

TOWN OF WELLESLEY



REPORTS TO THE SPECIAL TOWN MEETING

MONDAY, OCTOBER 24, 2022
7:00 P.M.

Zoom Videoconferencing Platform

by the

ADVISORY COMMITTEE

SELECT BOARD

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

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

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TOWN OF WELLESLEY



ADVISORY COMMITTEE LETTER
SPECIAL TOWN MEETING, OCTOBER 24, 2022, at 7:00 p.m.

TERM ENDS 2023

Shawn Baker, Chair
Jake Erhard
Jenn Fallon
Jeff Levitan
Doug Smith, Vice Chair

TERM ENDS 2024

Susan Clapham, Secretary
Alberto Ferrer
Wendy Paul
Pete Pedersen
Madison Riley, Vice Chair

TERM ENDS 2025

Christina Dougherty
Rani Elwy
David Prock
William Schauffler
Gail Sullivan

To the Town Meeting Members of the Town of Wellesley:

October 11, 2022

Welcome to the October 2022 Special Town Meeting! Attached please find the Report to Special Town Meeting containing the Advisory Committee's recommendations. This document is referred to extensively during Town Meeting and is most useful if read in advance and kept handy during the presentations and discussions.

The Report will also be posted on the Town's website at <http://www.wellesleyma.gov> .

The most notable matter coming before the October 2022 Special Town Meeting is the proposal from the Select Board and Permanent Building Committee for construction and project management funds to renovate the interior of Town Hall (Article 2). *

** If approved by Town Meeting, the Town Hall Interior Renovation project will be funded from Free Cash, redeployed funds, and inside-the-levy borrowing and will not require a town-wide debt exclusion vote in December 2022.*

The Advisory Committee appreciates the dedication, expertise, and knowledge of all those who presented to us on Special Town Meeting matters. Advisory is also grateful for the many hours that elected and appointed officials, Town employees, and other concerned citizens devote to making our Town run efficiently and effectively, and to making Wellesley a better place to live.

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

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

Sincerely,

Shawn Baker, Chair
Advisory Committee

INDEX TO WARRANT ARTICLES

Report of the Select Board – Interim Town Wide Financial Plan	3
Five Year Capital Plan.....	10
1. Receive Reports.....	16
2. Appropriation – Town Hall Interior Renovation Capital Project.....	16
3. Appropriation – FY23 Budget Supplemental Request.....	22
4. Appropriation – Funds for Water/Sewer at Wellesley Office Park 40R.....	23
5. Authorization – Establish a Stormwater Utility Enterprise Fund.....	25
6. Authorization – Acceptance of Public Right of Way Expansion for Hardy Road.....	25
7. Authorization – Acceptance of Easement at Williams Street for Bus Turnaround.....	26
8. General – Rescind/Transfer Debt.....	29
9. General – Disposal of Property.....	30

APPENDICES

A. Town Meeting Conduct	31
B. Town Meeting Acronyms.....	36
C. Glossary of Municipal Finance Terms.....	39



**Town-Wide Financial Plan Fiscal Year 2023 Special Town Meeting
Interim Budget Update
Submitted by the Select Board**

October 7, 2022

Dear Town Meeting Members:

Please find an interim Fiscal Year 2023 budget update to the Town-Wide Financial Plan (TWFP) for the 2022 Special Town Meeting (STM). (Fiscal Year 2023 began on July 1, 2022.)

The October 24, 2022, Special Town Meeting will consider a proposal by the Select Board and the Permanent Building Committee to fund the renovation of the Town Hall interior inside the levy. In preparation for that discussion, the Select Board (“the Board”) has produced this interim report to provide Town Meeting Members with an update on the Town’s current financial picture and some preliminary considerations for FY24.

Highlights:

- State and federal relief funds (originating from the American Rescue Plan Act) have helped cover previously deferred Town capital projects and various program needs.
- FY22 revenues outperformed the Town’s conservative assumptions by \$4.2 million at year end.
- The Town’s reserves are estimated to be at \$33,535,582 (19.41% of subsequent years’ revenues) at the close of FY22 (June 30, 2022). This favorable position has allowed the Board to propose the application of a substantial amount of reserves (“Free Cash”) to facilitate borrowing for the Town Hall Interior Renovation inside the levy.
- The Board previously considered a debt exclusion to fund the Town Hall Interior Renovation. The current proposal to fund the project within the Town’s budget will save the median taxpayer approximately \$100 annually and will bring the level of reserves back in line with the Town’s [Debt Policy](#).
- The Board continues to anticipate funding the Town’s capital plan at the high end of the Debt Policy range (6.8% of recurring operating revenues).
- Additional considerations for the FY24 budget include the need to settle School Department contracts for FY23-FY25 and all other union contracts for FY24-FY26.

Background:

The Select Board prepares the [Town-Wide Financial Plan](#) as required by the Town of Wellesley Town Bylaws (Section 19.16) and the Board submits the report to Town Meeting each year. The Board presented the FY23 Financial Plan in March 2022. The FY23 Budget Book and Town-Wide Financial Plan (TWFP) are the basis for this report and can be found at wellesleyma.gov/2022budgetbook. The TWFP is constructed using information submitted by Town boards pursuant to the provisions of Sections 6.15 and 11.11 of the Town Bylaws. Financial projections for upcoming years are calculated according to policies and other assumptions approved by the Board.

In March 2022, Town Meeting approved a balanced budget of \$199,416,632 for FY23. At the request of the Select Board, Town Meeting authorized the use of \$2,652,036 from reserves (“Free Cash”) to balance the budget.

Overview of Recent Relief Funding for COVID-19 Expenses

The Town has made great strides in rebounding from the financial impacts of the COVID-19 pandemic which impacted FY20 through FY22. State and federal assistance has come in several waves and will continue to provide some relief and competitive grant opportunities. The Town has worked with our state legislators to find earmarks and grants to help fund projects outside of Town spending. The state and federal government are anticipated to continue to roll out competitive grants through FY25.

Federal Emergency Management Agency (FEMA) Reimbursement

On January 21, 2021, by Presidential Order, FEMA reimbursement was increased from 75% to 100% and eligible costs were expanded to include vaccine distribution costs, personal protective equipment (PPE), cleaning and sanitization costs, and school reopening costs. FEMA continued to issue revised guidance on implementation, and by June 30, 2022, the Town had received \$964,000 in FEMA reimbursement and American Rescue Plan Act COVID Leave reimbursement. COVID Leave Reimbursement covered paid leave time for employees absent from work for COVID-related illnesses, quarantine, and vaccinations, and the Commonwealth reimbursed employers up to \$800 per employee. FEMA and COVID relief reimbursements are added to Free Cash.

American Rescue Plan Act (ARPA)

On March 11, 2021, President Biden signed the American Rescue Plan Act (ARPA) into law. The law provides for financial assistance to municipalities and schools via three pathways:

1. Direct distribution to municipalities and schools
2. Distribution to county government that is allocated to municipalities upon application
3. Distribution to the Commonwealth that is allocated to municipalities upon application

Here is the status of Wellesley’s share of eligible funds:

- Approximately \$3 million received directly from the federal government
 - \$1.5 million expended in support of public safety services under the lost revenue provision in FY22
 - \$1.5 million to be similarly expended in FY23
- Approximately \$5.4 million available through an application process administered by the Norfolk County Commissioners
 - \$1.5 million expended on funding an interim solution for remediating PFAS in the Town’s water supply in FY22
 - \$2.571 million expended on stormwater and paving improvements on Walnut Street in FY23
 - \$1.329 million is still available for appropriation to the Town by Norfolk County and can be used for these purposes:
 - Cost of Water and Sewer Infrastructure
 - Broadband Infrastructure
 - Public Sector Revenue Loss
 - Premium Pay for Essential Workers
 - Address Negative Economic Impacts from COVID-19
 - Support the Public Health Response to COVID-19

- ARPA funds distributed by the Commonwealth – Town Departments have applied and received:
 - \$50,000 for Wellesley merchants to support and enhance local programming
 - \$100,000 for MLP to install electric vehicle charging infrastructure and for the first cost premium of purchasing electric vehicles
 - \$50,000 for the preparation of a Safe Routes to School Master Plan
 - \$150,000 for the design and installation of a generator for the Health Department
 - \$500,000 for the Wellesley Housing Authority to provide electrical upgrades and other necessary maintenance (not part of the Town’s budget)
 - \$60,000 for the Wellesley Housing Authority for stair replacement at 50 Waldo Court (not part of the Town’s budget)

ARPA funds must be obligated by December 31, 2024 and must be expended by December 31, 2026.

Revenues

Performance of Past Revenue Assumptions

In FY22, the Board continued to apply conservative revenue assumptions given the lingering effects of COVID-19 on revenues from New Growth, Motor Vehicle Excise Tax, Investment Income, Meals/Hotel/Motel Tax, and building fees. The Board is pleased to report that at the close of FY22 (June 30, 2022), revenues outperformed the conservative assumptions by \$4.1 million due to several factors:

- The Town received one-time FEMA and ARPA reimbursements (\$964,000).
- The Town experienced ongoing rebounds, including permits (+\$1,150,000), Motor Vehicle Excise Tax (+\$499,000), Meals/Hotel/Motel Tax (+\$492,000), School Medicaid (\$318,000), RDF Revenues (+\$281,000), Departmental Revenues (\$425,000).

In FY23, revenue projections were increased to 14.02% for Licenses and Permits, Motor Vehicle Excise, and Meals/Hotel/Motel Tax. The Board also budgeted \$500,000 to offset a continued loss in parking revenue from meters and commuter lots.

Traffic and Parking Revenues

The Traffic and Parking department funds traffic consulting services for the Town, management, and maintenance of the parking lots, as well as 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 Traffic and Parking.

