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TOWN OF WELLESLEY



MASSACHUSETTS

BOARD OF SELECTMEN

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

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EXECUTIVE DIRECTOR OF GENERAL GOVERNMENT

**SELECTMEN'S MEETING
TENTATIVE AGENDA**

Juliani Room, Town Hall

6:45 P.M. Tuesday, March 14, 2017

1. 6:45 Executive Session to Discuss Acquisition of Real Property
2. 7:15 Open Session
3. 7:15 Citizen Speak
4. 7:20 Executive Director's Update
 - Minutes
 - Accept Gifts to the Council on Aging
 - Update on Passport Pay by Phone System
 - Request for Supplemental Winter Maintenance Funds
5. 7:25 Host Community Agreement – 892 Washington Street
6. 7:45 Annual Town Meeting Preparation
 - Article 43 - Mansionization
 - Consider Support on ATM Articles
7. 8:30 Consider FY18 Wetland Protection Fund Expenditures
8. 8:40 BOS Work Plan
 - Discuss Proposed Executive Session and Gift Policies
 - Discuss Establishment of North 40 Committee
 - Discuss Community Compact Priorities
 - Discuss Creating Working Group – Update Budget Bylaw
9. 9:10 Old/New Business

Next Meeting Dates: Monday, March 20
Monday, March 27, Annual Town Meeting
Tuesday, March 28, Annual Town Meeting

3/10/2017

Black regular agenda items

Board of Selectmen Calendar – FY17

Date	Selectmen Meeting Items	Other Meeting Items
3/15 Wednesday		Unified Plan Steering Committee Meeting
3/16 Thursday		HHU- Final Meeting
3/20 Monday	Meeting Energy Update – Allan Hebert National Grid gas petitions Brook Street Truck Exclusion	
3/22 Wednesday		Inter-Board Meeting Advisory STM PH
3/27 Monday	ANNUAL TOWN MEETING BEGINS	
3/28 Tuesday	Annual Town Meeting	
4/3 Monday	Annual Town Meeting Special Town Meeting	
4/4 Tuesday	Annual Town Meeting	
4/12 Wednesday	Annual Town Meeting	
4/17 Monday	Town Hall Closed – Patriots Day	
4/24 Monday	Annual Town Meeting Cochituate Aqueduct Leases?	
4/25 Tuesday	Annual Town Meeting	
5/1 Monday	Possibly ATM Cochituate Aqueduct Leases? Great Plain Ave scope discussion Brook/Amherst?	
5/2 Tuesday	Possibly ATM	

Notes**Quarterly updates**

- Traffic Committee (Deputy Chief Pilecki)
- Facilities Maintenance (Joe McDonough)

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MEMORANDUM

DATE: March 10, 2017
TO: Board of Selectmen
FROM: Blythe C. Robinson, Executive Director *BCR*
SUBJECT: Weekly Report

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

- On behalf of our office I'd like to give a warm welcome to Beth and Tom joining the board as of Tuesday! We look forward to working with you and providing whatever information you need in your new role. Please do not hesitate to ask questions or provide your perspective on how things are done, we welcome your input.
- I attended a meeting with the Police Chief and several of his command officers on Tuesday to discuss an on-going situation with a group of parents, regarding another parent in the school system. The parents wanted to better understand the process and how we can work together to address the issues that have arisen from this parent's behavior. It was a positive meeting, the group understands the police department's perspective, and how they can assist us going forward.
- We have been contacted by Senator Ross' office asking if we have some priorities that we'd like included in the upcoming State budget. Past earmarks have been funded in the range of \$10K - \$50K. They haven't provided much other guidance to what might be approved, so I'm reaching out to you for ideas as the requests need to be in their office no later than March 15th. I am also reaching out to department heads to see if they have some ideas they can generate.
- Included in your FNM is a memo to me from Joe McDonough advising me that FMD went out to bid on the Town's natural gas contracts and was able to achieve a new contract beginning in FY 19 that is priced 11% lower than our existing contract. As you know, we are only able to affect the supply portion of our gas costs, however a savings of this amount is commendable. Joe and Alan Hebert will be at the March 20th meeting and can cover this in more detail.
- I attended the orientation for new Town Meeting members at the Library on Thursday evening. About half of the 28 new members attended, however we went over protocol, finances and other aspects of the meeting to help get them up to speed.
- We have had another request from DPW for a further \$200,000 in funding for snow & ice winter maintenance. We have analyzed that and put it on the agenda for Tuesday night to

approve, especially in light of snow today and more forecast for Tuesday. Along with the request Terry Connolly is working on a report about winter snow/ice operations. He has had several meetings with DPW to gain a good perspective of how it works. I anticipate this will lead to a future discussion about the amount the Town should budget each year for this service.

- At the Department Heads meeting on Thursday we discussed summer hours at Town Hall. The sense of the meeting was that a half day was better than a full day for the departments in other buildings that need our services. We haven't settled on what evening would be best for us to extend our day in lieu of Friday afternoon, but I would anticipate it to be either Tuesday or Wednesdays. We'll work on that and let you know, and ensure it is widely advertised prior to the start.

4. Executive Director's Report

Included in your packet is a short weekly report for items that may be of interest to you from the past week.

- Minutes – the minutes of the March 6th are still in progress, however the executive session minutes from the same night are included and ready for action to approve.
- Accept Gifts to the Council on Aging – The COA has sent over gifts in the following amounts:
 - COA BUS = \$16.00
 - General Gift Account = \$125.00

- Update on Passport Pay by Phone

Included in your packet is a memo from Terry Connolly providing an overview of the pay by phone system for parking in Wellesley. As you will note the roll out of the system has been going well and revenue from this source increasing. Terry will be present at the meeting to discuss it with you. adjustment.

- Request for Supplemental Winter Maintenance Funds

The agenda packet includes a request from DPW for an additional \$200,000 to the winter maintenance appropriation. Also included is a detailed overview of the Town's snow and ice program researched and written by Terry Connolly. I am recommending that the DPW's request for these funds be approved, which will bring the total request for the year to \$400,000 above what was budgeted.

I would appreciate having the opportunity to review the memo with Terry and I and his recommendation that we continue to budget almost \$348,073 annually for this work, despite the fact that in almost all years the town will expend more.

Minutes:

MOVE to approve the executive session minutes of the Board of Selectmen meeting of March 6, 2017.

Council on Aging Donations:

MOVE to approve donations to the Council on Aging in the following amounts:

- \$125 to the General Gift Account
- \$16 to the COA Bus Fund

Winter Maintenance:

MOVE that the Board approve the request from Public Works for a supplemental authorization to the FY 17 winter maintenance appropriation in the amount of \$200,00.

The following gifts have been made to the Wellesley Council on Aging and must be accepted by the Board of Selectmen:

GIFTS TO THE GENERAL COA GIFT ACCOUNT (29054150-483000)

Updated 3/9/17

Donation from:	Amount(s) / comments regarding gift
Verna Duffy	\$25.00 - General COA Donation in Appreciation for Tax Assistance
Susan Beeson	\$100.00 - In memory of Helen Phinney
	Total Gifts Received from FWCOA = \$125.00

Total Donations Listed for General Gift Account = \$125.00

The following gifts have been made to the Wellesley Council on Aging and must be accepted by the Board of Selectmen:

These donations have been made to the Wellesley Council on Aging specifically for the COA bus service. When the COA bus is used for local day trips, participants are encouraged to make small donations to support the COA Transportation program.

Account # 29054139-483000-COABU

Updated 3/9/17

David Hearn	\$3.00
Janet Armstrong	\$3.00
Edna Canning	\$10.00

Total donations to COA BUS = \$16.00

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DATE: March 10, 2017
TO: Board of Selectmen
FROM: Terry Connolly *TC*
SUBJECT: **Passport Pay-by-Phone Implementation**

Pay-By-Phone parking with Passport began in Wellesley Square on January 12, 2017. The initial implementation included on-street and off-street parking. Wellesley Hills and Lower Falls were added on January 19, 2017.

Commuter Lots

The Commuter Lot implementation is on-going. We currently offer the daily discounted rate to the 20,000+ vehicles registered to Wellesley addresses. We have met with the merchants and added a few qualifying plates to this "white list". The remaining issue involves multi-day purchases. The Passport app is charging for Saturday and Sunday, which are free. We are working with the vendor to correct this issue. As we await final resolution, we are only offering single day purchases in the all-day lots. We are told the idea of a discounted rate like ours is unusual. After this issue has been addressed we will post info on the town's webpage, CALE parking kiosks, customer vehicles parked in the commuter lots, and meet with the merchant community. In the meantime, resident and merchant customers can continue to use the stored-value cards to receive the discount rate of \$3.00/day for multi-day purchases.

Feedback from customers and merchants has been positive. Merchants have historically been allowed to park for longer than 4 hours in portions of the Waban, Railroad, and River Street lots by re-feeding the parking meters. This practice continues with the use of the Passport parking app. The use of the app rather than re-feeding the parking meters has been a huge success. As you can imagine, less parking violations for employees in these lots is a good thing for the merchants and demonstrates the town's support of merchants. The goal of allowing parking more than four hours in certain lots keeps employees off Central and Church Streets, where we want customers to find parking.

We are looking forward to the transition from the stored-value cards to the Passport app. This transition will reduce dependency on the CALE kiosks and allow for purchase of parking from the car, from the train platform, and on the train.

Revenue Projections

We only have one full month of data to see the effect of the Passport Pay-By-Phone implementation on parking meter revenue and parking violation revenue. The end of June will be 5 months into the implementation and provide an opportunity to review parking meter and parking violation revenue. Parking meter and violation revenue is historically lower during July and August.

1. Parking Meters

The vendor's projections for adoption of Pay-By-Phone are 10% in year 1, 20% in year 2, and 30% in year three. With the requirement to purchase two hours (\$1.30) with the Passport app we expect to meet or exceed the revenue of \$250,000 (average street meter revenue FY16 & FY15).

Summary of Passport Parking Revenue

Month	Transactions	Total Parking Revenue	Fees to Vendor	Fees to Town	Net Revenue
January 2017 (Partial Month)	970	\$1,261.60	\$145.50	\$145.05	\$1,406.65
February 2017	2120	\$3,328.95	\$318.00	\$318.00	\$3,646.95

2. Parking Violations

Even with the reduction of parking violation issuance in lots used by employees of local businesses, the Parking Clerk does not expect a significant reduction in violation issuance and therefore revenue. We will review the violation revenue account at the end of June as well. Currently we can offer no insight into the future expected revenue of parking violations.

We will update the Selectmen on actual revenue experience before July and regularly compare parking meter and violation revenue to previous years.

Please let us know if you have any questions.

Thank you.

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MEMORANDUM

DATE: March 10, 2017
TO: Board of Selectmen
FROM: Terry Connolly *TC*
SUBJECT: Winter Maintenance

The Board of Selectmen asked staff to review the DPW Winter Maintenance budget so that the Board and staff could develop a better understanding on how Wellesley appropriate funds for snow and ice removal. At the end of this review, staff to make recommendations for the board to consider on the current supplemental authorization request (\$200,000) to the Winter Maintenance appropriation. Our review included looking at the approved supplemental appropriations over the last five years. We will also offer items for consideration in determining future budget requests (FY19 or later).

Mass General Laws

Under the provisions of Massachusetts General Law Chapter 44, Section 31D, a town may incur liability and make expenditures in excess of available appropriations for snow and ice removal, provided that such expenditures are approved by the Selectmen. The statute also requires that, in order to make use of the provisions of MGL 44:31D, the current year winter maintenance appropriation must equal or exceed the prior year's appropriation. Winter Maintenance has been level funded at \$348,703 for the last 5 years.

Winter Maintenance activities and expenditures can be divided into three segments. Preparation, Storm Events, and End of Season.

Preparation - \$200,000**A. Winter-only equipment maintenance - \$165,000**

Preparations for winter begin in the summer. Winter equipment such as salting trucks, sidewalk plows, and truck plow blades are pulled out of storage and inspected to identify work needed. Work is scheduled throughout the summer and fall so that equipment will be ready for the annual 'plow hookup day' in early November so that staff can do a practice run with their assigned equipment and plow routes. This year,

equipment preparations took place mainly from September through early December, with the first response event taking place on December 5, 2016. The cost of this work was approximately \$165,000

B. Salt - \$29,000

At the beginning of this fiscal year, the salt shed had approximately 2,000 tons. An additional 492 tons were delivered prior to storm responses in early December, at a cost of about \$29,000.

