when the related fund liability is incurred except for a few specific exceptions. All governmental funds and Expendable Trust Funds are accounted for using the modified accrual basis of accounting.

OFFSET RECEIPTS. Includes certain education programs, aid to public libraries and environmental programs which are designated on the Cherry Sheet as offset items. These amounts can be spent without appropriation but must be spent only for these specific municipal programs.

OPERATING BUDGET. Plans of current expenditures and the proposed means of financing them. The annual operating budget is the primary means by which most of the financing, acquisition, spending and service delivery activities of the Town are controlled.

OVERLAY. The amount raised by the Assessors in excess of appropriations and other charges for the purpose of creating a fund to cover abatements on real and personal property taxes and to avoid fractions in the tax rates.

OVERRIDE. A provision in the Proposition 2 ½ Law (Chapter 580 of the Acts of 1980) that provides, through the referendum process, to add funds to the total tax levy on a permanent basis. If approved by a Town-wide vote, the override amounts become a part of the tax levy base and therefore the amount approved in a given vote does grow with the rest of the base by 2 ½% per year. An override question can only provide for additional funding for either the operating budget or the ongoing capital budget.

PRIMARY LEVY LIMIT. 2 ½% of certified full and fair cash value of taxable property.

PROPOSITION 2 ½. A statewide tax limitation initiative petition limiting the property tax levy in cities and Towns in the Commonwealth to 2 ½% of the full and fair cash valuation of the taxable real estate and personal property in that city or Town. The statute also places an annual growth cap of 2 ½% on the increase in the property tax levy.

REIMBURSEMENTS. (1) Repayments of amounts remitted on behalf of another party. (2) Inter-fund transactions which constitute reimbursements of a fund for expenditures or expenses initially made from it which are properly applicable to another fund – e.g., an expenditure properly chargeable to a Special Revenue Fund was initially made from the General Fund, which is subsequently reimbursed. They are recorded as expenditures or expenses (as appropriate) in the reimbursing fund and as reductions of the expenditure or expense in the fund that is reimbursed.

RESERVE FUND. A fund established by the Annual Town Meeting which is under the control of the Town's Advisory Committee and from which transfer may be made for extraordinary and unforeseen expenditures. It may be composed of an appropriation of not more than 5% of the prior year's tax levy.

REVOLVING FUNDS. Those funds which may be used without appropriation and which are established for particular uses such as school athletics, continuing education programs, school lunch programs, self-supporting recreation and park services, conservation, etc.

SECONDARY LEVY LIMIT. Prior year levy limit plus 2 ½% (Base) plus "growth revenue."

SPECIAL APPROPRIATION. An authorization to expend funds for a specific project not encompassed by normal operating categories.

STABILIZATION FUND. A special reserve account created to provide for capital improvements which is invested until used. The Town may appropriate into this fund in any year an amount no more than 10% of the prior year's tax levy. The outstanding balance in the account cannot exceed 10% of the Town's equalized valuation. Generally, it requires a 2/3 vote of Town Meeting to appropriate money from the Stabilization Fund.

STATE DISTRIBUTION. All revenue flowing from the Commonwealth. Major categories include reimbursement for loss of taxes, educational distributions and reimbursements, funds for direct education expenditures, general government reimbursements and distributions.

SURPLUS REVENUE. This is the amount by which cash, accounts receivable and other floating assets exceed the liabilities and reserves.

SUPPLEMENTARY APPROPRIATION. An appropriation submitted after the main budget has been approved, which must specify a revenue source.

TAX LEVY. The net amount to be raised by the Town each fiscal year by assessing ad valorem taxes on real estate and personal property located within the Town.

TAX RATES. The amount of tax stated in terms of a unit of the tax base; for example, \$8.91 per \$1,000 of assessed valuation of taxable property.

UNFUNDED PENSION LIABILITY. Unfunded pension liability is the difference between the value assigned to the retirement benefits already earned by the Town's employees and the assets the Town's retirement system will have on hand to meet these obligations. The dollar value of the unfunded pension liability is driven by assumptions about interest rates at which a retirement system's assets will grow and the rate of future costs of living increases to pensioners.

UNENCUMBERED APPROPRIATION. The portion of an appropriation not yet expended or encumbered.

UNIFORM MUNICIPAL ACCOUNTING SYSTEM. A comprehensive and practical municipal accounting system that conforms to GAAP for local governments. UMAS is regarded by the Department of Revenue as the professional standard for modern municipal accounting in Massachusetts. Among the benefits of conversion to UMAS are increased consistency in reporting and record keeping and enhanced comparability of data among cities and Towns.