Parking meter use has returned to pre-COVID levels. However, the use of commuter lots and long-term parking is rebounding at a slower pace, and annual parking permits are still down considerably. With the MBTA now offering “Clock Face Scheduling” on weekdays, trains are operating throughout the day and drivers are able to park for shorter durations and pay less in parking fees. The Town is evaluating expanded uses of the commuter rail parking lots to increase revenues. In January 2022, the Select Board authorized a one-year pilot program for overnight parking of 20 vehicles in the Tailby lot. In preparing the FY24 budget, the Board is anticipating a revenue shortfall of approximately \$400,000 and is currently evaluating the subsidy required for the Traffic and Parking Fund.

Status of Reserves

Due to economic uncertainty in FY21 and FY22, the Select Board reduced capital spending and sought to maintain higher reserves than specified in the Town's Reserve Policy (which calls for reserves in a range of 8 to 12% of subsequent budgeted operating revenue). At the close of FY21 (June 30, 2021) the Town's reserves were at 19.61%. The FY23 budget (current year) applied a portion of these reserves to fund delayed capital projects. Ultimately the Town funded capital projects totaling \$10,657,572, including \$3,638,985 from Free Cash. Town departments are currently working on purchasing and implementation of these capital projects.

At the close of FY22 (June 30, 2022), the departmental operating turn-back was relatively high at \$7.7 million. The high turn-back was due to ongoing hiring challenges and a continued reduction in expenses related to supply chain issues, lower conference attendance, and lower office expenses. Town departments turned back \$2.15 million (\$1.1 million payroll, \$1.05 million in expenses), the School Department turned back \$1.54 million (\$737,000 in payroll, \$802,000 in expenses), and the Health Insurance turn-back was \$2.2 million, largely due to vacant positions. The Town was also able to apply the first tranche of ARPA Revenue Replacement (\$1.5 million) to support public safety services, and encumbrances totaled \$357,000.

The operating turn-back and higher than expected revenue resulted in reserves of \$33,535,582, or 19.41% of revenue. The reserve fund is comprised of Free Cash (\$27,000,000 estimated) and Stabilization funds (\$6,535,582).

The reserve balance provides a significant buffer of \$12,800,000 to the high end of the Reserve Policy (12% of budgeted operating revenues). The Select Board proposes appropriating \$13,000,000 of the Free Cash funds to reduce the overall borrowing on the Town Hall Interior Renovation and bring reserves back into line with the Debt Policy. This approach allows the Town to avoid the previously anticipated debt exclusion to fund the Town Hall project.

At the October 24th Special Town Meeting, the Board is also proposing the following appropriation of FY23 supplemental funds:

- \$700,000 for workers' compensation due to an unusually high number of claims
- \$100,000 for risk management due to a three-year look back on claims, revaluation of buildings following renovation, and greater capital costs of equipment and vehicles.

FY24 Budget Considerations

The Board began discussing the FY24 budget and budget guidelines in August after reviewing the results of the FY22 year-end closing. With the positive turn-back and performance of revenue assumptions in FY22, the FY24 revenue assumptions have been increased by 5%. The Board is working towards finalizing budget guidelines by mid-October and is currently gathering input from other boards and departments. The preliminary discussions have continued to focus on the high end of the Debt Policy range of 6.2 to 6.8% of recurring revenues. (As a reminder, the Debt Policy includes funding for both inside-the-levy borrowing payments and cash capital projects.)

As in prior years, the key issues impacting the Town's financial planning include:

- Growth in personnel costs
- Rising costs of employee benefits
- Facilities and other capital needs

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 14 unions representing 1,129 employees, the largest of which is the Massachusetts Teachers Association. At present, the School Committee is bargaining with the five educational unions for the current fiscal year and beyond. The nine Town union contracts are settled through June 30, 2023, so the Town will be bargaining through the fall to bring successor contracts to the Annual Town Meeting for FY24. Health Insurance has been bargained with all unions through FY25.

Debt-Funded Capital Projects

Major Capital Project Funding

The Select Board continuously plans for significant capital projects using the Major Project Financing Schedule included in the Town-Wide Financial Plan. The Major Project Financing Schedule includes large projects that the Board anticipates will be brought to the voters for approval in the next one to five years. In December 2020, the voters approved a \$12 million debt exclusion for the Middle School Building Systems project, and in December 2021, the voters approved two debt exclusions for the rebuilding of the Hunnewell School (\$55 million debt exclusion) and the Hardy School (\$70 million debt exclusion). The Town will realize some savings on the Hardy School, as a portion of funds will be reimbursed by the Massachusetts School Building Authority (MSBA).

After considering the tax implications of the three debt-excluded projects over the last two years and reviewing other anticipated projects, the Select Board sought to fund the Town Hall Interior Renovation inside the tax levy and to eliminate the need for another debt exclusion vote in December 2022.

The Town Hall Interior Renovation is the only debt-funded project on the warrant for Special Town Meeting requiring appropriation. The project is being proposed as an inside-the-levy borrowing. The Town continues to proactively manage its debt by containing costs on construction projects, and by applying savings to other projects to reduce future borrowing costs. The proposed funding for the Town Hall Interior Renovation includes the redeployment of \$2,418,460.91 that was previously authorized and borrowed for other projects. The \$2,418,460.91 is the result of efforts by the Permanent Building Committee to come in on or under budget with contingency surplus.

Interior Renovation of the 1883 Town Hall

Due to extensive disrepair on the exterior façade and envelope of the building, the Town Hall Exterior Enclosure Project was deemed by the Board and the Town to be the highest priority. This project began with a study in 2016, and construction was completed in February 2020 at a total cost of \$5.5 million, plus the feasibility study cost of \$67,000. The construction cost of this project triggered a requirement by the Massachusetts Architectural Access Board to upgrade the entire building to meet current accessibility standards of the Americans with Disabilities Act. The Town was granted permanent waivers for certain items and relief to defer completing certain other improvements for three years, until February 2023. Should the Town Hall Interior Renovation not move forward, the Town will be out of compliance with mandatory accessibility requirements.

An interior space utilization and visioning study of the building was completed in 2018 and identified serious deficiencies, including lack of clear wayfinding; insufficient space for meetings,

offices, and storage; lack of secure storage for vital records; lack of security for financial transactions; insufficient parking; air quality issues; moisture infiltration; and non-compliance with the Americans with Disabilities Act.

Subsequent interior feasibility studies by two separate consultants determined that the building also required complete replacement of major building systems including heating and cooling, fire/safety, electrical, plumbing, sprinkler, and elevator. These systems were last upgraded in 1985, and all have performed significantly beyond their anticipated service life. As a result, the systems are unreliable, suffer frequent mechanical failures, and impact the day-to-day use of the building by staff, residents, and visitors. In recent years, the building has suffered burst pipes, sewage backups, poor indoor air quality, and elevator failures, and continues to be at risk for similar issues until the systems are replaced. Furthermore, the storage of vital records in the Clerk's office is not in compliance with Secretary of State protection requirements, and the current wayfinding and circulation in the building is challenging for residents and users to navigate.

In the wake of COVID-19, a supplemental study of the feasibility of the interior renovation of Town Hall was conducted using Facilities Management Department capital funds and a revised recommendation was submitted to the Select Board in November 2020. The recommendations included relocating the land use departments to leased space and redistributing the remaining departments within Town Hall. The 2021 Annual Town Meeting approved \$1.8 million for schematic design through bidding for the Town Hall Interior Renovation. The designs have been completed and the project will have bids in hand with the Guaranteed Maximum Price prior to the Special Town Meeting. The 2022 Annual Town Meeting approved funding for the relocation of the Planning Department, Building Department, Natural Resources Commission, and the Zoning Board of Appeals, which moved to 888 Worcester Street in July 2022.

The total project cost is currently estimated at \$22,899,750, including construction; furniture, fixtures, and equipment; designer costs; Clerk of the Works; temporary relocation of Town Hall Staff (\$902,000); and contingency. The total cost may be modified with the Guaranteed Maximum Price that will be voted by the Permanent Building Committee just prior to the Special Town Meeting. The Select Board has authorized the use of \$13,000,000 in Free Cash to reduce the debt service, and to redeploy \$2,418,460.91 of previously authorized and borrowed debt, to bring forward to Town Meeting a request to borrow \$7,481,329.09.

Five-Year Capital Plan

As the Board evaluates the current capital requests on the Five-Year Capital Plan (FY23-FY27), they continue to look at the out years and to prioritize projects based on specific criteria. Each year the Five-Year Plan is extended a year (FY24-FY28), and proposed projects or purchases are reprioritized according to the current needs of departments and by applying a town-wide perspective. The Select Board and Town Meeting do not pre-authorize projects, as each funding authorization must be approved by a Town Meeting action or within the applicable omnibus budget. The Town revisits both the Town-Wide Financial Plan and the Five-Year Capital Plan on an annual basis to make adjustments based on alternative funding, modification in capital needs, and revenue projections. For the FY24 budget, the Board is considering a cash capital target towards the high end of the Debt Policy range at 6.8%, as was approved for FY23.

The Board continues to apply an objective and rational prioritization process to determine what projects move forward, while also working to maintain the Town's current operational performance and staffing. The Board will continue to balance the needs of all constituencies in a fair and predictable manner to keep costs in line with the Debt Policy and to equitably apply alternative funding opportunities.

The Board continues to be mindful of the significant impact to taxpayers resulting from consecutive debt exclusion votes to fund the Middle School Building Systems (\$12M), Hunnewell School (\$55M), and Hardy Elementary School (\$70M) in FY21 and FY22. The median tax bill impact for these three projects is approximately \$839 (\$1,223,000 home value) over and above annual levy growth in FY24. The Board has put significant planning and resources, including \$13 million from Free Cash, towards Town capital projects and goals while staying within the levy and the budgetary means of the Town.

Conclusion

The Town's ongoing approach to budgeting with conservative revenue assumptions has provided a layer of protection and a financial buffer in the current economy. With additional turn-back related to the pandemic, the Town is in a favorable position and has an opportunity to expend reserves to fund a large portion of the 10-year-old project to renovate both the exterior and interior of the iconic and historic Town Hall and make the Town's seat of government accessible to ALL residents.