C. Other - \$6,000

Additional smaller amounts are typically spent in preparation for winter on items such as sand barrels, shovels, \$6,000 was spent on various other preparations for winter such as sand barrels, shovels, and other supplies. This year, approximately \$6,000 was spent prior to the first storm event.

Storm Events

Timing and duration are two important cost variables that drive the winter maintenance budget. Personnel costs during weekday normal hours (7:00am-3:00pm) are charged to the operating budgets of Park, Highway and RDF. Overtime costs for these departments (3:30pm-7:00am), and all time from Water Enterprise Fund staff are charged to winter maintenance. Vehicle maintenance costs for plowing vehicles that are not considered 'winter only' are absorbed in department operating budgets. Vehicle maintenance of the 10 salter trucks, 8 sidewalk plows, and approximately 60 plows are charged to Winter Maintenance. The detail of storm events this year is attached.

The two largest snow events so far this winter illustrate how charges against the winter maintenance budget vary.

A 7.5-inch storm, duration 15.9 hours, on Saturday, January 7, cost \$5,400 per hour. (overtime)

A 10-inch storm, duration 24.8 hours, on Thursday, February 9, cost \$3,918 per hour. (included normal pay and overtime).

End of Season

Remaining funds used to:

- a. Prepare winter only vehicles for summer storage and initiate repairs if possible
- b. Purchase salt and other treatment materials
- c. Turn back to general fund.

Future considerations

In order to approve additional appropriations for winter maintenance the Town cannot reduce the budget of \$348,703. The past 5 fiscal year actual expenditures have ranged from \$348,703 in FY12 to \$1,237,147 in FY15. The five-year average expenditure is \$761,603.

Sheryl Strother, Finance Director, has traditionally planned \$400,000 for supplemental appropriations to the winter maintenance budget. The Selectmen could recommend a higher budget appropriation at annual town meeting but increasing that budget may require a reduction somewhere else.

Recommendations

Public Works provided a wealth of information related to their winter maintenance operations. Blythe and I met with Mike Pakstis, Dave Cohen, and Chris Cusack on Thursday morning to supplement our understanding of the town's winter maintenance program. We recommend approving the additional supplemental request of \$200,000, which will bring the total for this year to \$400,000. FY18 budget has been level funded at \$348,703 and made part of the proposed balanced budget for the 2017 Annual Town Meeting. Even with the additional funds planned to supplement winter maintenance each year, the Board may want to consider increasing the winter maintenance budget request in FY19 closer to the five-year average of \$761,000. If the board wished to increase the amount, staff would recommend an increase to \$500,000 as a first step toward that goal.

We are happy to send any specific questions to public works for their response. Thank you.

Winter Maintenance Details

Salt Shed capacity – 4,000 tons

Cost of salt FY17 - \$59/ton

Estimated cost of snow operations per hour

Salt - \$2,500 per hour

Snow - \$5,000 per hour

60 total town vehicles in a snow operation

4 of the 8 large sander trucks are used year-round

2 smaller sander trucks used year round

4 of the 8 Trackless sidewalk tractors used year-round

DPW staffing level determined by the non-winter month work load not winter maintenance

DPW currently uses 3 seasonal employees

Private contractors plow 8 municipal parking lots

- Tailby RR, Waban, Weston Rd, Railroad, Hills RR, Farms RR, Eaton Ct, River St and
- School parking lots, library and town hall

32 plow routes

8 sidewalk plow routes

9 de-icing routes

300 +/- crosswalks plowed and treated with snow/salt mixture

Snow Removal Cost from commercial areas

- Town-wide \$80,000
- Limited removal \$25,000

Liquid de-icing treatments – Brine, Magnesium Chloride, Magic-0

- (DPW had good results this winter with Magic-0 in very cold conditions when salt is ineffective)

The actual expenses and for Winter Maintenance the last 5 years are below.

Winter Maintenance Tax Impact Operating Budget and Statistics

	FY12 Actual	FY13 Actual	FY14 Actual	FY15 Actual	FY16 Actual	FY17 Plan	FY18 Plan
Personal Services	\$ 42,508	\$ 236,520	\$ 366,863	\$ 460,694	\$139,904	\$ 148,304	\$ 148,304
Expenses	\$ 306,195	\$ 562,183	\$ 613,140	\$ 912,953	\$454,538	\$ 200,399	\$ 200,399
FEMA Reimbursement	\$ -	\$ 150,982	\$ -	\$ 136,500	\$ -	\$ -	\$ -
TOTAL	\$ 348,703	\$ 647,721	\$ 980,003	\$ 1,237,147	\$594,442	\$ 348,703	\$ 348,703

Snow event counts for last five years

	FY12	FY13	FY14	FY15	FY16
Salting/Sanding Events	4	12	14	15	8
Plowing Events	1	4	9	7	4
Removal Events	0	1	5	6	0
Other Events	0	0	0	0	0
TOTAL	5	17	28	28	12

TOWN OF WELLESLEY



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DEPARTMENT OF PUBLIC WORKS

20 MUNICIPAL WAY • WELLESLEY, MA 02481-4925

MICHAEL P. PAKSTIS
DIRECTOR

TELEPHONE (781) 235-7600
FACSIMILE (781) 237-1936

March 9, 2017

Marjorie Freiman, Chair
Board of Selectmen
525 Washington Street
Wellesley, MA 02482

RE: FY2017 Winter Maintenance Appropriation

Dear Marjorie:

I respectfully request that the Board of Selectmen authorize an additional \$200,000 supplemental authorization for the FY17 Winter Maintenance Appropriation. The winter budget is depleted following the responses to events on February 7, 9, 10, 12, and 16, and the snow removal that took place on February 16-17.

We are hopeful that winter is coming to a close in the coming days and this additional authorization will address the current deficit and provide a small cushion should there be any salting responses needed between now and when spring weather takes hold for good. If any sizable storms hit we will need to come back for yet another supplemental authorization. Any remaining funds not needed before the end of the fiscal year will be returned to the General Fund.

For your information, we have attached a report of the winter related expenditures and winter response events to date.

Under the provisions of Massachusetts General Law Chapter 44, Section 31D, a town may incur liability and make expenditures in excess of available appropriations for snow and ice removal, provided that such expenditures are approved by the Selectmen and the Advisory Committee.

The statute also requires that, in order to make use of the provisions of MGL 44:31D, the current year winter maintenance appropriation must equal or exceed the prior year's appropriation. We are in compliance with this requirement as \$348,703 was originally appropriated in FY16 and the same amount appropriated again in FY17.

I therefore request that the Board of Selectmen, at its earliest opportunity, authorize the expenditure of \$200,000 in additional funds for the purpose of snow and ice removal.

Thank you for your assistance and please let me know if you have any questions or need additional information.

Sincerely,

A handwritten signature in black ink, appearing to read "Michael Pakstis", written in a cursive style.

Michael Pakstis
DPW Director

Attachments

Cc: Blythe Robinson, Executive Director
Frank Pinto, Advisory Committee Chair
Board of Public Works

**FY 17 Winter Maintenance Budget
Through Payroll of Week Ending February 28, 2017
and including an estimate through March 8, 2017**

Sources of Funds

FY17 Appropriation	\$	348,703.00
Supplemental Authorization	\$	200,000.00
Available Funds	\$	548,703.00

Uses of Funds

Uses of Funds - Paid to Date

Personal Services	\$	166,397.00
Vehicle Maint & Fuel	\$	150,419.36
Contractor Services	\$	70,544.78
Salt/Sand	\$	224,389.29
Other Supplies	\$	3,012.69
Paid to Date	\$	614,763.12

Uses of Funds - Services Provided But Not Yet Paid

Personal Services	\$	33,468.00
Vehicle Maint & Fuel	\$	54,000.00
Contractor Services	\$	6,079.40
Salt/Sand	\$	-
Other Supplies	\$	10,000.00
Not Yet Invoiced	\$	103,547.40

Total Committed to Date \$ **718,310.52**

Projected Balance Remaining \$ **(169,607.52)**

Requested Additional Funds 3/2/17 \$ 200,000.00

Projected Revised Balance \$ **30,392.48**

**Town of Wellesley DPW
FY2017 Winter Response Events**

Storm #	Date	Response			Accum.	Duration	Conditions
		Salt/Sand	Plow & Treat	Removal			
1	12/5/2016	x			0.63	5.4	Light Snow
2	12/11/2016	x			1.63	9.3	Wet Snow
3	12/17/2016		x		5.00	15.4	Snow/Rain
4	12/29/2016	x			0.75	15.7	Light Snow/Rain
5	1/4/2017	x			0.00	4.0	Light Snow
6	1/6/2017	x			0.75	6.4	Freezing Rain/Snow
7	1/7/2017		x		7.50	15.9	Snow
8	1/31/2017	x			1.22	17.2	Light Snow
9	2/7/2017	x			0.75	22.3	Snow/Sleet/Rain
10	2/9/2017		x		10.00	24.8	Snow
11	2/11/2017	x			2.00	8.7	Snow
12	2/12/2017		x		8.00	23.3	Snow
13	2/16/2017	x			2.00	6.8	Snow
14	2/17/2017			x	0.00	9.0	Removal
TOTALS / COUNT		11	5	1	40.23	184.14	

5. Host Community Agreement – 892 Washington Street

Depending on the outcome of the executive session earlier in the evening, this item is on the agenda to allow the Board to debate and vote on whether or not to execute a host community agreement with MLFS, LLC (Michel LaGarde) that will enable a permanent conservation restriction on the property at this address.

Move to approve the Host Community Agreement and Conservation Restriction as presented for the property located at 892 Washington Street, Wellesley, MA.

6. Annual Town Meeting Preparation

- **Mansionization** – Mr. Stanley Brooks will be present at the meeting to discuss with the Board again his petition article on this topic, and any changes he is considering to it at Town Meeting, as well as answer any questions that you may have. A copy of his most recent motion is attached for your information. The Planning Board has not yet voted on this proposal. The Planning Board believes the article needs more time to be developed and vetted. They will prepare a report in anticipation of Town Meeting.
- **Consider Support on ATM Articles** – included in your packet is an updated version of the chart from last week of the ATM articles and the status of each. The Board can discuss what action it may be ready to take to vote on some or all of the articles. A copy of the Planning Board's Report to Town Meeting is included to assist with the discussion on the Zoning Articles. The Planning Board is not moving Article 37, Outdoor Lighting. Advisory voted unanimously to support all the other PB Articles (32, 33, 34, 35, and 36)

2017 Annual Town Meeting Warrant Articles

	Description	Sponsor	Present (Respond)	
)	Choose Moderator & Receive Reports	BOS	Marjorie	NM
2	Town-Wide Financial Plan & Five Year Capital Budget Program	BOS	Blythe	
Appropriations - Operating and Outlay				
3	Consent Agenda - Simply Majority vs 2/3	BOS	Tom	
4	Amend Job Classification Plan	HR	(Ellen)	*
5	Amend Salary Plan - Pay Schedule (including union contract settlements)	HR	(Ellen)	
6	Set Salary of Elected Official	BOS	Ellen	Yes-Unan
7	FY17 Budget Supplemental Appropriations	BOS	Marjorie	
8	Omnibus Budget and Capital (FY18)	BOS	Blythe	
9	Special Injury Leave Indemnity Fund	BOS	Ellen	
10	Special Education Reserve Fund	BOS	Ellen	
11	Authorize 1+ new Revolving Funds* (new equip replacemt and copier library)	BOS	Beth	
12	Water Program	BPW	(Tom)	*
13	Sewer Program	BPW	(Tom)	
)	Electric Program	WMLP	(Tom)	
Appropriations - Special Capital Projects				
15	LED Streetlight Project	WMLP	(Jack)	Yes-Unan
16	Community Preservation Fund Appropriations	CPC	(Jack)	
17	Design Funds - Town Hall Envelope Restoration Project	BOS	Marjorie	
18	School Security Project Construction	SCH	(Marjorie)	Yes-Unan
19	Fire Station Floor	BOS	Jack	*
20	Reconstruction of Cliff Road	BPW	(Beth)	
21	Hunnewell Field Maintenance/Restroom Facility Project	BPW	(Jack)	status?
Street Acceptance				
22	Granite Street	BOS	Tom	
Authorizations				
23	TPC - Approp avail funds, rescnd debt, assoc with TPC, Name Tolles Parsons Center	COA/BO S	Marjorie	
)	Accept/Abandon Easements	BPW	(Beth)	
25	900 Worcester Street Lease and related zoning changes	BOS	Elen	
26	Fourth Amendment to Linden Square Development Agreement	BOS	Marjorie	

27	Transf Inclusionary Zoning Funds to WHDC (978 Wrcstr & 576 Wshngtn)	BOS	Ellen	*
28	Property Acquisitions at WHS and Schofield School	BOS	Tom	
29	OPEB - Amend Spec.Legislation - Ch. 88 of the Acts of 2004	BOS	Tom	
Amend Zoning Bylaw				
30	Recreational Marijuana	BOS	Jack	Yes-Unan
31	As of Right Solar Zoning (Green Communities)	SEC	(Ellen)	Revote??
32	Large House Review TLAG Definition Amendments	PB	(Marjorie)	PB 3/6
33	Educational District Amendments	PB	(Ellen)	
34	Rezoning of NRC Properties - Phase 2	PB	(Jack)	
35	Amendment of Conservation Districts Bylaw	PB	(Jack)	
36	Zoning Map Corrections	PB	(Tom)	
37	Outdoor Lighting Bylaw	PB	(Ellen)	Pass over
Amend Town/General Bylaws				
38	Article 14 - Permanent Building Committee / 14.9	PBC	(Jack)	
39	Article 14 - Permanent Building Committee	BOS	(Jack)	
40	Article 46C - Historic Preservation Demolition Review	HC	(Marjorie)	
41	Historic Preservation Demolition Review administration	HC	(Marjorie)	
Citizen Petitions				
42	Amend TBL Outdoor Trash Placement	Citizen	(Tom)	No-Unan.
43	Amend ZBL - Prevent Mansionization	Citizen	(Tom)	PB 3/6
General				
44	Rescind or Transfer Debt; Appropriate Premiums	BOS	Beth	
45	Indemnify Town Employees/Officials	BOS	Beth	NM
46	Expenses Incurred Prior to July 1, 2016	BOS	Jack	NM
47	Settle Claims	BOS	Beth	NM
48	Disposal of Property	BOS	Beth	NM
49	Appoint Fire Engineers	BOS	Beth	*
* Consent Agenda				

Town of Wellesley



Massachusetts

TOWN MEETING

ARTICLE: 43

MOTION: 1

To amend the Zoning Bylaw to make changes thereto to minimize or reduce the impact of so-called mansionization of the Town due to the large numbers of tear-downs by amending various sections thereof with respect to certain lots that are not otherwise subject to review by the Zoning Board of Appeals.

To see if the Town will vote to amend the Zoning Bylaw by:

Adopting amendments to Section IA, DEFINITIONS., by adding the following definitions thereto (this Amendment to be effective as of July 1, 2017):

- a) "Demolish" or "demolished" as it refers to Teardown Lots, shall mean the demolition of more than fifty (50%) percent of the exterior frame or exterior envelope, as determined by the Inspector of Buildings, of an existing One-Family Dwelling or Two-Family Dwelling excepting that the term "demolished" shall not refer to nor include the repair or replacement of all or a portion of (i) the roof of an existing One-Family Dwelling or Two-Family Dwelling, and/or (ii) the windows, exterior doors, siding or cladding of an existing One-Family Dwelling or Two-Family Dwelling, when such repair or replacement of an existing One-Family Dwelling or Two-Family Dwelling is completed without the creation or addition of new Total Living Area (as defined in SECTION XVID. LARGE HOUSE REVIEW) other than any increase in the exterior footprint of the existing One-Family Dwelling or Two-Family Dwelling due to the dimensions of such materials as are utilized in such repair or replacement, but shall not include a pre-existing One-Family Dwelling or Two-Family Dwelling damaged or destroyed by accidental cause, including fire, or otherwise damaged or destroyed without the consent of the owner; provided further, that where only a portion of the One-Family Dwelling or Two-Family Dwelling is demolished as defined above, the remaining portion of the preexisting One-Family Dwelling or Two-Family Dwelling will be deemed to be a pre-existing non-conforming structure as set forth in in Section 6 of Chapter 40A M.G.L., and subject to the provisions of SECTION XVII.

PRE-EXISTING NON-CONFORMING USES, STRUCTURES AND LOTS., unless and until such time as all or any portion thereof is demolished as set forth hereinabove.

- b) Dormer. A projection greater than thirty (30) inches in height built out from a sloping roof of a Dwelling and usually containing a window or vent .
- c) Front Elevation – That external face of a building or structure that faces a Front Yard.
- d) Side Elevation – That external face of a building or structure that faces a Side Yard.
- e) Rear Elevation – That external face of a building or structure that faces a Rear Yard.
- f) “Teardown Lot” shall mean a lot on which an existing One-Family Dwelling or Two-Family Dwelling is demolished, and any lot upon which there is no Dwelling at the time of application for a building permit for the construction of a new One-Family Dwelling or Two-Family Dwelling.

or take any other action relative thereto.

And further, to see if the Town will vote to amend the Zoning Bylaw by adopting amendments to Section XVIII, AREA REGULATIONS., to reduce than the maximum percentages of the area that may be covered by buildings on certain lots upon which lot is a dwelling, which dwelling is proposed to be demolished and replaced by a new dwelling (or an addition to a dwelling a portion of which has not been demolished), or which lot is vacant as of the date of application for a building permit for the construction of a new dwelling, as follows. This amendment to be effective as of July 1, 2017:

SECTION XVIII. AREA REGULATIONS.

For the purposes of this Section the Town of Wellesley is hereby divided into classes of area regulation districts as shown on the "Zoning Map of the Town of Wellesley, Massachusetts", prepared under the direction of the Planning Board, Scale 1" = 500', dated December 20, 2002, as amended, on file with the Town Clerk, which map together with all the boundary lines and designations thereon relating to such area regulations is hereby incorporated as part of this Section.

The classes of area regulation districts are respectively as indicated on said map:

1. Ten Thousand Foot Districts;
2. Fifteen Thousand Foot Districts;
3. Twenty Thousand Foot Districts;
4. Thirty Thousand Foot Districts;
5. Forty Thousand Foot Districts.

A. Dwelling and Club House Lots.

In Single Residence Districts, Single Residence Districts A, General Residence Districts, General Residence Districts A, Limited Residence Districts, Educational Districts, Educational Districts A, Educational Districts B, Administrative and Professional Districts and Limited Business Districts, there shall be provided for each dwelling or club house, hereafter constructed, a lot containing not less than 10,000 square feet, 15,000 square feet, 20,000 square feet, 30,000 square feet, or 40,000 square feet according to the area requirement of the area regulation district in which such dwelling or club house is situated, and hereafter, no dwelling or club house shall be erected or placed on a lot containing less than such minimum area. In Business or Industrial Districts or in Business Districts A or Industrial Districts A, there shall be provided for each dwelling (including apartment houses and apartment hotels) or club house hereafter constructed or placed, a lot containing not less than 10,000 square feet.

Nothing contained in this Section shall prevent the construction or placing of any such building on any lot (1) in any of said Ten Thousand Foot, Fifteen Thousand Foot and Twenty Thousand Foot Districts containing a smaller area, if such lot on the effective date of the applicable provisions of this Zoning Bylaw originally establishing such districts did not adjoin other land of the same owner available for use in connection with said lot, (2) in any said Thirty Thousand Foot and Forty Thousand Foot Districts containing a smaller area, if such lot on May 1, 1953 did not adjoin other land of the same owner available for use in connection with said lot, or (3) in any Business or Industrial Districts or in Business Districts A or Industrial Districts A containing less than 10,000 square feet, if such lot on May 1, 1941 did not adjoin other land of the same owner available for use in connection with said lot.

This Section shall not apply to the lots shown on the subdivision plans approved by the Planning Board pursuant to the General Laws, Chapter 41, as amended, prior to May 1, 1953.

No lot on which a dwelling or club house is situated, whether heretofore or hereafter placed, shall be reduced in area, if such lot is smaller than is hereby prescribed, or if by such reduction it would be made smaller than is hereby prescribed, except in either case by taking by eminent domain or by a conveyance for a public purpose.

B. Ratio of Building to Lot Area.

In Single Residence and General Residence Districts, Single Residence Districts A, and General Residence Districts A, no building or addition to any building shall hereafter be placed on any lot of land which will result in the covering by buildings of more than the following specified maximum percentages of the area of such lot or maximum building coverage expressed in square feet:

Except as qualified by the next following paragraph, for lots containing less than 10,000 square feet - 25 percent;

For lots containing less than 10,000 square feet upon which lot is a dwelling, which dwelling is proposed to be demolished and replaced by a new dwelling, or an addition to the remaining portion of a dwelling which has been demolished, or which lot is vacant as of the date of application for a building permit for the construction of a new dwelling – the lesser of 25 percent or 2,250 square feet;

Except as qualified by the next following paragraph, for lots containing at least 10,000 square feet but less than 20,000 square feet – the greater of 20 percent or 2,500 square feet;

For lots containing at least 10,000 square feet but less than 20,000 square feet, upon which lot is a dwelling, which dwelling is proposed to be demolished and replaced by a new dwelling or an addition to the remaining portion of a dwelling which has been demolished,

or which lot is vacant as of the date of application for a building permit for the construction of a new dwelling – the greater of 20 percent or 2,250 square feet; ;

For lots containing at least 20,000 square feet but less than 40,000 square feet – the greater of 18 percent or 4,000 square feet – but not more than 6,000 square feet; and

For lots containing at least 40,000 square feet - 15 percent;

Detached accessory structures of 100 square feet or less shall not be included in the calculation of the specified maximum percentages of the area of such lot or maximum building coverage expressed in square feet.

In Educational Districts B, Limited Residence Districts, Limited Business Districts and Administrative and Professional Districts no building or addition to any building shall be placed on any lot of land which will result in the covering by buildings of more than (20%) of the area of such lot, provided, however, that if the only buildings at any time on a lot in any such district are those permitted by SECTION VI.1., SECTION VIIIA.1., SECTION IX.1., or SECTION X.1, then the limitations aforesaid shall be (25%) in lieu of (20%). In Educational, Business or Industrial Districts or in Educational Districts A, Educational Districts B, Business Districts A, or Industrial Districts A, no dwelling (including apartment houses and apartment hotels) or club house shall hereafter be erected or placed on any lot of land which will result in the covering by buildings of more than (25%) of the area of such lot.

C. Ratio of Families to Lot Area.

1. In General Residence Districts and General Residence Districts A there shall be provided for each dwelling hereafter constructed or placed therein a lot containing not less than 5,000 square feet for each family for whose habitation such building is designed or adapted or the minimum area required for lots in the area regulation district in which the building is located, whichever is greater.

Except that town houses may be constructed at a ratio in accordance with and subject to the provisions of SECTION IV. GENERAL RESIDENCE DISTRICTS. A. 3.

2. In Educational, Business and Industrial Districts and in Educational Districts A, Educational Districts B, Lower Falls Village Commercial Districts, Wellesley Square Commercial District, Business Districts A and Industrial Districts A there shall be provided for each apartment house, apartment hotel, hotel, inn or town house, hereafter constructed or placed therein a lot containing not less than 2,500 square feet for each family for whose habitation such building is designed or adapted or the minimum area required for lots in the area regulation district in which the building is located, whichever is greater.
3. In the Wellesley Square Commercial District, the 2,500 square foot minimum lot area requirement per family for whose habitation such building is designed, set forth in C.2 above, may be reduced to no less than 1,800 square feet for each family for whose habitation such building is designed or adapted subject to the terms of a special permit granted by the Planning Board, acting as the Special Permit Granting Authority, in accordance with the following performance standards:
 - a. A report shall have been received from the Design Review Board finding the proposed project is consistent with the design criteria listed in SECTION XXII. DESIGN REVIEW and that the project is an improvement of building facades to enhance the pedestrian experience and contribute toward the history and vitality of Wellesley Square; and
 - b. All whole Assisted Units required to comply with SECTION XVII. INCLUSIONARY ZONING. (excepting any fractional Assisted Unit) are to be constructed on the Development Area; and
 - c. There shall be provided for each project a minimum open space (as defined under SECTION IA. DEFINITIONS.), equal to at least twenty percent (20%) of the Development Area; and
 - d. There shall be provided for each unit parking for two vehicles.