We look forward to discussion, debate, and working collaboratively during the upcoming FY24 budget cycle to prioritize needs, projects, and funding (through taxation, grants, and federal relief). Following the Special Town Meeting, reserves will be at the high end of the range, allowing a percentage of Free Cash funds to be available for the FY24 budget cycle, if needed. The Board strives to maintain Wellesley's high-quality services and education within budgetary constraints, while maximizing the resources that are currently available to the Town, schools, and community through the remaining years of available federal grants and aid.

Sincerely yours,

Lise M. Olney, Chair
Thomas H. Ulfelder, Vice Chair
Elizabeth Sullivan Woods, Secretary
Colette E. Aufranc
Ann-Mara S. Lanza

Attachment: Current FY23-FY27 Capital Plan



Town of *Wellesley*

Five Year Capital Budget Program FY2023-2027

<u>Summary Schedule</u>							
	FY2022	FY2023	FY2024	FY2025	FY2026	FY2027	FY2023-2027 Total
Cash Capital	4,260,119	6,737,443	9,919,314	8,166,046	8,177,121	7,990,090	40,990,014
Free Cash	-	3,638,985	-	-	-	-	3,638,985
CPC Funding	490,000	485,500	-	1,500,000	3,000,000	-	4,985,500
Gift/Fundraising	-	-	-	-	-	-	-
Other (For Discussion)	-	-	-	-	-	-	-
Chapter 90	790,000	790,000	790,000	790,000	790,000	790,000	3,950,000
Debt Capital Inside Levy	5,285,135	2,450,000	4,345,000	10,000,000	23,500,000	16,476,000	56,771,000
Debt Capital Exclusion *	128,100,000	23,000,000	-	-	-	-	23,000,000
Grand Total		\$ 37,101,928	\$ 15,054,314	\$ 20,456,046	\$ 35,467,121	\$ 25,256,090	\$ 133,335,499



Town of Wellesley
Five Year Capital Detail Summary FY2023-2027

Department	FY22	FY23	FY24	FY25	FY26	FY27	FY23-27 Total
Cash Capital							
Select Board/Central Admin	-	-	-	-	-	-	-
CAC	6,000	50,000	-	-	-	-	50,000
Information Technology	118,000	181,000	250,000	235,000	125,000	100,000	891,000
Police	-	66,146	82,577	95,014	16,431	-	260,168
Fire	175,000	170,500	166,810	164,000	175,000	185,000	861,310
Council on Aging	12,500	-	20,000	20,000	20,000	20,000	80,000
Youth Commission	-	-	123,294	-	-	-	123,294
Library	122,880	219,300	169,300	186,300	181,300	163,300	919,500
Natural Resources Commission	90,000	105,000	255,000	245,000	105,000	210,000	920,000
Morses Pond	-	-	150,000	70,000	95,000	-	315,000
Town Clerk	16,000	23,000	-	75,000	-	-	98,000
Assessors	-	93,000	-	-	-	-	93,000
Planning Board	-	-	-	-	-	200,000	200,000
Department of Public Works	1,696,000	3,101,000	5,176,250	3,924,250	4,526,250	4,073,250	20,801,000
Schools	816,739	1,055,497	1,373,083	1,247,482	1,063,140	977,540	5,716,742
Facilities Management	1,207,000	1,673,000	2,153,000	1,904,000	1,870,000	2,061,000	9,661,000
Total Cash Capital	4,260,119	6,737,443	9,919,314	8,166,046	8,177,121	7,990,090	40,990,014
Other Funding Sources							
DPW Street Resurfacing (Ch 90)	790,000	790,000	790,000	790,000	790,000	790,000	3,950,000
MOPO Beachfront (CPC)	175,000	-	-	1,500,000	3,000,000	-	4,500,000
Harvester (CPC)	315,000	-	-	-	-	-	-
Hunn. Tennis/Sftball Existing Light Upgrades (CPC)	-	400,000	-	-	-	-	400,000
NRC Active Space Utilization Plan (CPC)	-	58,000	-	-	-	-	58,000
Restore 1897 Atlas - Planning	-	7,500	-	-	-	-	7,500
NRC Lawn Conversion Project (CPC)	-	20,000	-	-	-	-	20,000
Dispatch Overhaul (FC)	-	195,129	-	-	-	-	195,129
Middle School Parking Lot Paving (FC)	-	2,193,856	-	-	-	-	2,193,856
High School ECM (FC)	-	1,250,000	-	-	-	-	1,250,000
Total Other Sources	1,280,000	4,914,485	790,000	2,290,000	3,790,001	790,002	12,574,488
Debt Capital Inside Levy							
MOPO Borrowing	-	-	-	-	8,600,000	-	8,600,000
Dispatch Overhaul	435,135	-	-	-	-	-	-
DPW- Fuel Depot	-	-	100,000	1,000,000	-	-	1,100,000
Replacement/Renovation DPW Yard	-	-	-	-	1,000,000	-	1,000,000
DPW- Street Rehabilitations	3,000,000	2,450,000	2,500,000	2,500,000	-	3,000,000	10,450,000
DPW- RDF Admin Building	-	-	-	700,000	4,000,000	-	4,700,000
Town Hall Interior Renovation	1,850,000	-	-	-	-	-	-
Warren HVAC Upgrade	-	-	1,000,000	4,000,000	-	-	5,000,000
Fire Engine	-	-	745,000	-	-	-	745,000
Main Library HVAC System Renovation	-	-	-	-	-	1,000,000	1,000,000
MS Roof Replacement	-	-	-	-	500,000	4,000,000	4,500,000
DPW RDF Repair Projects	-	-	-	-	-	400,000	400,000
DPW Highway & Park Renovation (PBC)	-	-	-	1,800,000	9,000,000	-	10,800,000
Bates School Projects	-	-	-	-	-	-	-
Sprague HVAC System Renovation	-	-	-	-	-	800,000	800,000
Sprague Projects	-	-	-	-	400,000	3,300,000	3,700,000
Air Condition Schools	-	-	-	-	-	1,476,000	1,476,000
New PreSchool Building	-	-	-	-	-	2,500,000	2,500,000
Total Borrowed Inside Levy	5,285,135	2,450,000	4,345,000	10,000,000	23,500,000	16,476,000	56,771,000
Debt Capital Exclusion							
Town Hall Interior Renovation	-	23,000,000	-	-	-	-	23,000,000
Hunnewell School Project	55,800,000	-	-	-	-	-	-
Hardy/Upham - MSBA	72,300,000	-	-	-	-	-	-
Total Capital Exclusion	128,100,000	23,000,000	-	-	-	-	23,000,000
Grand Total	\$ 37,101,928	\$ 15,054,314	\$ 20,456,046	\$ 35,467,122	\$ 25,256,092	\$ 133,335,502	



Town of Wellesley

FY2023-2027 SB Capital Request

Capital Project	FY2022	FY2023	FY2024	FY2025	FY2026	FY2027	FY23-27 Total
Information Technology							
Server Virtualization	-	-	250,000	-	-	-	250,000
Telephone Upgrade (VoIP 2.0)	-	-	-	200,000	50,000	-	250,000
10GB Core Network Switches	-	88,500	-	-	60,000	60,000	208,500
Upgrade Office Software	33,000	-	-	35,000	-	-	35,000
Recovery / Backup Appliance	85,000	-	-	-	-	-	-
Aerial Flyover & Orthophotography	-	-	-	-	-	20,000	20,000
Replace Wi-Fi Equipment	-	-	-	-	15,000	20,000	35,000
Phone System Maint. Contract	-	25,000	-	-	-	-	25,000
Fiber Infrastructure Build-Out	-	40,000	-	-	-	-	40,000
MUNIS Employee Self Service	-	27,500	-	-	-	-	27,500
	118,000	181,000	250,000	235,000	125,000	100,000	891,000
Police							
Server Replacement	-	-	16,431	-	16,431	-	32,862
Mobile/Portable Radio Replacement	-	66,146	66,146	-	-	-	132,292
Electronic Control Devices	-	-	-	95,014	-	-	95,014
	-	66,146	82,577	95,014	16,431	-	260,168
Fire							
Fire Hose Equipment	20,000	-	-	20,000	-	20,000	40,000
Scott Air Bottles	-	45,500	-	-	-	-	45,500
Command Vehicle Hybrid	-	50,000	-	58,000	-	60,000	168,000
Fire Turnout Gear	150,000	-	-	-	-	-	-
Town AED Replacement	5,000	-	-	5,000	-	5,000	10,000
Radio System/Portables	-	-	-	-	75,000	-	75,000
SCBA Air Pacs Upgrade	-	-	96,810	-	-	-	96,810
Security Camera Upgrade	-	-	20,000	-	-	-	20,000
Emergency Utility Truck/ ERU	-	75,000	-	-	-	-	75,000
Fire Station Feasibility Study	-	-	50,000	-	-	-	50,000
Air Compressor SCBA Filling	-	-	-	45,000	-	-	45,000
Message Boards	-	-	-	36,000	-	-	36,000
Off Road EMS Vehicle	-	-	-	-	-	35,000	35,000
Fleet Service Truck F250	-	-	-	-	-	65,000	65,000
SCBA Masks/Thermal Camera	-	-	-	-	100,000	-	100,000
	175,000	170,500	166,810	164,000	175,000	185,000	861,310
Climate Action Committee							
Climate Action Plan	-	50,000	-	-	-	-	50,000
Police Station Energy Assessment/Conservation Pilot	6,000	-	-	-	-	-	-
	6,000	50,000	-	-	-	-	50,000
Council on Aging							
Kitchen and Entrance Modifications Study	-	-	-	-	-	-	-
Kitchen and Entrance, Continued	-	-	20,000	-	-	-	20,000
Replacement Carpeting, Window Shades, Painting	-	-	-	20,000	-	-	20,000
Patron Technology/COVID Modifications)	12,500	-	-	-	-	-	-
Exercise Equipment	-	-	-	-	-	20,000	20,000
IT Upgrades	-	-	-	-	12,000	-	12,000
Replacements/Upgrade Photocopier/Printer	-	-	-	-	8,000	-	8,000
	12,500	-	20,000	20,000	20,000	20,000	80,000
Youth Commission							
Transportation Vehicle	-	-	123,294	-	-	-	123,294
	-	-	123,294	-	-	-	123,294
SB Cash Capital Total	311,500	467,646	519,387	514,014	336,431	305,000	2,142,478
Total SB Other Funding Sources	-	195,129	-	-	-	-	195,129
Total SB Borrowed	435,135	-	745,000	-	-	-	745,000
Grand Total Select Board	\$ 746,635	\$ 662,775	\$ 1,264,387	\$ 514,014	\$ 336,431	\$ 305,000	\$ 2,887,478