And further, to see if the Town will vote to amend the Zoning Bylaw by adopting amendments to Section XIX, YARD REGULATIONS., to increase the Minimum Rear Yard Depth on certain lots upon which lot is a dwelling, which dwelling is proposed to be demolished and replaced by a new dwelling or an addition to the remaining portion of a dwelling which has been demolished, or which lot is vacant as of the date of application for a building permit for the construction of a new dwelling, as follows. This amendment to be effective as of July 1, 2017:

SECTION XIX. YARD REGULATIONS.

A. DEFINITIONS.

Front Yard - An area, on the same lot with the building, measured from the street line to the building extending across the entire front of the lot, and unoccupied above ground level except by uncovered steps, eaves projecting not more than 2 feet from the wall of the building, bay windows that do not have a foundation and do not extend more than two feet from the wall of the building and a covered or uncovered, enclosed or unenclosed, entrance porch on the first floor which neither exceeds a total area of 50 square feet nor projects more than five feet from the face of the building nor extends nearer than 25 feet to the street line.

Side Yard - An area, on the same lot with the building, measured from the side line of the lot to the building, extending from the front yard to the rear yard, and unoccupied above ground level except by covered basement entrances not over four feet in height and not over 35 square feet in area, bay windows that do not have a foundation and do not extend more than two feet from the wall of the building, uncovered steps, eaves projecting not more than 2 feet from the wall of the building, attached chimneys projecting not more than 2 feet from the wall of the building and unenclosed, covered or uncovered stair landings not over 25 square feet in area.

Rear Yard - An area, on the same lot with the building, measured from the rear line of the lot to the building, extending the full width of the lot, and unoccupied above ground level except by covered basement entrances not over four feet in height and not over 35 square feet in area, bay windows that do not have a foundation and do not extend more than two feet from the wall of the building, uncovered steps, eaves projecting not more than 2 feet from the wall of the building, covered or uncovered, enclosed or unenclosed, entrance porches on the first floor which do not exceed a total area of 50 square feet, attached chimneys projecting not more than 2 feet from the wall of the building and stair landings not over 25 square feet in area.

Frontage - A lot boundary line which abuts a public way; or

a way which the Town Clerk certifies is maintained and used as a public way; or

a way shown on a plan approved and endorsed in accordance with the Subdivision Control Law; or

a way in existence when the Subdivision Control Law became effective in the Town of Wellesley having, in the opinion of the Planning Board, sufficient width, suitable grades and adequate construction to provide for the needs of vehicular traffic in relation to the proposed use of land abutting thereon or served thereby, and for the installation of municipal services to serve the land and the buildings erected or to be erected thereon;

Certification of the adequacy of a way by the Planning Board shall be required prior to the issuance of a building permit for:

Construction of a new one or two-family dwelling;

Reconstruction of a one or two-family dwelling in conjunction with removal of 50% or more of the existing building coverage (footprint); or

Addition to a one or two-family dwelling where total building coverage (footprint) would be increased by 50% or more.

and across which line there is legal access.

Build Factor - A ratio of lot perimeter to lot area which limits the degree to which a lot may have an irregular shape according to the following formula:

$$\frac{\text{Lot Perimeter Squared}}{\text{Actual Lot Area}} \quad / \quad \frac{\text{Actual Lot Area}}{\text{Required Lot Area}}$$

B. REQUIREMENTS.

There shall be provided for every building or structure hereafter erected or placed upon a lot at least the minimum frontage, minimum front yard width, minimum front yard depth (setback), minimum side yard width and minimum rear yard depth requirements hereinafter set forth; and there shall be not more than one dwelling erected on any lot. Such minimum front yard width shall be provided for the entire depth of the front yard.

Provided, however, in the 10,000 and 15,000 square foot Area Regulation Districts when a rear yard of a lot abuts the side yard of the next lot the minimum rear yard depth shall be not less than the minimum side yard depth.

Heating, ventilation, air conditioning, swimming pool, electric generating, or other noise emitting equipment shall not be located in required setback areas. Plans and installation of sound reduction and/or visual screening may be required if, in the opinion of the Inspector of Buildings abutters may be affected.

Where the entrance of an attached or detached garage, built in conjunction with a one-family dwelling faces a property boundary line other than the street line there shall be a minimum distance of 30 feet from the garage entrance to that line. The intent of this requirement is to ensure adequate area for vehicles entering and exiting the garage.

Table 1 is applicable to lots recorded or endorsed on or before January 24, 1985 and to lots in the 10,000 square foot Area Regulation District recorded or endorsed after January 24, 1985 and prior to January 19, 1989.

Table 2 is applicable to lots recorded or endorsed after January 24, 1985 and to lots in the 10,000 square foot Area Regulation District, recorded or endorsed on or after January 19, 1989 and prior to April 9, 1997.

Table 3 is applicable to lots recorded or endorsed on or after April 8, 1997.

Lots recorded or endorsed after January 24, 1985 also shall be subject to a maximum Build Factor of 20.

TABLE 1

District	10,000 sq. ft.	15,000 sq. ft.	20,000 sq. ft.	30,000 sq. ft.	40,000 sq. ft.
Minimum Frontage	60 ft.				
Minimum Front Yard Width	60 ft.				
Minimum Front Yard Depth (Setback)	30 ft.*				
Minimum Side Yard Width	20 ft.				
Minimum Rear Yard Depth	10 ft.	15 ft.	20 ft.	20 ft.	20 ft.
Minimum Rear Yard Depth for Teardown Lots	15 ft.	20 ft.	20 ft.	30 ft.	40 ft.

Provided however, that a lot having its only frontage on a curved street line having a sideline radius of less than 100 feet may have a reduced frontage upon the granting of a special permit in accordance with SECTION XXV, and provided:

- a. The minimum frontage shall be 50 ft.;
- b. The minimum front yard width is maintained at the street setback line (house line), and
- c. All other dimensional zoning requirements are satisfied.

TABLE 2

Area Regulation District	10,000 sq. ft.	15,000 sq. ft.	20,000 sq. ft.	30,000 sq. ft.	40,000 sq. ft.
Minimum Frontage	75 ft.	80 ft.	100 ft.	120 ft.	140 ft.
Minimum Front Yard Width	75 ft.	80 ft.	100 ft.	120 ft.	140 ft.
Minimum Front Yard Depth (Street Setback)	30 ft.*	30 ft.*	30 ft.*	40 ft.*	40 ft.*
Minimum Side Yard Width (Side Line Setback)	20 ft.				
Minimum Rear Yard Depth (Rear Line Setback)	10 ft.	15 ft.	20 ft.	20 ft.	20 ft.
Minimum Rear Yard Depth for Teardown Lots	15 ft. *	20ft.	20ft.	30ft.	40ft.

TABLE 3

Area Regulation District	10,000 sq. ft.	15,000 sq. ft.	20,000 sq. ft.	30,000 sq. ft.	40,000 sq. ft.
Minimum Frontage	90 ft.	100 ft.	110 ft.	175 ft.	200 ft.
Minimum Front Yard Width	90 ft.	100 ft.	110 ft.	175 ft.	200 ft.
Minimum Front Yard Depth (Street Setback)	30 ft.*	30 ft.*	35 ft.*	40 ft.*	40 ft.*

Minimum Side Yard Width (Side Line Setback)	20 ft.	20 ft.	20 ft.	30 ft.	40 ft.
Minimum Rear Yard Depth (Rear Line Setback)	18 ft.	20 ft.	20 ft.	30 ft.	40 ft.
Minimum Rear Yard Depth for Teardown Lots	18 ft.	20 ft.	20 ft.	30 ft.	40 ft.

Provided however, that a lot having its only frontage on the curved sideline of a cul-de-sac bulb having a sideline radius of less than 100 feet may have a reduced frontage provided:

- a. The minimum frontage shall be 50 feet;
- b. The minimum front yard width is maintained at the street setback line (house line);
- c. The maximum number of lots with frontage exclusively on the bulb of any cul-de-sac shall be three;
- d. All other dimensional zoning requirements are satisfied.

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

This Section shall not apply to lots in districts zoned as Lower Falls Village Commercial, Wellesley Square Commercial District, Business, Business A, Industrial, or Industrial A, except for the requirements for front yards. In the Lower Falls Village Commercial District and Wellesley Square Commercial District there shall be a minimum front yard depth of 5 feet. There shall be no front yard depth requirement for property included in a Business District on April 1, 1939, and fronting on Washington Street, Church Street, Central Street, Grove Street, Spring Street, Cross Street, or that part of Weston Road between Central Street and Cross Street.

The requirements for side and rear yards shall apply to all accessory buildings over one hundred square feet in area. For purposes of this Section, an accessory building shall mean a detached subordinate building located on the same lot with the main building, the use of which is customarily incidental to that of the main building or to the use of the land. The requirements for front, side and rear yards shall not apply to the construction or enlargement of dormers on pre-existing non-conforming dwellings provided that the

highest point of the existing roof is not exceeded and there is no further encroachment on the lot lines.

For exemptions for pre-existing non-conforming lots refer to SECTION XVII. of this Zoning Bylaw.

C. GENERAL.

No building or lot shall be so altered as to reduce the size of the then existing yard unless the resulting yard complies with the requirements of this Section, except by taking by eminent domain or by a conveyance for a public purpose.

No yard or other open space shall at any time be considered as appurtenant to more than one building in computing the requirement for yards under this Bylaw.

No building or structure shall hereafter be erected or placed nearer than ten (10) feet to any public land held or in use for a park, playground or recreational purpose and no existing building or structure shall be so altered as to result in the said building or structure being nearer than ten (10) feet to such public land.

And further, To see if the Town will vote to amend the Zoning Bylaw by adopting amendments to Section XX, HEIGHTS OF BUILDINGS OR STRUCTURES, to reduce the maximum height of dwellings on lots in 10,000 square foot Area Regulation Districts on certain lots upon which lot is a dwelling, which dwelling is proposed to be demolished and replaced by a new dwelling or an addition to the remaining portion of a dwelling which has been demolished, or which lot is vacant as of the date of application for a building permit for the construction of a new dwelling, as follows. This amendment to be effective as of July 1, 2017:

SECTION XX. HEIGHTS OF BUILDINGS OR STRUCTURES.

No building or structure, except one for religious or non-residential municipal purposes, or excepting further, a building or structure in Limited Apartment Districts authorized by SECTION VIA. 3., shall be constructed, enlarged or altered so as to exceed a height measured from the average original grade or finished grade, whichever is lower, of the land surrounding the exterior walls to the highest roofline, of forty-five (45) feet or three stories; however, building height shall be measured from the average finished grade of the land surrounding the exterior walls to the highest roofline for projects being developed under a Special Permit for a Project of Significant Impact issued prior to March 1, 2010. Parapets, chimneys, flag poles, solar collectors or necessary projections shall not be included in the measurement of height.

Provided, however, and subject to the further limitations described below with respect to dwellings erected in any 10,000 square foot Area Regulation District, that single family, two family and town house buildings and additions thereto erected pursuant to a building permit issued on or after

November 5, 1996 and buildings or additions thereto constructed in the Lower Falls Village Commercial District shall not exceed 36 feet in height as defined and restricted in this Section, and further provided that single family, two family and town house buildings and additions thereto erected on a Teardown Lot in any 10,000 square foot Area Regulation District , pursuant to a building permit issued on or after July 1, 2017, shall not exceed thirty-four (34) feet in height as defined and restricted in this Section.

Provided further, however, that the height of residential buildings constructed under the provisions of the RESIDENTIAL INCENTIVE OVERLAY DISTRICT shall be governed by the height restrictions contained in SECTION XIVF.

Excepting only single family, two family and town house buildings and additions thereto erected on a Teardown Lots, this Section shall not apply to the replacement, without substantial change or addition thereto, of buildings in existence on May 1, 1949 which are thereafter destroyed or demolished.

or take any other action relative thereto.

Town of Wellesley



Massachusetts

TOWN MEETING

ARTICLE: 43**MOTION: 2**

To vote to amend the Zoning Bylaw by adopting amendments to Section XIX, YARD REGULATIONS., to regulate the size and placement of dormers on dwellings that are constructed on Teardown Lots, by inserting the following language in subsection B of SECTION XIX. YARD REGULATIONS, before the last paragraph of said subsection B, the following. This amendment to be effective as of July 1, 2017:

In connection with all dwellings constructed on Teardown Lots in all 10,000 square foot Area Regulation Districts, the construction of dormers shall be prohibited except in accordance with the following:

1. Except as may be allowed by Special Permit in accordance with Sec. XXV of this Bylaw:
 - a. The construction of dormers shall be prohibited above the second story on the Front Elevation of any dwelling.
 - b. A roof line overhang shall be continued between any dormer and the story next below so as to avoid the appearance of an uninterrupted wall plane extending beyond two stories.
 - c. A dormer may be no wider than fifty (50%) percent of the length of the exterior wall of the story next below. Where more than one dormer is located on the same side of the roof, the width of all dormers combined may not exceed fifty (50%) percent of the length of the exterior wall next below.
 - d. The vertical plane of the side wall of any dormer shall not be closer than three (3) feet from the vertical plane of the intersection of the roof and the main building end wall nearest the dormer.
 - e. No dormer may project above the main ridgeline of the dwelling or any accessory structure.

- f. The foregoing restrictions shall also apply to on accessory structures on Teardown Lots in the 10,000 square foot Area Regulation Districts.

Approved:

Moderator's Signature

Date

Sponsor's Signature

REPORT OF THE PLANNING BOARD
2017 ANNUAL TOWN MEETING

In accordance with the provisions of Section XXVIA, *Notice for Public Hearings*, of the Zoning Bylaw, and Chapter 40A of the General Laws of the Commonwealth of Massachusetts, the Planning Board convened a duly advertised public hearing on Monday, February 6, 2017 on the proposed amendments to the Zoning Map and Zoning Bylaw as contained in the Warrant for the March 27, 2017 Annual Town Meeting (Articles 25, 30, 31, 32, 33, 34, 35, 36, 37, and 43). Following the public hearing and as further required by the Zoning Bylaw and General Laws of the Commonwealth of Massachusetts, the Planning Board produced this Report with recommendations on the articles, except as noted below, for consideration by Town Meeting.

**Article 25 - 900 Worcester Street Actions, Including Zoning Actions
Final Recommendation - Adoption
(Planning Board voted 5-0)**

Article 25 was initiated and is sponsored by the Board of Selectmen and, along with a proposed lease agreement for the property at 900 Worcester Street to allow for the development and operation of a recreation facility, proposes to amend the Zoning Bylaw to adopt a new overlay zoning district known as the Commercial Recreation Overlay District (new Section XIVI) and to amend the Zoning Map to apply this new District to the property at 900 Worcester Street.

The potential development of the property at 900 Worcester Street as a recreational use was first identified as a viable option in the final report for the *St. James the Great Alternative Land Use Study*, produced in May 2010. In the years following this report, the Town (through the St. James Committee) actively pursued the acquisition of this property to allow the development of a recreational use on the property, finally acquiring the property from the Archdiocese of Boston in 2014. Following the acquisition of the property, the 900 Worcester Street Committee ("the Committee") was tasked with exploring the development of the property for recreational use. The Committee pursued a public private partnership scenario, whereby a Request for Information and two subsequent Request for Proposals were issued soliciting proposals from parties interested in leasing the property from the Town for the development and operation of a recreational facility. Ultimately, the 900 Worcester Street Committee recommended to the Selectmen that they pursue a lease agreement based on the proposal submitted by Edge Sports Group. The land use regulations of the proposed Commercial Recreation Overlay District are consistent with the proposal by Edge Sports Group and would allow the property to be developed and used consistent with the proposal.

The Planning Board is of the opinion that the proposed zoning amendments under the Article are the next logical step in a long-planned process to acquire and develop the property as a recreational facility that will provide unmet needs to the Town and its residents, while being privately owned. Consideration of the future development of this property was originally investigated under the 2007-2017 Comprehensive Plan, the 2010 *St. James the Great Alternative Land Use Study*. The appropriateness of the use and development of the property in the proposed manner, as allowed under the proposed zoning, has been thoroughly vetted townwide and with immediate abutters. Therefore, the Planning Board is of the opinion that the proposed zoning of the property is appropriate, while allowing for existing project impacts to be explored and mitigated through Project of Significant Impact Special Permit and Site Plan Review processes.

REPORT OF THE PLANNING BOARD
2017 ANNUAL TOWN MEETING

Therefore, based upon the above, the Planning Board supports the amendments proposed under Article 25.

Article 30 - Temporary Moratorium on Marijuana Establishments
Final Recommendation - Adoption
(Planning Board voted 5-0)

Article 30 was initiated and is sponsored by the Board of Selectmen and proposes to amend the Zoning Bylaw to adopt a new section known as Temporary Moratorium on Marijuana Establishments (new Section XXIIE). The intent of this Section is to respond to the statewide referendum adopted in 2016 that will allow for the commercial, non-medical sale of marijuana in the State in 2018, imposing a temporary moratorium on such uses as may otherwise be allowed under the Zoning Bylaw until August 2018 so that the Town and its residents may determine how to best regulate such uses as allowed under State laws.

The Planning Board is of the opinion that this temporary moratorium is a reasonable and responsible step, and will allow the Town and the Planning Board to further explore how such uses may be allowed in the Town consistent with the objectives of the Zoning Bylaw to enhance and protect the health, safety, and welfare of the Town and its residents. Further, such a moratorium was previously imposed on medical marijuana dispensaries in 2013 and resulted in the development of reasonable regulations on such uses, adopted by Town Meeting in 2014. Therefore, the Planning Board is of the opinion that the proposed Section and moratorium are warranted and in the Town's interests from a land use regulatory perspective.

Therefore, based upon the above, the Planning Board supports the amendment proposed under Article 30.

Article 31 - Large-Scale Solar Overlay District and Rezoning
Final Recommendation - Adoption
(Planning Board voted 5-0)

Article 31 was initiated and is sponsored by the Sustainable Energy Committee and proposes to amend the Zoning Bylaw to adopt a new overlay zoning district known as the Large-Scale Solar Overlay District (new Section XIVH) and adopt a definition for *Large-Scale Ground-Mounted Solar Photovoltaic Installation*, and to amend the Zoning Map to apply this new District to the cloverleaf property at Route 9 and 128. This proposal is a requirement of and will support the Sustainable Energy Committee's application for the Town to be designated as a Green Community.

The Planning Board is of the opinion that the Green Communities designation is a worthwhile endeavor, and will allow sustainability efforts and initiatives to be financially supported without additional impacts to Wellesley taxpayers. To that end, the Planning Board is of the opinion that the proposed amendments will meet the requirements of the Green Communities program. Further, the proposed amendments will fill an important gap in the Zoning Bylaw in that there are currently no references to such facilities, and that the amendments will therefore clearly allow such facilities in designated locations, while simultaneously prohibiting them elsewhere.

REPORT OF THE PLANNING BOARD
2017 ANNUAL TOWN MEETING

Ultimately, the Planning Board is of the opinion that the proposed amendments establish reasonable restrictions on such uses and allow for the Town to plan for the location of such uses.

Therefore, based upon the above, the Planning Board supports the amendments proposed under Article 31.

Article 32 - Large House Review TLAG Amendments
Final Recommendation - Adoption
(Planning Board voted 5-0)

Article 32 was initiated and is sponsored by the Planning Board and proposes to amend the definition of Total Living Area Plus Garage (TLAG) as it applies to Large House Review, and to remove an exemption for attic area due to slope or manner of construction of the roof, as contained in Section XVID, Large House Review, of the Zoning Bylaw. Currently, the definition of TLAG only includes the area of "Garage and storage space, whether in principal or accessory structures" over 600 square feet, and the areas of attics "from the floor to the interior roofline if 7 ft. or greater in height, and 5 ft. or greater in height on a sloped interior roofline;" the Section of the Bylaw also includes an exemption for "attics that are determined by the Building Inspector to remain unfinished in perpetuity due to the slope or construction of the roof." With respect to attic area, the Bylaw was amended in 2010 to count attic area as TLAG regardless of whether it was finished (when originally adopted only finished attic area counted as TLAG), but also to add the exemption if such area was unable to be finished in perpetuity due to the slope or construction.

The proposed motion under Article 32 would remove the exemption for garage and storage space less than 600 square feet, clarify that the area of attics with an interior roofline height of five (5) feet or greater counts towards TLAG, and removes the exemption for attic areas due to the slope or construction of the roof (i.e. as long as attic area has a five (5) feet minimum height, such area would count within the TLAG of a dwelling).

Large House Review was originally adopted in 2007 in response to recommendations contained in the 2007-2017 Comprehensive Plan that the Town address 'mansionization' (generally, the construction of larger homes inconsistent with the historic pattern of development in their respective neighborhoods) and the effect of new home construction on neighborhood character. Large House Review is residential site plan review, and, instead of addressing home size by changes to dimensional requirements (e.g. increased setbacks, reduced height, reduced lot coverage ratios), imposes conditions to mitigate the impacts that larger homes may have on their neighborhoods and immediate abutters through a review of six (6) standards/criteria: Preservation of Landscape, Scale of Buildings, Lighting, Open Space, Drainage, and Circulation.

Since its effective date of January 1, 2008 and through December 31, 2016, there have been a total of 63 Large House Review projects acted upon by the Planning Board (4 applications were withdrawn before Planning Board action); of these, 38 applications have been for new homes and 25 have been for additions. 34 applications for new homes were approved by the Planning Board, while 4 were denied, and 21 applications for additions were approved by the Planning Board, while 4 were denied. A project was last denied by the Planning Board in 2012. In most

REPORT OF THE PLANNING BOARD
2017 ANNUAL TOWN MEETING

cases projects are approved by the Planning Board with conditions related to the specific project and its potential impacts associated with the six (6) standards/criteria.

Since its adoption, but more so within the last three years, the Planning Board has heard the following general concerns and questions from residents:

1. Despite Large House Review, houses continue to be too large for their lots and neighborhoods;
2. Not enough projects trigger the Large House Review process;
3. Why do certain projects, given their apparent size, not require Large House Review, while others do?

For much of 2015 and 2016 the Planning Board discussed these issues, and in September 2016 the Board concluded that they wished to consider any dimensional changes (issue #1) and their effects following the development of the Unified Plan, anticipating that through that process that public sentiments regarding residential development would be more apparent; however, the Board also decided that they wished to move forward with the amendment of TLAG in the manner proposed. These amendments were intended to address the second and third issues raised. First, while 63 Large House Review projects have been acted upon by the Planning Board (new houses and additions), since January 1, 2008, thru Dec. 31, 2016, there have been a total of 552 permits issued for new homes; of these, only 28 (5.07%) were subject to Large House Review. Second, due to the exemption of 600 sq. ft. of garage/storage space and attic area due to its construction, there is a lack of equity in the application of the regulations in that two houses with identical dimensions could result in one house requiring Large House Review and the other not due to the presence of a garage or manner of attic construction.

The Planning Board notes that at least the communities of Newton, Lexington, and Weston include all areas of garages within their calculation of gross floor area. While gross floor area and TLAG are similar, gross floor area is more inclusive and perhaps more appropriate when intending to determine the size of a structure for the purposes of regulation and to determine impacts necessitating mitigation. Further, the proposed change to the calculation of attics is consistent with a 2016 administrative interpretation by the Building Department that even some trussed attic areas without at least a minimum interior roofline of seven (7) feet would count for the purposes of TLAG if found to be constructed in a manner to allow for storage or other uses (refer to page 6 of the TLAG Affidavit Attachment http://www.wellesleyma.gov/Pages/WellesleyMA_BuildingNews/0239BDC3-000F8513).

Based upon the above, the Planning Board is of the opinion that the proposed changes to the Zoning Bylaw are a reasonable extension of the existing Bylaw to ensure that the size of homes, and therefore potential impacts, are addressed in an equitable manner. Further, the Planning Board is of the opinion, supported by public sentiment, that Large House Review should be more equitably applied thus bringing more homes within the scope of Large House Review and that the Bylaw does not currently accomplish the goals of the Comprehensive Plan due to its limited scope of applicability.

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Therefore, based upon the above, the Planning Board supports the amendments proposed under Article 32.

**Article 33 - Amendment of Educational District Uses
Final Recommendation - Adoption
(Planning Board voted 5-0)**

Article 33 was initiated and is sponsored by the Planning Board and proposes to amend the Educational Districts of the Zoning Bylaw (Section VII; also affects Section VIII, Educational Districts A, and Section VIIIA, Education Districts B) to alter those uses allowed in the District, namely removing the allowance of "Any purpose authorized in Single Residence Districts." Approximately 620 acres in the Town is zoned in the Education District, Educational District A, and/or Educational District B, comprising properties in the campuses of Wellesley College, Babson College, MassBay Community College, Dana Hall School, and Tenacre Country Day School. These properties account for approximately 10% of the area of Town. While the majority of these properties so zoned are used for educational purposes as part of their respective institutions, under the Zoning Bylaw, they are permitted to be used for those uses allowed in the Single Residence District (both uses allowed by-right and with the issuance of a special permit).