Town of Wellesley

FY2023-2027 Facilities Capital Request

Building Description	FY22	FY23	FY24	FY25	FY26	FY27	FY28	FY23-27 Total
Town Cash Capital								
Townwide (Municipal)	80,000	55,000	30,000	90,000	36,000	36,000		247,000
Police	25,000	65,000	30,000	170,000	24,000	-		289,000
Fire Department Main (Headquarters)	70,000	12,000	25,000	330,000	-	-		367,000
Fire Department Central (Station 1)	25,000	600,000	-	-	65,000	-		665,000
Warren (Recreation and Health)	85,000	135,000	550,000	50,000	125,000	-		860,000
Morses Pond	-	-	10,000	-	-	-		10,000
Main Library	75,000	120,000	34,000	535,000	-	341,000		1,030,000
Hills Library	-	15,000	-	-	-	75,000		90,000
Fells Library	-	10,000	-	-	-	-		10,000
Senior Center	-	34,000	40,000	-	-	-		74,000
DPW Operations	-	-	50,000	35,000	-	100,000		185,000
DPW Water & Sewer	-	-	-	45,000	-	160,000		205,000
DPW Highway & Park	-	-	-	-	140,000	-		140,000
DPW RDF (Sprinkler and Fabric shed)	-	170,000	-	-	325,000	-		495,000
Subtotal Cash Capital - Municipal	360,000	1,216,000	769,000	1,255,000	715,000	712,000		4,667,000
School Cash Capital								
Districtwide (Schools)	177,000	242,000	139,000	227,000	146,000	218,000		972,000
Preschool at Wellesley (PAWS)	10,000	20,000	-	-	-	-		20,000
Bates Elementary	-	40,000	100,000	60,000	110,000	531,000		841,000
Fiske Elementary	20,000	-	55,000	-	-	-		55,000
Hardy Elementary	35,000	-	-	-	-	-		-
Hunnewell Elementary	35,000	-	-	-	-	-		-
Sprague Elementary	65,000	-	100,000	162,000	315,000	-		577,000
Schofield Elementary	-	-	50,000	-	25,000	-		75,000
Upham Elementary	35,000	-	40,000	50,000	50,000	50,000		190,000
Middle School	345,000	145,000	-	150,000	497,000	-		792,000
High School	125,000	10,000	900,000	-	12,000	550,000		1,472,000
Subtotal Cash Capital - Districtwide	847,000	457,000	1,384,000	649,000	1,155,000	1,349,000		4,994,000
<i>Other Unidentified Cash Capital</i>	-	-	-	-	-	-		-
Total Cash Capital Requests	1,207,000	1,673,000	2,153,000	1,904,000	1,870,000	2,061,000		9,661,000
Other Funding Sources								
MS Parking Lot Paving (Free Cash)	-	2,193,856	-	-	-	-		2,193,856
High School ECM (Free Cash)	-	1,250,000	-	-	-	-		1,250,000
Total other funding sources	-	3,443,856	-	-	-	-		3,443,856
Borrowed Inside								
Town Hall Interior Renovation	1,850,000	-	-	-	-	-		-
Warren Heat Pumps Replacement	-	-	1,000,000	4,000,000	-	-		5,000,000
Main Library HVAC System Renovation	-	-	-	-	-	1,000,000	3,000,000	1,000,000
MS Roof Replacement	-	-	-	-	500,000	4,000,000		4,500,000
Sprague HVAC System Renovation	-	-	-	-	-	800,000	2,400,000	800,000
Sprague & Bates roofs	-	-	-	-	400,000	3,300,000		3,700,000
AC Bates, Schof, fiske, MS	-	-	-	-	-	-	1,800,000	-
New PreSchool Building	-	-	-	-	-	2,500,000	22,500,000	2,500,000
Air-Condition Schools	-	-	-	-	-	1,476,000		1,476,000
DPW RDF Admin Building	-	-	-	700,000	4,000,000	-		4,700,000
DPW RDF Baler Bldg	-	-	-	-	-	400,000	2,300,000	400,000
DPW Highway & Park Renovation	-	-	-	1,800,000	9,000,000	-		10,800,000
Total Borrowed Inside	1,850,000	-	1,000,000	6,500,000	13,900,000	13,476,000		34,876,000
Town Hall Interior Renovation	-	23,000,000	-	-	-	-		23,000,000
Hunnewell School Project	55,800,000	-	-	-	-	-		-
Hardy/Upham Renov.	72,300,000	-	-	-	-	-		-
Total Borrowed Outside	128,100,000	23,000,000	-	-	-	-		23,000,000
Total FMD Capital Requests	131,157,000	24,673,000	3,153,000	8,404,000	15,770,000	15,537,000		70,980,856



Town of Wellesley

FY2023-2027 Non-SB Departments Capital Request

Capital Project	FY22	FY23	FY24	FY25	FY26	FY27	FY23-27 Total
Natural Resources Commission							
Park Sidewalk Paths/ Parking Lot Repairs	15,000	15,000	15,000	15,000	15,000	15,000	75,000
Tree Planting/Management Program	40,000	55,000	55,000	55,000	55,000	55,000	275,000
Natural Landscape Development	25,000	35,000	35,000	25,000	25,000	25,000	145,000
Hunn. Tennis/Sftball Existing Light Upgrades (Borrow)	-	-	-	-	-	-	-
Comprehensive Pond Improvements	-	-	100,000	100,000	-	-	200,000
Playground Improvement/ADA Access	-	-	50,000	50,000	-	-	100,000
Town Forest Improvements	10,000	-	-	-	10,000	-	10,000
Micro Forest	-	-	-	-	-	15,000	15,000
Invasive Species Removal	-	-	-	-	-	100,000	100,000
Subtotal Cash Capital	90,000	105,000	255,000	245,000	105,000	210,000	920,000
Hunn. Tennis/Sftball Existing Light Upgrades (CPC)	-	400,000	-	-	-	-	400,000
Active Space Utilization Plan (CPC)	-	58,000	-	-	-	-	58,000
Lawn Conversion Project (CPC)	-	20,000	-	-	-	-	20,000
Total NRC Capital	90,000	583,000	255,000	245,000	105,000	210,000	1,398,000
Morses Pond							
Morses Pond Shoreline and Pond Improvements	-	-	150,000	-	-	-	150,000
Stormwater Construction/Demo & Monitoring	-	-	-	10,000	-	-	10,000
Bylaw/Regulatory Review/Development	-	-	-	25,000	-	-	25,000
Selective Planting	-	-	-	35,000	35,000	-	70,000
Plant Monitoring	-	-	-	-	10,000	-	10,000
Morses Pond Beach Improvements	-	-	-	-	50,000	-	50,000
Subtotal Cash Capital	-	-	150,000	70,000	95,000	-	315,000
Harvester (CPC)	315,000	-	-	-	-	-	-
Total Morses Pond Capital	315,000	-	150,000	70,000	95,000	-	315,000
Library							
Time Card system	-	-	-	10,000	-	-	10,000
Computer/Peripheral Replacement	55,300	55,300	57,300	57,300	59,300	59,300	288,500
IT Infrastructure Replacement	12,000	12,000	12,000	12,000	12,000	12,000	60,000
Automated Material Handler	-	-	-	10,000	-	-	10,000
Security Cameras	12,000	12,000	-	12,000	-	12,000	36,000
WFL Van	-	55,000	-	-	-	-	55,000
New Technology & Devices	30,000	30,000	30,000	30,000	40,000	40,000	170,000
Website Construction/Redesign	-	-	15,000	-	40,000	-	55,000
Self Check System	13,580	45,000	30,000	30,000	30,000	30,000	165,000
Traffic Study	-	-	25,000	-	-	-	25,000
Parking Lot Improvements	-	-	-	25,000	-	-	25,000
Strategic Planning	-	10,000	-	-	-	10,000	20,000
Total Library Cash Capital	122,880	219,300	169,300	186,300	181,300	163,300	919,500
Town Clerk							
Electronic Poll Books for Voter Lists	16,000	8,000	-	-	-	-	8,000
Electronic Voting Devices for Town Meeting	-	15,000	-	-	-	-	15,000
New Voting Equipment	-	-	-	75,000	-	-	75,000
Total Town Clerk Cash Capital	16,000	23,000	-	75,000	-	-	98,000
Electronic Voting Devices (FC)	-	-	-	-	-	-	-
Town Clerk Total	16,000	23,000	-	75,000	-	-	98,000
Board of Assessors							
CAMA database software	-	93,000	-	-	-	-	93,000
Total Assessors	-	93,000	-	-	-	-	93,000
Planning Board							
Comprehensive Plan	-	-	-	-	-	200,000	200,000
Planning Board Total	-	-	-	-	-	200,000	200,000
Recreation							
MOPO Beachfront - CPC	175,000	-	-	1,500,000	3,000,000	-	4,500,000
Recreation Total	175,000	-	-	1,500,000	3,000,000	-	4,500,000
MOPO Beachfront borrowed					8,600,000		
Capital Project	FY22	FY23	FY24	FY25	FY26	FY27	FY23-27 Total
School Department (non-Facilities)							
Infrastructure	-	-	-	-	-	-	-
Furniture/Furnishings/Equipment	52,693	-	90,850	101,292	40,000	40,000	272,142
Technology	764,046	1,055,497	1,282,233	1,146,190	1,023,140	937,540	5,444,600
Total School Capital	816,739	1,055,497	1,373,083	1,247,482	1,063,140	977,540	5,716,742