The Planning Board's intent in amending the Zoning Bylaw to remove the allowance of all uses allowed in the Single Residence District is to ensure that the potential future development of properties within the Town is predictable. While the continued operation of these institutions is anticipated, it is not unlikely that one or more of these institutions may wish to divest some of these properties in the future. The 2007-2017 Comprehensive Plan identifies that the anticipated future use of these properties is "Colleges and Schools," however, the zoning of these properties does not ensure that to be the case.

Based upon the above, the Planning Board is of the opinion that the proposed change to the Zoning Bylaw is a reasonable step to ensure that the Town is able to plan for the provision of resources and services based on the future anticipated use of properties. Additionally, the proposed change does allow for the properties in the Educational Districts to continue to be used for some of the uses allowed in the Single Residence District, such as religious uses, child care, and clubs; furthermore, the amendment clarifies that the educational institutions may continue to use and develop various types of housing in support of the educational uses. Babson College and Wellesley College submitted comments on the proposed changes to the Planning Board. The Board continues to work with the Colleges to address a remaining comment related to the future use of existing single family structures and is of the opinion that they will be able to address this comment without compromising the intent and effect of the amendments.

Therefore, based upon the above, the Planning Board supports the amendments proposed under Article 33.

**Article 34 - Rezoning of Natural Resources Commission Properties
Final Recommendation - Adoption
(Planning Board voted 5-0)**

**REPORT OF THE PLANNING BOARD
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Article 34 was initiated and is cosponsored by the Natural Resources Commission and Planning Board, and proposes to rezone 17 parcels owned by the NRC to the Conservation District. 15 of the properties are currently located in the Single Residence District zoning district, as well as either the 10,000, 15,000 or 20,000 Square Foot Area Regulation District; two (2) properties are located in the Wellesley Square Commercial District. The 17 affected parcels encompass the land commonly known as Post Office Park, Flag Pole Park, Central Park, McKinnon Playground, Overbrook Reservation, Perrin Park, Baird Marsh, Capse Memorial, Overbrook Park, Overbrook Meadow, Ouellet Playground, Rosemary Forrest Trailhead, Indian Springs Park (2 parcels), Brown Park, Shaw Common, and Great Plain Conservation. The Article proposes to amend the Zoning Map and the Zoning Bylaw by rezoning all of the parcels to the Conservation District zoning district.

Rezoning these properties to the Conservation District is a recommendation of the 2007-2017 Comprehensive Plan, which states that the Town should "Ensure that all park and conservation land is placed in the "Conservation" zoning district." Further, this Article is the second in a three phase process to rezone properties owned by the NRC to the Conservation District; Town Meeting approved the rezoning of 28 properties as the first phase in 2016.

The Planning Board is of the opinion that the Article and proposed motion is a best practice and furthers the recommendations of the Comprehensive Plan. The properties are presently located in the Single Residence District (and applicable Area Regulation Districts) or Wellesley Square Commercial District zoning districts, districts which are not necessarily compatible with the current and intended use of the properties as parks, open space, recreation, and/or conservation. For example, the principal permitted use in the Single Residence District is one-family dwellings, a use that is not permitted in the Conservation District. The Conservation District zoning is more fitting for the current and anticipated long-term use of these parcels, and it is best practice that the zoning of properties should match the actual and intended use of the properties.

Therefore, based upon the above, the Planning Board supports the amendments proposed under Article 34.

**Article 35 - Amendment of Conservation Districts
Final Recommendation - Adoption
(Planning Board voted 5-0)**

Article 35 was initiated and is sponsored by the Planning Board and proposes to amend the Conservation Districts to retitle the District and clarify the uses allowed in the District. While the District is titled "Conservation," it does allow parks with both passive and active recreation, and in its allowance of "sporting areas" has been interpreted to allow for structures, facilities, and equipment associated with outdoor sports.

The Planning Board's intent in proposing these amendments is to address any potential confusion associated with the title of the District given the uses allowed, and to clarify the uses allowed. The title is proposed to be changed from the "Conservation Districts" to the "Parks, Recreation, and Conservation Districts." The allowed uses are proposed to be clarified in that

REPORT OF THE PLANNING BOARD
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“passive and active” are added to qualify “outdoor recreation,” the allowance of sporting areas is proposed to “include goals, fences, dugouts, and other similar structures commonly associated with outdoor sports,” that “driveway and parking areas” are allowed with the issuance of a Special Permit (as those terms are already defined in the Bylaw) as opposed to “access roadways and parking spaces” (terms that are undefined or less inclusive, respectively), and that “municipal and public uses other than permitted park, recreation, and conservation,” as opposed to “appropriate municipal uses,” are allowed with the issuance of a Special Permit.

The Planning Board is of the opinion that these changes resolve questions raised at the 2016 Annual Town Meeting when properties, such as the Hunnewell Fields and Reidy Field, were rezoned to the Conservation District. At that time, Town Meeting members asked the Planning Board and Town Counsel to confirm that facilities such as dugouts and equipment such as goals were indeed allowed under the Conservation District; while this was confirmed at the time, the Planning Board believes that amending the Bylaw would provide further assurances that this is the case. It is important to note, that most properties currently within the Conservation District are owned by the Natural Resources Commission, or are subject to conservation restrictions; conservation restrictions are a legal instrument that dictate the use of the property, in most cases, more stringently than zoning, and the Natural Resources Commission would need to authorize any expanded use of property to a more intense active recreational use. Other properties zoned in the Conservation District are owned by the Massachusetts Department of Conservation and Recreation, which, as a state agency, are not subject to local zoning. The change to the title of the District is to correct what is, essentially, a misnomer, given the uses allowed in the District, and will limit confusion with “conservation restrictions” or the term “conservation” as applied in the Massachusetts General Laws.

Therefore, based upon the above, the Planning Board supports the amendments proposed under Article 35.

Article 36 - Zoning Map Corrections
Final Recommendation - Adoption
(Planning Board voted 5-0)

Article 36 was initiated and is sponsored by the Planning Board, and proposes to rezone several properties in order to correct nine (9) discrepancies identified on the current Zoning Map. A total of 23 errors were found; the remaining fourteen (14) errors would be addressed at future Town Meetings. Generally, these errors were the result of digitization of the Zoning Map in 2003. Town Counsel has advised that resolution of these errors requires Town Meeting action, as only Town Meeting has the authority to amend the Town’s Zoning Map. Although the goal of this article is to correct errors in the Zoning Map, the Planning Board has found that reverting the Map to reflect that zoning previously adopted by Town Meeting is not the best course of action in all of these cases. Therefore, in five cases, the current Zoning Map is being amended to revert the zoning to what was previously passed by Town Meeting, in three cases, the erroneous zoning featured on the current Zoning Map is being memorialized, and in one case, the Zoning Map is being amended towards an altogether new configuration. Both owners of the affected properties and abutters within 300 feet of the affected properties were notified of this proposed action and the Planning Board’s public hearing.

REPORT OF THE PLANNING BOARD
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Since the Zoning Map is a legal document, the Planning Board is of the opinion that it is essential that the Town work to ensure that the Zoning Map reflects information that is as accurate as possible. The Planning Board is certain that each error and correction was researched exhaustively by staff of the Planning Department and GIS Division, and reviewed with Town Counsel. The Planning Board is of the opinion that the amendments proposed serve to correct the Zoning Map and/or ensure that the zoning of properties is consistent with its current, intended, and expected use, by the Town and property owners.

Therefore, based upon the above, the Planning Board supports the amendments proposed under Article 36.

Article 37 - Outdoor Lighting Bylaw
Final Recommendation - No Motion
(Planning Board voted 5-0)

The Planning Board voted at their meeting on March 6, 2017 to table consideration of an Outdoor Lighting Bylaw, at this time, to allow for further review and public input on the proposed Bylaw. Therefore, the Board will seek no motion under Article 37 at the 2017 Annual Town Meeting.

Article 43 - Amendments to Address Mansionization and Teardowns
Final Recommendation - Pending
(Planning Board voted _-_)

As of March 6, 2017, the Planning Board has not issued a report or recommendation on the anticipated motion under Article 43. The Planning Board does expect to issue a report and recommendation to Town Meeting, in writing, prior to Town Meeting's consideration of a motion under the Article.

WELLESLEY PLANNING BOARD

Deborah Carpenter, Chair

Catherine Johnson, Vice Chair

Harriet Warshaw, Secretary

Lara Pfadt

James Roberti

7. Consider FY18 Wetland Protection Fund Expenditures

Last year the Selectmen asked the NRC Director and Wetlands Administrator to prepare the Wetlands Protection Fund Expenditures as part of the budget cycle. In response to last year's request, Julie Meyer, the new Wetlands Administrator, has sent a request for the use of \$13,400 in Wetlands Protection Funds. The request is the same amount as FY17. The request had been reviewed and approved by the Finance Director and staff recommends approval.

As further background, under M.G.L. Ch. 131 §40, the Wetlands Protection Act, persons filing notices of intent to conduct certain activities on wetlands must pay a filing fee, a portion of which is paid to the town and the balance to the state Department of Environmental Protection (DEP). The fees are intended to help defray state and local administrative costs in connection with the Act, i.e., to provide DEP and Wetland's Committee with resources to complete project reviews and issue regulatory decisions within the Act's required time periods.

The Wetland's Committee may now spend these fees without appropriation, but only with the written approval of the Selectmen. Expenditures are restricted to those related to the administration and enforcement of the Wetlands Protection Act.

MOVE to approve the FY18 anticipated expenditures from the Wetlands Protection Fund in the amount of \$13,400, as requested in an March 7, 2017 memo from Julie Meyer, Wetlands Administrator.



TOWN OF WELLESLEY MASSACHUSETTS
WETLANDS PROTECTION COMMITTEE
525 WASHINGTON STREET, WELLESLEY, MASSACHUSETTS 02482-5992

Robert Collins, Chair
John Adams
Richard Howell
Pete Jones
J. Stanley Waugh

Julie Meyer, Wetlands Administrator
Wellesley Natural Resources Commission
jmeyer@wellesleyma.gov
(781) 431-1019 x 2292
wellesleyma.gov

MEMORANDUM

TO: Wellesley Board of Selectmen

FROM: Julie Meyer, Wetlands Administrator

DATE: March 7, 2017

RE: Request for Approval of FY18 Anticipated Expenditures from Wetlands Protection Fund

The anticipated Wetland Protection Fund expenses for FY18 are attached. I have reviewed the budget with Natural Resources Commission Director Brandon Schmitt and removed any expenses that are covered in the NRC budget.

We expect no new expenses and are happy to provide FY17 actuals at the end of the fiscal year.

The Wetlands Protection Committee is hereby requesting approval of the anticipated FY18 expenses from the Board of Selectmen.

Wetland Fee Expenses for Dedicated Wetland Fee Account					
Account Title	Explanation	FY16 Actual	FY17 Approved	FY18 Requested	FY19 Anticipated
Other Professional Services/Recording Secretary	Record/transcribe Wetland Meeting minutes	\$ 2,601.69	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00
Computer Supplies	Provides for new laptop, software, upgrades, reference materials, & repair	\$ 1,099.00	\$ 600.00	\$ 600.00	\$ 600.00
Reference Materials	Educational materials related to wetland issues	\$ 135.48	\$ 300.00	\$ 300.00	\$ 300.00
Travel - Mileage	Reimbursement for field activity of the Wetlands Administrator @ \$0.56 per mile to review sites in response to requested permits requested (NOIs, RDAs, CoCs, etc.)	\$ 403.25	\$ 600.00	\$ 600.00	\$ 600.00
Conferences	Covers professional conferences and training seminars for wetland staff and committee members	\$ 355.00	\$ 600.00	\$ 600.00	\$ 600.00
Dues - MACC Staff & Committee	Professional memberships (MACC)	\$ 910.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
Telecommunication	Cell phone for Wetlands Administrator	\$ 792.70	\$ 800.00	\$ 800.00	\$ 800.00
Consulting Services	Services of consultant to complete new Bylaw Regulations and provide expertise on regulatory issues	\$ 4,480.55	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00
Advertising/Hiring		\$ 70.00	\$ -	\$ -	\$ -
	TOTAL	\$ 10,847.67	\$ 13,400.00	\$ 13,400.00	\$ 13,400.00
REVENUES	Wetlands filing fees, state and bylaw	\$ 15,876.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00

8. BOS Work Plan

- Discuss Proposed Executive Session & Gift Policies – included in your packet are the executive session policy as proposed at the last meeting, as well as the gift policy which has been updated by Selectperson Freiman. I recommend that the Board vote to approve the executive session policy as written. If so, also enclosed with the packet is a list of all executive sessions held since 2012 which I would ask the Board to consider releasing. The spreadsheet includes a column in which staff has placed their recommendation on whether the matter(s) discussed at each meeting are resolved and ready to be released.

With regard to the gift policy, I would recommend that the board discuss this item further and whether or not it needs more work before being finalized.

- Discuss Establishment of North 40 Committee – part of the agreement between the Town and Wellesley College for the purchase of this property was to form a committee to discuss and agree on how this property would be developed in the future. This item is on the agenda for the Board to begin to discuss the makeup of that committee. Below is an excerpt from the Purchase and Sales Agreement identifying the need for the Committee. The complete P&S can be found at www.wellesley.ma.gov/North40

Section 6.03 In connection with its proposed planning for the future use of the Property, Buyer has established a "North 40 Steering Committee," which is made up of local government and citizen representatives. For so long as the North 40 Steering Committee (or any successor thereto or other committee or board appointed by the Board of Selectmen and charged with similar responsibilities) is in existence, the Seller will be entitled to designate two (2) members, who shall have full voting and other privileges.

- Discuss Community Compact Priorities – last month we began the discussion about joining the State's Community Compact program. A list from the state of best practices is included in your packet. Since that time we've had the opportunity to ask department heads if they have feedback to best practice areas that would be most beneficial to Wellesley. The suggestions include:
 - Implement a Citizen Engagement Communication Plan
 - Create a Housing Production Plan
 - Create an Economic Development Plan
 - Green Energy – various options
- Discuss Creating Working Group – Update Budget Bylaw – As the board begins to consider its work plan for the upcoming year, it may want to consider the process for developing the FY18 budget and whether it would be useful to form a working group to recommend changes to the process for future years.

**Administrative
Policy and
Procedure****Board of Selectmen
EXECUTIVE SESSION POLICY
Approved _____****PURPOSE:**

To comply with Section 21 and Section 22 of the *Open Meeting Law, M.G.L. c.30A*, with regard to the meetings of the public body in executive session, and to review executive session minutes periodically to determine whether continued non-disclosure is warranted.

APPLICABILITY

Public bodies may meet in executive session only for the specific purposes outlined in G.L. 30A, § 21. They are not required to disclose the minutes, notes or other materials used in executive session where the disclosure of these records may defeat the lawful purpose of the executive session. Once disclosure would no longer defeat the lawful purposes of the executive session, however, minutes and other records from that executive session must be disclosed unless exempted. Public bodies are required to review their executive session minutes periodically to determine whether continued non-disclosure is warranted.

POLICY:

1. The Board of Selectmen shall conduct all executive sessions in compliance with the *Open Meeting Law*, and as specified below (Implementation Procedure).
2. The Board shall approve the content of all draft executive session minutes within thirty (30) days of the executive session, or at the next executive session, whichever is later.
3. The Board shall review their executive session minutes on a quarterly basis to determine whether continued non-disclosure is warranted. At the Board's next open session meeting after such review, the Chair shall identify those minutes that the Board determined are ripe for release. The open session minutes shall reflect such declaration.
4. The Board shall produce executive session minutes, that the Board has determined such release will not defeat the purpose of the executive session, within ten (10) calendar days of a public records request. If the Board has not recently determined whether the requested executive session minutes are subject to continued non-disclosure, it must do so at its next meeting, or within thirty (30) days, whichever is sooner. If such meeting will be held more than ten (10) calendar days from the date of the request, the Board must notify the requestor of the date that the determination will be made within the ten (10) calendar day period. Within three (3) calendar days after such meeting, the Board must either produce the minutes or inform the requestor that such minutes are not subject to disclosure. Any response denying access to the executive session minutes must be in compliance with the *Public Records Law*.

IMPLEMENTATION PROCEDURE:

1. The Board shall include in their agenda postings the specific *Open Meeting Law* clause under which they are planning to go into executive session.

Administrative Policy and Procedure | **Board of Selectmen**
EXECUTIVE SESSION POLICY
Approved _____

2. If the executive session will be convened under Purpose 1,ⁱ the individual in question must receive written notice 48 hours in advance of the executive session and must be afforded all the rights outlined under the *Open Meeting Law*.
3. Procedure for entering into executive session:
 - a. The Board must first convene in open session.
 - b. The Chair requests a motion to enter into executive session. The motion should:
 - i. Identify the purpose for the executive session;
 - ii. For Purposes 3, 6, and 8,ⁱⁱ include the requisite declaration that having such discussion in open session would have a detrimental effect on the specific purpose of the executive session;
 - iii. Invite any non-members to join the executive session for some or all agenda topics; and
 - iv. State whether the Board will reconvene in open session to adjourn the meeting or to continue with the regular open session meeting.
4. The vote to enter executive session, all votes taken while in executive session, and the vote to leave executive session shall be by roll call and recorded in the minutes as such.
5. The Board shall review all executive session minutes and records quarterly to determine if public non-disclosure is still warranted, and such determination must be announced at the next meeting of the Board and recorded in the minutes of that meeting.
6. The released minutes and any public records used at that meeting, shall be forwarded to the Town Clerk for public filing and review within ten (10) business days of their release. Such minutes shall be posted online.

DEFINITION

As defined in M.G.L., Chapter 4, Section 7, Clause 26 "Public records" shall mean all books, papers, maps, photographs, recorded tapes, financial statements, statistical tabulations, or other documentary materials or data, regardless of physical form or characteristics, made or received by any officer or employee of any agency, executive office, department, board, commission, bureau, division or authority of the commonwealth, or of any political subdivision thereof, or of any authority established by the general court to serve a public purpose, or any person, corporation, association, partnership or other legal entity which receives or expends public funds for the payment or administration of pension for any current or former employees of the commonwealth or any political subdivision as defined in section 1 of chapter 32, unless such materials or data fall within the allowed exemption.

REGULATORY / STATUTORYS REFERENCES:

This policy is subject to the requirements set forth in *M.G.L. c.4, § 7, cl 26*.

This policy is subject to the requirements set forth in *M.G.L. c.30A, §§ 21 and 22*.

Administrative Policy and Procedure | **Board of Selectmen EXECUTIVE SESSION POLICY**
Approved _____

APPROVED BY:

Board of Selectmen, Chair: Marjorie R. Freiman _____

Board of Selectmen: Ellen Gibbs _____

Board of Selectmen: Jack Morgan _____

Board of Selectmen: Thomas H. Ulfelder _____

Board of Selectmen: Beth Sullivan Woods _____

Original date: February 15, 2017

Revised dates:

ⁱ Purpose 1: To discuss the reputation, character, physical condition or mental health, rather than professional competence, of an individual, or discuss the discipline or dismissal of, or complaints or charges against, a public officer, employee, staff member or individual.

ⁱⁱ Purpose 3: To discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigation position of the public body.

Purpose 6: To consider the purchase, exchange, lease or value of real estate, if the chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body.

Purpose 8: To consider or interview applicants for employment by a preliminary screening committee, if the chair declares that an open meeting will have a detrimental effect in obtaining qualified applicants. This shall not apply to any meeting regarding applicants who have passed a preliminary screening.

Administrative | **Board of Selectmen**
Policy and | **GIFT POLICY**
Procedure | **Approved** _____

PURPOSE:

To comply with Bylaw Article 5.6, a Town-wide policy governing the acceptance of gifts adopted by the 2009 Annual Town Meeting (hereinafter "the Bylaw"). This policy expands upon the Bylaw regarding the Board of Selectmen's consideration and acceptance of gifts.

POLICY:

The Board of Selectmen's policy on acceptance of gifts under its jurisdiction is:

- (1) to follow the general policy of the Town as set forth in the Bylaw; and
- (2) in each particular case, to implement the town-wide policy in a transparent manner, understanding that acceptance of a gift may affect future generations of Town residents.

It is thus the policy of the Board of Selectmen to reserve the acceptance of gifts under its jurisdiction for circumstances that will best serve the interests of the Town.

APPLICABILITY

The Board of Selectmen has the authority to accept gifts of money and tangible property on behalf of the Town of Wellesley. All gifts of real property, whether restricted or unrestricted, require the acceptance of Town Meeting upon the recommendation of the Board of Selectmen. Such gifts shall be reviewed according to criteria regarding appropriateness contained both within the Bylaw and stated below, and if the Board considers that a gift is appropriate, the Board shall place the matter on a Warrant for Town Meeting consideration.

GIFT ACCEPTANCE PROCEDURE:

1. Any proposal for acceptance of a gift under the Board's jurisdiction shall be forwarded to the Executive Director, who shall review it and prepare the matter for review by the Board.
2. Before undertaking to consider any acceptance of gift, the Bylaw itself shall be reviewed.
3. *For gifts valued at \$500 or less, the Executive Director's Office shall determine whether the gift is appropriate to the mission and needs of the Town. If the Executive Director's Office determines that the gift is appropriate, the Executive Director's Office may accept and administer the gift on behalf of the Board.*
4. In deciding the appropriateness of a gift, the Executive Director's Office and/or the Board shall consider the following:
 - a. whether the gift is restricted or unrestricted;
 - b. whether the gift is irrevocable;
 - c. any future financial impact to the Town potentially resulting from the gift, including ongoing operations, maintenance or capital costs; and
 - d. whether the terms of the gift permit the Town to apply the gift to a related purpose should the original intent become impracticable.

These categories are more fully described in the Bylaw.

2017			
Meeting Date	Description	Staff Reccomm. To Release	Release Date
1/9/2017	Lease negotiations- 900 Worcester Street	No	
01/30/17	#1 collective bargaining strategy w/all unions	No	
	#2 - lease negotiations- 900 Worcester St	No	
02/06/17	Lease negotiations- 900 Worcester Street	No	
02/13/17	Lease negotiations- 900 Worcester Street	No	
02/27/17	Lease negotiations- 900 Worcester Street	No	
3/6/2017	Acquisition of Real Property - 892 Washington St. Cons. Restriction	No	
3/14/2017	Acquisition of Real Property - 892 Washington St. Cons. Restriction	No	

2016		Staff Reccom. To Release	Release Date
Meeting Date	Description		
02/29/16	contemplated for collective bargaining	No	
03/16/16	acquisition of real property-Welllesley College/Cheever property	No	
03/21/16	contemplated	No	
04/19/16	acquisition of real property-892 Wash. St.	No	
05/23/16	acquisition of real property-892 Wash. St.	No	
08/16/16	acquisition of real property-Gravestar & Cochituate Aqueduct	No	
10/04/16	acquisition of real property-892 Wash. St.	No	
11/01/16	acquisition of real property-892 Wash. St.	No	
11/15/16	contract negotiations for new Executive Director	Yes	

2015		Staff Recomm.	Release
Meeting Date	Description	To Release	Date
01/05/15	Anticipated litigation	No	
01/13/15	Prep for negotiation with non union & all Town Unions	No	
02/02/15	Strategy for collective bargaining with unions	No	
02/05/15	Strategy for collective bargaining with unions	No	
02/11/15	Scholarships auth through spec legislation/bargain w/all Town Unions	No	
02/23/15	Collective bargaining	No	
03/09/15	Strategy for collective bargaining with all Town unions	No	
03/17/15	Bargaining w/nonunion personnel/collective bargain w/all Town Unions	No	
03/23/15	contemplated	???	
03/30/15	Pending litigation-Tolles Parsons Ctr. PSI reconsideration/appeal	YES	
04/07/15	Acquisition of real property-North 40/asphalt condition	YES	
04/13/15	North 40-contamination at south 6 portion of site south of aqueduct	YES	
04/27/15	Acquisition of real estate/discuss litigation with growth homes-North 40	YES	
05/04/15	Contract negotiations	No	
06/08/15	Collective bargaining strategy	No	
06/25/15	Contract negotiations with nonunion personnel	No	
06/29/15	Contemplated-contract negotiations	No	
08/03/15	Pending litigation-Wellesley Place, LLC & Wellesley Realty Assoc, LLC	YES	
10/26/15	Discussion on Building Dept. personnel issues	No	