Town of Wellesley

FY2023-2027 Public Works Capital Request

Capital Project	FY22	FY23	FY24	FY25	FY26	FY27	FY23-27 Total
Cash Capital							
Street Improvement	380,500	515,500	889,250	839,250	839,250	839,250	3,922,500
Sidewalk Restoration	115,000	300,000	300,000	300,000	300,000	300,000	1,500,000
Sidewalk Street Projects	40,000	40,000	200,000	200,000	200,000	200,000	840,000
Private Ways	20,000	32,000	40,000	40,000	40,000	40,000	192,000
Drainage System Rehabilitation	265,500	724,500	650,000	650,000	650,000	650,000	3,324,500
Clock Tower	-	25,000	100,000	-	-	-	125,000
Vehicle/Equipment Procurement	715,000	850,000	1,447,000	1,190,000	1,312,000	1,359,000	6,158,000
DPW Facilities	45,000	269,000	325,000	255,000	185,000	185,000	1,219,000
Street Rehabilitation-Weston Road	75,000	-	160,000	-	160,000	-	320,000
Athletic/Playground Improvements	40,000	345,000	1,065,000	450,000	840,000	500,000	3,200,000
Total Cash Capital	1,696,000	3,101,000	5,176,250	3,924,250	4,526,250	4,073,250	20,801,000
Other Funding Sources:							
DPW Street Resurfacing (Ch 90)	790,000	790,000	790,000	790,000	790,000	790,000	3,950,000
Total Other Funding Sources:	790,000	790,000	790,000	790,000	790,000	790,000	3,950,000
Borrowed Inside							
DPW Fuel Depot Rehabilitation	-	-	100,000	1,000,000	-	-	1,100,000
Street Rehabilitation-Walnut Street	-	2,450,000	-	-	-	-	2,450,000
Street Rehabilitation-Grove Street	3,000,000	-	2,500,000	2,500,000	-	3,000,000	8,000,000
Replacement/Renovation DPW Yard	-	-	-	-	1,000,000	-	1,000,000
Total Borrowed	3,000,000	2,450,000	2,600,000	3,500,000	1,000,000	3,000,000	12,550,000
Debt Capital Exclusion:							
Free Cash:							
Total Free Cash							-
Grand Total DPW	5,486,000	6,341,000	8,566,250	8,214,250	6,316,250	7,863,250	37,301,000

SPECIAL TOWN MEETING

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.

(Select Board)

Advisory expects no motion under this Article.

APPROPRIATIONS

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, architectural and engineering services, construction administration and project management, related to the reconstruction of the Town Hall Interior located at 525 Washington Street, including all associated, incidental or related costs and, for the purpose of meeting such appropriation, to authorize the Town Treasurer, with the approval of the Select Board, 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; or to take any other action in relation thereto.

(Select Board/Permanent Building Committee)

In this Article, the Select Board requests Town Meeting approval to appropriate an estimated \$22.9 million for construction, architectural and engineering services, construction administration, temporary staff relocation and project management related to the renovation of the Town Hall interior located at 525 Washington Street. This project would be funded with free cash, redeployment of previously borrowed funds and inside the levy borrowed funds.

Overview

One of Wellesley's iconic landmarks, the Wellesley Town Hall was designed by Shaw & Hunnewell on land donated by H.H. Hunnewell, one of the town's founders, who also donated the cost of construction. The structure consists of two separate buildings. The east end of the building, completed in 1883, opened as the Town's public library; the original Town Hall (west end), in which the large public meeting spaces are located, was completed in 1886. The building was listed on the National Register of Historic Places in 1976. The last major interior renovation of Town Hall was in 1985 and included some exterior work. In 1997 the roof was replaced, and additional restoration work on the façade was performed.

In 2012, the Town developed a long-term capital plan to address buildings in town that needed renovation and investment. Town Hall was included in this program, with an initial study performed in 2013.

Due to extensive disrepair on the outside of the building, the Town Hall Exterior Enclosure Project was judged to be the highest priority. This work began with a study in 2016, and construction was completed in February 2020 at a total cost of \$5.5 million (plus feasibility study costs).

The significant nature of this work triggered MAAB (Massachusetts Architectural Access Board) and ADA (Americans with Disabilities Act) accessibility regulations requiring certain improvements to Town Hall. These requirements, which were allowed to be deferred at the time of the exterior project, have a deadline of February 2023. In addition, a consultant study

determined that the building needed complete replacement of major building systems including heating and cooling, fire/safety, electrical, plumbing and elevator. These systems were last upgraded in 1985, and all have performed significantly beyond their anticipated service lives. As a result, the building today suffers from frequent mechanical failures. Further, storage of vital records is not in compliance with Secretary of State protection requirements, and, as Town Hall is composed of two buildings which were subsequently connected, current wayfinding and circulation as well as accessibility are challenging.

Work began on planning interior renovations in 2018; studies include a Visioning & Space Utilization study (2018), Town Hall Annex study (2019) and Supplemental Study on Town Hall interior renovation with leased space alternative (Nov. 2020). In spring 2020, with the onset of COVID-19, the Town Hall Annex Design Fund request was withdrawn by the Select Board from 2020 ATM. The project's objectives were redefined to eliminate the need and cost to construct a new building (Annex) and focus Town resources on a more efficient renovation-only project. Some of the identified needs for additional office space were met by moving the land use departments (Planning, Building, Natural Resources Commission, and Zoning Board of Appeals) to leased office space in the summer of 2022, while the other space needs are being met by strategically maintaining more departments in the renovated Town Hall. The Select Board focused on the Town Hall Renovation project as an opportunity to modernize both workspace and improve public access to Town services. ATM 2021 approved \$1,850,333 to fund the design and bidding phases of the project. The Town hired Schwartz-Silver Architects and Consigli Construction (as the Construction Manager), both with extensive expertise in renovation of similar buildings. The PBC then managed the project through the design phases, subcontractor bids were solicited, and the final Guaranteed Maximum Price (GMP) was established in October 2022.

Objectives

The studies listed above have clarified both the conceptual intent of the project along with specific aspirations for the use of Town Hall.

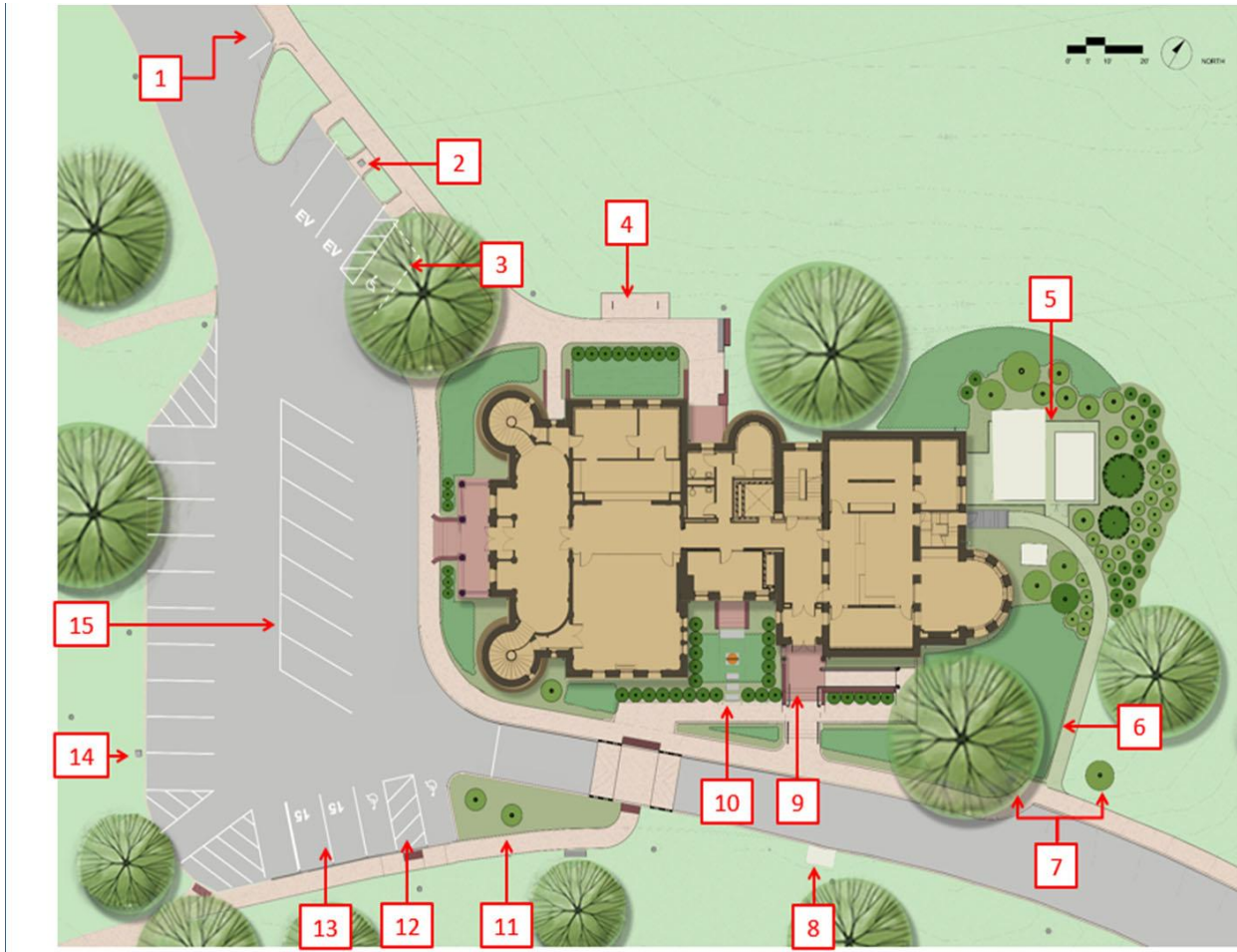
The Select Board established the following project goals:

- Acknowledge the historical significance of Town Hall
- Analyze and embrace the building's structure and fenestration into the design
- Organize clear and intuitive circulation for the public
- Provide spaces that effectively serve public and staff
- Improve meeting venues for boards and committees
- Execute design in an efficient and cost-effective manner

The design intent is that, through an efficient, sustainable, and cost-effective renovation, the Town Hall Interior Renovation project will:

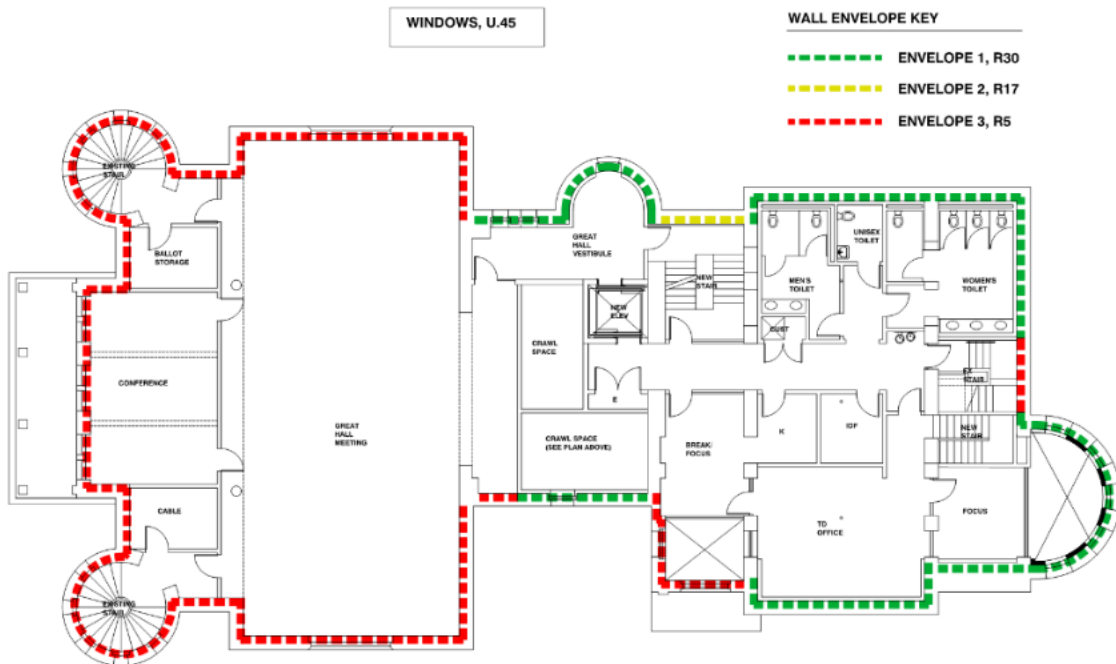
- Create a safe and healthy interior environment while also increasing the building's overall energy efficiency
- Improve and expand the program spaces to accommodate both current and future staff and operational needs (including incorporation of lessons learned from COVID-19)
- Make the building more welcoming and accessible to everyone
- Improve the public interface and create a more intuitive visitor experience
- Enhance the building's function as a primary meeting space
- Acknowledge/highlight the architectural and cultural significance of key interior spaces.

Specifically, the project will correct a wide range of existing deficiencies. Some of the deficiencies include insufficient compliance with MAAB/ADA requirements, outdated building systems (including HVAC, plumbing, electric and fire protection), inadequate security and storage which does not meet current state standards, insufficient and inflexible office spaces, inadequate conference and public meeting spaces, disorienting circulation, and confusing wayfinding and signage, and inadequate parking and entrance access for those with mobility challenges.



1. Designated unloading zone with night parking spaces (2)
2. Electric vehicle charging station
3. Accessible parking space (1)
4. Bicycle racks near north entrance
5. Screening at mechanical equipment
6. Permeable pavement egress path
7. Relocated monuments & memorial tree
8. Ballot box (existing)
9. Accessible entrance with ramp
10. Relocated historic bell & pedestal
11. New accessible path and planting bed
12. Accessible parking spaces (2)
13. Fifteen-minute parking spaces (2)
14. Provisions for future EV charging stations
15. Restripe parking lot to match existing

Renovation of the Town Hall interior will also contribute to the Town’s sustainability goals through thermal improvement of the building envelope, new efficient systems that reduce Energy Use Intensity (EUI), more sustainable lighting and plumbing, and the addition of electric vehicle charging stations.



Project Schedule

October 2022	Construction funds to be discussed/voted at STM
November 2022	Construction Phase begins
March 2023	Staff relocated to temporary space
Mid-April 2023	Demo/Construction begins
Mid-August 2024	Construction complete
October 2024	Projected reopening of Town Hall

Estimated Project Costs

Construction	\$18,443,899 *
Furniture, fixtures & equipment + IT relocation	\$ 650,000
Professional Services	\$ 478,227
Clerk of the Works	\$ 309,000
General supplies & services	\$ 233,000
Contingencies	\$ 1,983,624

Total Construction Cost **\$21,997,750**

Temporary relocation expenses \$ 902,000

TOTAL REQUEST **\$22,899,750**

*Over the course of the project, the PBC performed an extensive Value Management analysis at each design phase, and through this process they were able to remove over \$2.375 million from the project costs. The reductions made by phase were:

- Schematic Design \$1,271,000
- Design Development \$ 742,944
- Construction Documents \$ 362,265

Project Funding

Over the past few months much thought and debate has gone into the financing of the proposed Town Hall Interior Renovation project. A major consideration has been that the Town's Free Cash reserves are considerably higher than the guidelines established in 2018. These guidelines call for maintaining this reserve between 8% and 12% of anticipated revenues for the year. Due to a number of factors which are mostly an outcome of COVID (unfilled staff positions, strict budgeting, postponed capital expenses and reimbursement through federal and state relief programs), the Town's Free Cash reserves at the close of FY22 stood at 19.4%, or \$13.8 million above fiscal policy guidelines. In addition, several projects recently undertaken by the Town have come in under budget or with unused contingency funds. Redeployment of these funds (already borrowed by the Town) and use of a portion of the Free Cash reserves would allow the Town to fund the remainder of the Town Hall project cost by borrowing within the levy, without requiring a debt exclusion vote and increase in property taxes. The Select Board therefore voted unanimously to approve the proposed financing shown below:

Project Financing

Redeployment of Previously Borrowed Funds	\$ 2,418,460.91
Free Cash	\$13,000,000.00
Borrowing Inside the Levy	<u>\$ 7,481,329.09</u>

Project Cost **\$22,899,750.00**

The draw-down of the Free Cash reserves as proposed (\$13 million) would still leave the reserve at the high end of the range (12%) established in the guidelines. The use of Free Cash would also give the Town flexibility on the timing of borrowing the additional funds needed so that the most advantageous terms can be obtained. In addition, the time saved by not having to wait for the approval of a debt exclusion referendum, means that potential bidders have a shorter period to hold their costs (30 days vs. 60-90 days) and thus represents a potential for obtaining more favorable bids.

Redeployment of Funds

Middle School Piping Construction	\$ 16,166.53
Town Hall Envelope Construction	\$ 151,954.41
Hunnewell School Feasibility	\$ 134,184.28
MS Building Systems	\$2,000,000.00
Library Interior Renovation Design	<u>\$ 116,155.69</u>
Total funds to be redeployed	\$2,418,460.91

Advisory Considerations

Advisory Committee members universally agreed that the current physical conditions of the Town Hall need to be addressed both for the health and safety of Town employees who work there, and for preservation of vital Town records. In addition, the need to provide greater accessibility and to meet ADA requirements triggered by the repairs of the Town Hall exterior impels the Town to act with some urgency. The deteriorating conditions in Town Hall were solidified for Advisory Committee members by extensive tours of Town Hall conducted by FMD during the week of 25 September 2022.

Committee members differed on their views of the scope and timing of the proposed project, though most were convinced that the project as presented was a reasonable solution to the necessary renovations. The cost of the project was thoroughly discussed. Some committee members felt that the redesign included features beyond the mechanical/ADA upgrades (like the improvements to public access/interface, staff work spaces, and public meeting spaces) which they considered “nice to have” but not necessarily “must have”, while most others felt that the scope of the project was appropriate for the building, pointing out that as an historical and iconic Town building, its heritage and intrinsic beauty should be valued and preserved. Furthermore, it was noted, that the PBC has performed a value management analysis to assure any unnecessary items were removed from the Project. It was also noted that after the work is completed, the building is expected to provide service to the town for many years, adding that delayed maintenance in the past has led to the need to invest more dollars now. Committee members noted that the Town Hall project has been on the Town’s list of buildings to be repaired/renovated since a long-term facilities maintenance plan was developed in 2012; this project represents the final item on the list. A few committee members wondered how such a large project would benefit the Town, while others noted that the building houses general and public-facing services which affect all residents. In addition, Town Hall provides meeting spaces for Town boards and committees, and adequate public access for residents to these meetings was cited as valuable. Providing efficient and welcoming workspaces for Town employees was also seen as important in both attracting well-qualified staff and supporting them in their performance of their work.

Undertaking this project at a time of fiscal uncertainty was also discussed by Advisory. Some members questioned whether this was a good time to start a large renovation, given current high construction costs, contractor, and labor shortages, along with concerns about inflation and rising interest rates. Others pointed out that the Town has a rare opportunity to finance a large project without raising taxes and that using Free Cash to fund a large portion of the cost gives the Town

time to borrow the remaining funds more advantageously. The timing of the new Wellesley High School was cited: although the WHS project was contracted out at a time of financial downturn (2008), final project costs came in with an overall cost savings of approximately 15%. It was also noted that cost is not the only factor in play, as both the need to meet ADA/MAAB requirements and the deteriorating infrastructure in the building bring some urgency to the project. Concern was expressed about using a large portion of the Town's reserves for the Town Hall Interior Renovation project when there are other projects in Town which will also require investment in the future. Committee members were assured that these projects will be managed through the same long-term capital plan/process that the Town Hall renovation has undergone, and that at this time there are no other projects that are ready to proceed.

Passage requires a 2/3 vote.

Advisory recommends favorable action, 10 to 1.

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 2022 Annual Town Meeting, or to take any other action in relation thereto.

(Select Board)

ARTICLE 3, MOTION 1

Overview

The Town of Wellesley self-insures its Worker's Compensation program through its Worker's Compensation Trust Fund. Over the last three years the Town has appropriated \$244,149 each year as advised through an actuarial study; the fund then pays claims costs, claims handling, reinsurance, and legal actuarial costs. In the past this amount has been sufficient to cover the annual claims.

Every December the Town receives an actuarial report analyzing the prior fiscal year's losses and recommends funding levels for the future years. The last actuarial report indicated the Town should maintain approximately \$1,345,000 in its Worker's Compensation fund.

There were 35 claims in FY21, several of which continued into FY22; these claims resulted in \$200,000 in unanticipated costs. In FY22 the Town had 39 claims, some of which were substantial; at one time there were 10 employees out of work on Worker's Comp benefits. The increase in costs resulted from some serious injuries with associated expensive surgeries and follow-up physical therapy.

The indemnity/lost time claims amounted to \$715,971 while medical claims amounted to \$22,877; the total claims amount for FY22 is \$738,848 across six departments. These claims greatly exceeded anticipated and actuarial projected claims and have depleted the Workers Compensation fund well below the recommended actuarial amount. This motion requests Town Meeting to authorize a transfer of \$700,000 from Free Cash to bring the fund back to the recommended level of \$1,345,000.

Advisory Considerations

Some members expressed concern whether the increase in claims reflected a trend and wondered what additional precautions might be needed to ensure a safe working environment for Town employees. Information from the Town auditors appears to indicate that the increase does not show a trend but may have resulted from under-resourcing of departments during COVID. Each Town building has a designated safety officer to ensure adequate training and safe

practices. It was suggested that the Town would be wise to continue to monitor the frequency of claims in order to take additional steps if necessary.

Advisory recommends favorable action, 13 to 0.

ARTICLE 3, Motion 2

Overview

The Town's Risk Management budget provides insurance premiums for a range of liability coverage, including general liability, automotive, property, public official, occupational health services, fire accident, and injured on duty for police and fire personnel. The amount of funds expended on claims is rising, and in addition, as Town buildings and equipment are improved/replaced, their value/cost increases; both these factors affect premium costs. Over the last three years the Town had some large claims. For example, in FY19-FY21 the Town had \$1.2 million in claims due to the fire at the Hunnewell School. In FY22 damage to the building entrance at the Municipal Light Plant office building resulted in claims exceeding \$125,000; and in FY23 damage at the main Fire Station resulted in additional claims of approximately \$100,000, bringing total claims by the town that were higher than anticipated. Because insurance rates are based on "look-back" data from the past three years (and currently include the fire at the Hunnewell School), the Town expects rates eventually to return to more normal pricing.

Comprehensive Liability claims are increasing:

FY20	\$576,744.
FY21	\$638,622.
FY22	\$778,969.

The Annual Town Meeting approved a budget of \$710,744 for risk management, and at the end of FY22, an additional \$70,000 was transferred to supplement the budget. For FY23 Annual Town Meeting approved \$715,000 to fund risk management costs; to date the Town has spent \$777,471. This motion requests approval of a supplemental amount of \$100,000 to cover increased claims and deductibles.

Advisory Considerations

Advisory members felt it was reasonable for the Town to meet its obligations under the Risk Management budget and acknowledges that it is difficult to project claims from year to year.

Advisory recommends favorable action, 13 to 0.

ARTICLE 4. To see if the Town will vote to appropriate \$500,000 (FIVE HUNDRED THOUSAND DOLLARS) or any other sum of money for the purpose of satisfying the obligations under the Development Agreement with John Hancock Life Insurance Company (U.S.A.), dated April 9, 2019, relative to 26 acres of land known as the Wellesley Office Park, said sum to be expended under the direction of the Select Board; or to take any other action in relation thereto.

(Select Board)

Overview

In April 2019 the Town of Wellesley entered into a Development Agreement with John Hancock Life Insurance Company (Owner) to help fund water and sewer infrastructure improvements to accommodate the redevelopment of the area, including the construction of up to 600 dwelling units on the 26-acre parcel known as Wellesley Office Park which meet the approvals established by a 40R "Smart Growth" overlay zoning district. The agreement was subsequently approved at a Special Town Meeting in May 2019. The agreement requires the Town to pay up to \$500,000

for these upgrades, contingent on the work being completed and the Town receiving 40R and Density payments from the Commonwealth of Massachusetts.

An infrastructure improvement plan has been submitted, constructed, and approved to support the Master Plan. The improvements include installed a new 12" water line paralleling the existing 12" water line running east-west under Interstate 95. Additional sewer improvements were completed; these consisted of a properly sized wet well, dual operation pumps with emergency backup power source and a new 6" force main sewer line to replace the current 4" line that will run east-west under RT 95. The Development Agreement further states that the Owner will take full responsibility for all costs associated with ongoing operations and maintenance of the new pump station.

Under the Development Agreement the Town is obligated to pay for 50% of the planning, permitting, and installation of the water & sewer improvements; but not to exceed a total of \$500,000. Payment to the Owner is to come from the receipt of payments to the Town from the Commonwealth 40R Incentive Payments and/or Bonus Payments. Payments are to be made within 30 days of Town receipt of the completed Cost Summary and receipt of Commonwealth's 40R payment.

The Town has received Commonwealth payments totaling \$1,337,000; the payments break down as follows: \$350,000 in Zoning Incentive, and \$987,000 In Density Bonus. The \$500,000 payment to the Owner is an obligation of the Town which must be approved by Town Meeting and must come from these funds. The remaining funds (\$837,000) must be used as capital funds for the acquisition, rehabilitation, and construction of real and personal property, including items such as environmental remediation, drainage and irrigation improvements, and infrastructure relating to Affordable Housing. There is no time limit for the remaining funds to be spent, but Town Meeting appropriation is required.

Advisory Considerations:

The Development Agreement with John Hancock Life Insurance Company clearly obligates the town to make this payment of \$500,000, following completion of the work and receipt of incentive payments from the Commonwealth. The total cost of the water/sewer project exceeded \$3,000,000, so Advisory felt that the Town benefited from the earlier agreement to cap its share of the cost at \$500,000. The funds are on hand, were anticipated to be expended for this purpose, and are not general fund budget dollars.

Advisory recommends favorable action, 13 to 0.

AUTHORIZATIONS

ARTICLE 5. To see if the Town will vote to accept the provisions of Massachusetts General Laws Chapter 44, Section 53F ½ to establish an Enterprise Fund for a Stormwater Utility commencing on July 1, 2023; or act or do anything in relation thereto; and 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 Public Works for the purposes of operating and managing the Stormwater Program, or to take any other action in relation thereto.

(Board of Public Works)

Advisory expects no motion under this Article.

ARTICLE 6. To see if the Town will vote to layout and accept the modifications to Hardy Road, a public way, including the expansion of such way, as laid out by the Select Board and shown on a plan, which will be on file with the Town Clerk at least seven days prior to Town Meeting; or take any other action in relation thereto.

(Select Board/School Committee)

Background

In October 2021 STM approved a proposal to replace the current Hardy School, built in 1923, with a new building. A successful debt exclusion vote by Town residents allowed the project to proceed with design and construction of a new, larger school on land behind the current school. Relocation of the school offered an opportunity to manage a long-standing issue of traffic flow to the school. Numerous studies and community hearings were conducted, and a traffic mitigation plan was developed. The new Hardy school traffic management is designed to meet the requirements of the increased volume of vehicles due to a larger enrollment while also rectifying the backups on Weston Road caused by traffic at the current school. The traffic flow has been studied by many boards, committees, and departments in Town to arrive at the recommended solution. The design also considers and maintains access for Hardy Road residents. The design flow of the vehicle traffic on the Hardy School campus has gone through numerous iterations over the life of the feasibility studies and current design. The final design was approved through the Town's Project of Significant Impact (PSI) permitting process and received a PSI permit on July 11, 2022; at the time of printing, it was continuing to move through the approval process by the Zoning Board and the Planning Board. Additional information about the history of the project is available on-line at <https://www.wellesleyhhu.org/hardy>.

The traffic engineers studied the volume of traffic on campus and the flow of traffic off campus. Traffic engineers have recommended a left- and a right-turning lane exiting the campus at the intersection of Hardy Road and Weston Road. The two exit lanes allow for increased traffic flow and minimize backups onto adjacent roads. A traffic signal at the intersection of Hardy Road and Weston Road will provide additional safety for both pedestrian and vehicular traffic. Adding an additional turning lane necessitates the widening of Hardy Road onto the School Department's property to expand the existing two-lane road into a three-lane road. To accommodate the new traffic pattern and internal circulation, Hardy Road will be expanded to 56 feet in width, from the original 40-foot width. The easement will also accommodate a portion of landscape area between the main travel way and the bus/van staging area. At its meeting on August 18, 2022, the School Committee voted to support the encumbrance onto the school property for the purpose of widening the public way. The traffic study plan is available at

https://wellesleyma.gov/DocumentCenter/View/28608/Hardy-School-Traffic-Peer-Review_FINAL?bidId=

Advisory Considerations

At its public hearing for this Article, Advisory received comments from an abutter who raised concerns about vehicles queuing at school pickup/drop-off and about the additional expanse of paved surface that this project would create and expressing a desire that additional entry points to the school be added. During Advisory's discussion of the article, it was pointed out, however, that the current traffic plan was developed after many discussions, traffic studies and public hearings over a number of years; this process determined that having a single point of entry for vehicles at pickup/drop-off times provided the safest conditions for students and their caregivers. The additional space for queuing cars and signalization at the entry point should ensure that school traffic proceeds as quickly and safely as possible and alleviate current problems with traffic flow. Pedestrian access from multiple points (Lawrence and Hickory Roads) should also have an impact on the number of vehicles entering the school. It was also suggested that landscaping plans associated with the project might address the effect of the increased traffic on Hardy Road on the immediate neighbors. The article itself results from the legal necessity for Town Meeting to approve the transfer of responsibility for the 16-foot-wide strip of land currently under School Committee ownership as part of the Hardy School site to a public way under the supervision of the Select Board.

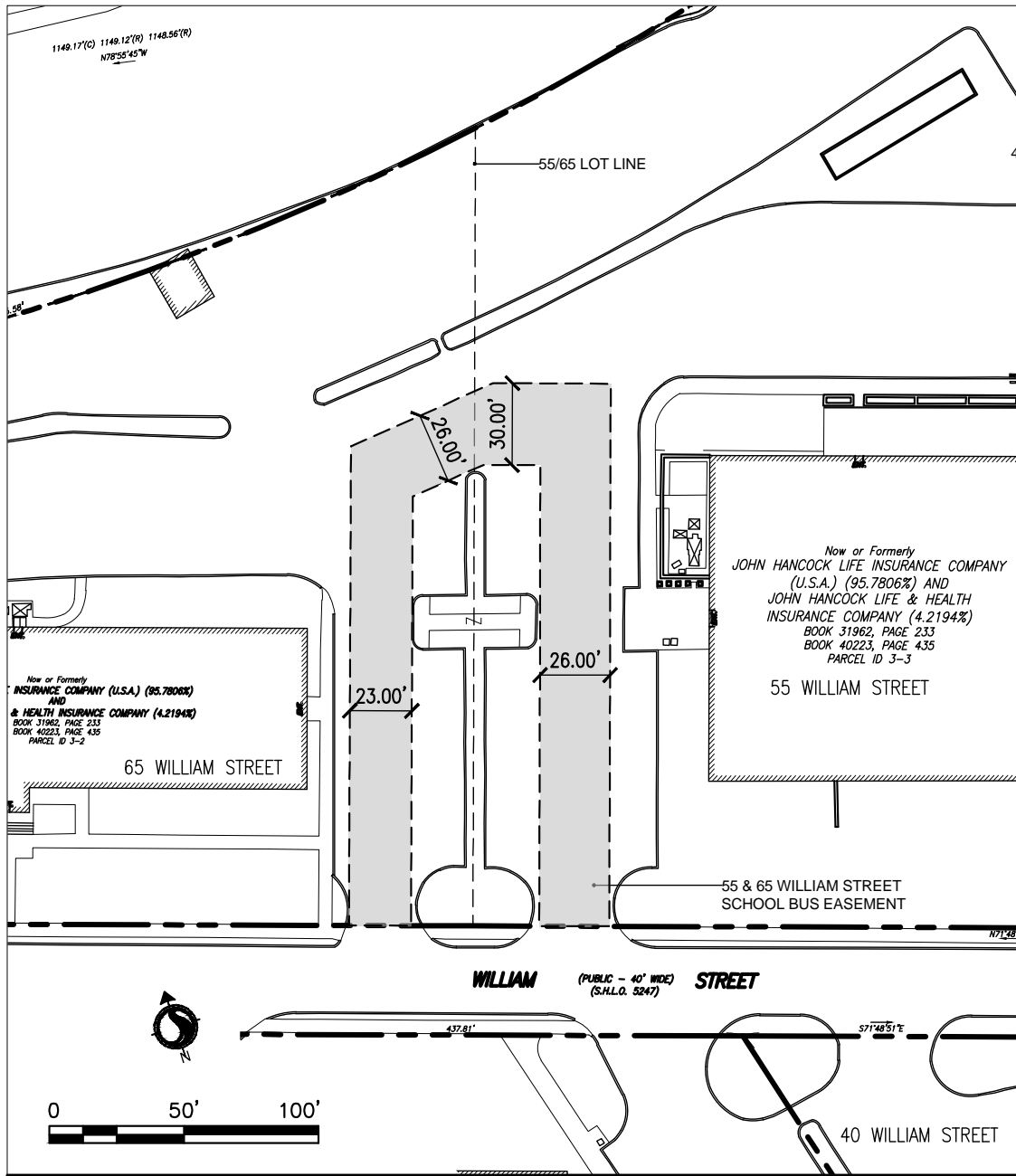
Advisory recommends favorable action, 11 to 0.

ARTICLE 7. To see if the Town will vote to authorize the Select Board or the School Committee to accept a non-exclusive access easement at 55 and 56 Williams Street for the purpose of assuring a safe and sufficient turn around area for all Wellesley Public School buses seeking ingress and egress to and from Wellesley Office Park; or to take any other action in relation hereto.

(Select Board/School Committee)

Overview

Article 7 proposes an agreement between the Town of Wellesley, acting by and through the Select Board and School Committee, and John Hancock Life Insurance Company, owner of the Wellesley Office Park allowing an easement at 55 and 56 William Street in the 26-acre parcel known as Wellesley Office Park. This easement is needed as there is currently not space for full-sized yellow school buses to turn around on William Street. The easement provides the necessary turning radius to allow for this school bus turnaround. The easement will allow school buses to enter William Street, which is a public way, and turn around on the property to safely pick up students attending Wellesley Public Schools who live at residential buildings now existing or to be built in Wellesley Office Park; 19 students currently live at The Nines residential buildings at the time of printing.



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Client/Project 06/29/2022
WELLESLEY OFFICE PARK
55 & 65 WILLIAM STREET

Figure No. 1
Title SCHOOL BUS EASEMENT

The proposed easement allows all town entities, including the Department of Public Works, the Fire Department and Wellesley Public Schools, to use this turnaround area. The receipt of this easement will be allowed for the sum of One Dollar (\$1.00), and the Town of Wellesley's current insurance policy covers its use. The easement exists in a 40R district agreement entered into by the Town and the current property owner, John Hancock Life Insurance Company. The zoning of the area under MA Chapter 40R seeks to substantially increase the supply of housing and decrease its cost, by increasing the amount of land zoned for dense housing. Thus, if there is future development in this area, the owner of this office park (John Hancock, or another owner) has the right to relocate the easement, but the owner can only relocate it to a location that is safe and efficient for bus operations. The easement will continue in perpetuity.

Advisory Considerations

Advisory believes that benefit to the Town of participating in the 40R agreement to increase housing opportunities within Wellesley is high. It is essential that the Town of Wellesley secure the easement prior to any change in ownership of the office park, and to ensure that the students living in this area can access bus services for Wellesley Public Schools.

Advisory recommends favorable action, 13 to 0.

GENERAL

ARTICLE 8. To see if the Town will vote as follows:

- (1) to rescind authorized, but unissued balances of various borrowing authorizations approved by the Town from time to time, which amounts are no longer needed to pay costs of completing the projects for which they were originally approved;
- (2) to transfer amounts that were previously appropriated and raised by borrowing, as such amounts are no longer needed to complete the projects for which they were originally borrowed and for which no further liability remains, to pay costs of certain other Town projects; or
- (3) to appropriate certain net premium received by the Town upon the sale of certain bonds and/or notes to pay costs of certain other capital projects of the Town, thereby reducing the amount of borrowing therefor in accordance with Section 20 of Chapter 44 of the Massachusetts General Laws.

or to take any other action in relation thereto.

(Select Board)

The Town periodically rescinds unused and no longer necessary borrowing authorizations. Several of the projects have been closed out and PBC has released all remaining holds on funds. These projects include the Main Library renovation, Main Library roof, and the Middle School building systems projects. These projects have come in under budget with contingency surplus. The rescinding of debt for these projects is for monies that have never been borrowed. In the case of the Walnut Street project, payments were received through ARPA and the Town no longer needs to borrow the funds which were authorized.

Town Meeting Vote	Project	Total Debt Authorized	Amt to be Rescinded	Comment
Article 6, STM 2020	Main Library Interior Renovation	\$2,863,408	\$363,408	Project Complete
Article 7, STM 2020	Main Library Roof	\$843,150	\$143,150	Project Complete
Article 2, STM 2020	Middle School Building Systems	\$12,135,629	\$335,629	Project Complete
Article 19, ATM 2022	Walnut St. Stormwater & Paving Project	\$2,571,578.16	\$2,551,578.16	ARPA Funds
Article 19, ATM 2022	Walnut St. Stormwater & Paving Project	\$2,571,578.16	\$20,000	Bids came in under projected

Advisory Considerations

This is a housekeeping article intended to close out elements of authorized debt that are no longer needed, either because of lower project costs or because gifts towards the project have been received. For projects that anticipate gifts or other funding, the full amount of the debt is authorized, and then portions rescinded as gifts are received. The rescissions reduce unnecessary bookkeeping and free up Town borrowing capacity. Advisory considers this to be an appropriate and prudent action.

Passage requires a 2/3 vote.

Advisory recommends favorable action, 13 to 0

ARTICLE 9. To see if the Town will vote to authorize the Select Board, on behalf of the Town, to dispose of tangible Town property having a value in excess of \$10,000.00 (TEN THOUSAND DOLLARS), on such terms as it may deem advisable, or to take any other action in relation thereto.

(Select Board)

This article authorizes the Town to sell a surplus piece of DPW equipment, specifically a 1984 AM General crane/truck. According to the town bylaws, the Select Board needs to approve disposal of property; if the item is valued over \$10,000 then the disposal needs Town Meeting approval. The truck is a former military surplus vehicle acquired in 2005; its crane attachment was purchased in March 2007 for \$110,000. The crane is currently used for large tree removals and has served for 15 years. It is a specialty truck with relatively low use of 20-25 removals per year. The age of the truck makes it hard to repair and parts are difficult to find. In addition, the Town has found that licensed operators are increasingly difficult to hire. A new truck would cost \$400,000- \$500,000. Given the low number of uses, however, DPW believes it makes better financial sense for the Town to contract for these services in the future rather than a buying new truck. In addition, removing this item from the vehicle replacement list will allow the DPW to move forward with vehicles that are needed more frequently. All revenue from the sale will be returned to the General Fund.

Advisory Considerations

Because town bylaws require Town Meeting approval for sale of property valued over \$10,000, this article is largely housekeeping. Advisory acknowledges that maintaining older vehicles can be challenging and at some point, no longer makes financial sense. The plan to outsource large-tree removal services rather than retain a piece of equipment that is rarely used seems reasonable. It was felt that there is a good process in place and that the DPW has an effective plan to dispose of property.

Advisory recommends favorable action, 13 to 0.

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.