2014		Staff Reccom. To Release	Release Date
Meeting Date	Description		
01/06/14	Acquist of Real Property-494 Wash. St., Library & Media Corp lease negotiations	No	
01/14/14	Acquis of Real Property-494 Wash. St., Collective Bargain Strategy Police Dispatchers & Firefighters on "Ellen Show" & cruise vouchers, 900 Worcester St & real estate taxes PBC & Audit Comm. Management Letter	No	
01/27/14	Collective Bargain Strategy-Dispatchers, Teachers Contracts, Acquis of Real Property 494 Washington St., PBC & termination of Sterling Associates contract	No	
02/03/14	Acquis of Real Property 494, Collective Bargaining-Strategy DPW Supervisory Unit	No	
02/10/14	Acquisition of Real Property 494 Washington St.	YES	
03/03/14	Collective Bargaining Strategy DPW Production Unit, Acquisition of Real Property 494 Washington St.	No	
03/18/14	Litigation, Growth Homes, LLC re approval not required from Planning Bd., Collective Bargaining Strategy, Firefighters total compensation costs over 15 yrs AFSME agency fee	No	
03/24/14	Acquisition of Real Property, Wellesley College proposal of selling 3 properties Collective Bargain Strategy, Firefighters, School Custodians MOA, Ex. Director Search New changes to NRC Dept.	No	
04/14/14	Acquis of Real Property, potential sale of land by Wellesley College, Collective Bargaining MOA School Custodians	No	
04/28/14	Acquisition of Real Property North 40 a/k/a 156 Weston Road	YES	
05/05/14	Acquisition of Real Property North 40	YES	
05/12/14	Pending Litigation, Growth Homes, 9:05 p.m. Acquisition of Property North 40 time frame on appraisal and and potential borrowing	YES	
05/19/14	Mtg. w/Planning Board to discuss pending legislation w/Growth Homes & discussion War Memorial Scholarships	No	
06/09/14	Acquisition of Real Property North 40	YES	
07/14/14	Pending Civil Litigation re pedestrian struck by car, Acquis of Real Estate 900 Worc. St North 40 & Tolles Parsons Center	YES	
07/28/14	Litigation Acquisition of Real Property 900 Worc. St. & North 40	YES	
08/18/14	Acquis of Real Estate, update on demo costs - St. James @ 900 Worcester St., Pending & update on North 40, Litigation update re R. Berdell, S. Littlefield & B. Wong	No	

08/22/14	Acquis of Real Property, North 40 discus confidentially & non-disclosure agrmnt	No
08/25/14	Acquis of Real Property, 900 Worcester St., Litigation, W. G. Homes discussion on personnel matter	No
09/02/14	Acquisition of Real Property, North 40 dicussion on environmental matters & 900 Worcester St discussion on environmental matters and extension of diligence period with Archdiocese	No
09/08/14	Acquisition of Real Property, North 40 & 900 Worcester St. updates	YES
09/15/14	Acquisition of Real Property, North 40 & 900 Worcester St. discussion	YES
09/22/14	900 Worcester St., North 40 & CB Strategy w/health insurance changes	No
09/30/14	Acquisition of Real Property North 40, discussion onf environmental matters	YES
	Ned Abelson, Special Counsel, joined the executive session	
10/07/14	Acquisition of real estate North 40, OPEB, 900 Worcester St. P & S Agreement	YES
10/14/14	North 40 & former town landfill issue	YES
10/20/14	North 40, Dissolvement of 10/27/14 STM & to call 2nd one if needed re North 40	YES
11/03/14	Acquisition of Real Estate North 40, Tolles Parsons Traffic Study	YES
11/24/14	North 40 discussion of town acquiring only a portion of the land	YES
12/01/14	Health Insurance Changes	No
12/08/14	Pending Litigation, Acquisition North 40	YES
12/11/14	North 40, Anticipated Litigation Planning Bd/PSI Special Permit & 2 yr. denial period	YES
12/15/14	Collective Bargaining Strategy, Acquisition of North 40	No
12/22/14	BOS Appeal of Planning Board's Determination re Tolles Parson's Center PSI	YES
12/29/14	Collective Bargaining Strategy School Committee re Health Insurance	No

2013		Staff Reccom	Release
Meeting Date	Description	To Release	Date
1/2/2013	Potential Acquisition of Real Property- 494 Washington St.	YES	
1/7/2013	E. Session (no minutes) Acquisition of Real Property & Discipline of Fire Dept. Employee	No	
1/15/2013	Acquis of Real Property -494 Washington St., Strategy for collective Baragaining w/School Comm & FY14 budget	No	
2/25/2013	Acquisition of Land-remaining section of Cochituate Aqueduct, Collective Bargain Negot. w/ Police Sup. Officers, Patrolmen and School Custodians	No	
3/4/2013	Collective Bargaining Negotiations w/ Police Sup. Officers, Patrolmen & School Custodians - results discussion	No	
5/13/2013	War Memorial Scholarship Fund discussion on available income	NO	
5/20/2013	Approval of War Memorial Scholarship receipts	NO	
6/10/2013	Potential Litigation-Morses Pond drowning investigation	YES	
7/8/2013	Discuss strategy collective bargain w/Local 1795, Int'l Assoc. of Firefighters deployment of firefighters to scene of police matter, promotional exams and other union matters	No	
7/22/2013	Acquist of Real Prop-900 Worcester St-due diligence environmental issues	YES	
9/3/2013	Acquisition of Real Property-Cochituate Aqueduct legislation & 900 Worcester Street due diligence discussionwith Archdiocese	YES	
9/23/2013	Acquisition of Real Property-Cochituate Aqueduct MOA (Dunkin Donuts)	YES	
10/15/2013	Collective Bargain strategy w/Police Sup. Officers, Patrolmen, teachers	No	
10/25/2013	Strategy for potential litigation on Planning Board's decision on PSI Special Permit re Tolles Parsons Center	YES	
10/28/2013	Discuss Planning Board's decision on the Tolles Parsons Center PSI appeal	YES	
11/5/2013	Discuss/update possible options of Planning Bd's Tolles-Parsons decision	YES	
11/13/2013	#1 discussed efforts made to modify Tolles-Parsons Sr. Ctr w/Plan Board	YES	
	Consider filing appeal with the Land Court, #2 the BOS schedule another		
	Jt. Session w the Pl. Bd, potential mitigation, appl. Reconsideration		
	Consider calling a 2nd STM w/i the STM -funds for Tolles Parson's Sr. Ctr. & acquisition of Crevo property, #4 notification process for STM Tolls Parson		

11/18/2013	Coll. barg strategy re MOA w/police patrolmen, modify dispatcher position to Supervisor	No
11/21/2013	Discuss Acquisition of Real Property, appeal of Pl Bd Decision to deny PSI Special Permit for Tolles-Parsons center, discuss potential acquisition of Crevo property and the merits & logistics of pursuing such a deal.	YES
11/25/2013	Acquisit of Real Property - Crevo property discuss w/Advisory Comm	YES
12/4/2013	Acquisit of Real Property reconsider acquisitof Crevo property w/Advisory	YES
12/16/2013	Acquisit of Real Property reconsider acquisitof Crevo property Appraisal	YES
12/20/2013	Acquisit of Real Property re appraisal by Steve Mahoney Crevo property review a proposal on library rental funds.	YES

**Administrative
Policy and
Procedure**

**Board of Selectmen
GIFT POLICY
Approved _____**

Additional Factors to be Considered:

1. Whether any conditions beyond those proposed by any donor would be in the Town's interest;
2. The extent to which accepting a proffered gift (?) could establish, or contradict, existing Town policy; and
3. Whether Massachusetts law, or Town Bylaw or policy might apply, including the requirements of Town Bylaw Article 5.5 and the Board of Selectmen's policy on Naming Rights.

FORMAL PROCEDURES

1. To ensure that the Board is fully aware of the public's interest in a proposal, a public hearing shall be held.
2. Unless the Board votes otherwise, the Board's decision will be made by majority vote.
3. The Bylaw's Accounting and Reporting requirement shall be faithfully complied with.

DEFINITION

None.

REGULATORY / STATUTORY REFERENCES:

This policy is subject to the requirements set forth in Town of Wellesley, Article 5.6, Acceptance of Gifts.

APPROVED BY:

Board of Selectmen, Chair: Marjorie R. Freiman _____

Board of Selectmen: Ellen F. Gibbs _____

Board of Selectmen: Jack Morgan _____

Board of Selectmen: Thomas H. Ulfelder _____

Board of Selectmen: Beth Sullivan Woods _____

Administrative Policy and Procedure	Board of Selectmen GIFT POLICY Approved _____
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Original date:August 6, 2009

Revised dates:February 22, 2017

Education Best Practices

Best Practice: Map community's priorities, funding and assessments for children from birth to age eight in order to better align resources and achieve greater impact.

Best Practice: Focus on college and career planning beginning in middle school and continuing through high school in order to ensure that all students have access to the opportunities that provide both experience and help to foster informed decisions about college and career pathways.

Best Practice: Maximize opportunities for students to access specialized vocational education through collaborations between regional vocational technical schools, comprehensive high schools and community colleges.

Best Practice: Understand projected changes in student enrollment and demographics and the impact of those changes on the school district's budget and operations in order to provide a district with the needed information to develop a strategic plan for its future.

Best Practice: Coordinate and communicate key student- and school-level data in real-time in order to inform decision-making and reporting.

Energy and Environment Best Practices

Energy Efficiency and Renewable Energy

- Best Practice:** Become a Green Community pursuant to M.G.L. c. 25A §10 to realize the energy & environmental benefits
- Best Practice:** Adopt Zoning for Renewable Energy to reduce GHG emissions and fuel costs
- Best Practice:** Expedite Permitting for Renewable Energy in order to provide clear and predicated approvals
- Best Practice:** Complete an Energy Use Baseline so that the community can set goals and track performance
- Best Practice:** Produce an Energy Use Reduction Plan that lists intended activities and the parties responsible
- Best Practice:** Purchase Fuel-Efficient or Electric Vehicles to increase vehicle efficiency and reduce GHG emissions and fuel costs
- Best Practice:** Encourage or Require Energy Efficient & Sustainable Construction to reduce energy & resource use in homes & businesses
- Best Practice:** Realize or Exceed a Green Community Obligation in order to further reduce emissions & costs
- Best Practice:** Obtain Green Community 2.0 Status in order to establish a municipal GHG reduction target
- Best Practice:** Construct Zero Energy Buildings to eliminate GHG emissions, reduce cost, & enhance resiliency
- Best Practice:** Provide Electric Vehicle Infrastructure to facilitate the purchase & use of electric vehicles
- Best Practice:** Complete a Community Energy Audit & Manage Energy Consumption to use energy effectively and save money
- Best Practice:** Undertake a Behavioral Effort to Reduce Energy Use to educate and inspire people to cut their energy use

Climate Change Mitigation

- Best Practice:** Plan Ahead to mitigate climate change by establishing goals, creating an action plan, assigning responsibility, and tracking progress
- Best Practice:** Use Renewable Energy instead of fossil fuels by generating or purchasing clean power and by zoning for renewable power generation
- Best Practice:** Increase Energy Efficiency in order to reduce power consumption, fuel costs, and GHG emissions
- Best Practice:** Promote Fuel Efficient Transportation to reduce municipal transportation emissions & those from people living/working in the community
- Best Practice:** Encourage Sustainable Development to reduce, through higher density & mixed-use, the number distance of car trips & resulting GHG emissions
- Best Practice:** Protect and Manage Natural Resources to reduce carbon emissions from loss of natural land cover and to encourage carbon sequestration
- Best Practice:** Reduce Municipal Solid Waste and Increase Recycling in order to reduce GHG emissions associated with solid waste disposal

Best Practice: Conserve Water & Increase the Efficiency of Municipal Water/Wastewater Systems as they consume a lot of energy

Climate Change Adaptation & Resilience

- Best Practice:** Protect Vulnerable Populations to decrease risk to people who are more susceptible to climate change effects & less able to adapt
- Best Practice:** Inventory Existing Resources & Assess Vulnerabilities to enable the community to prioritize climate change adaptation strategies
- Best Practice:** Plan for Climate Change Adaptation to assess cost, risk, and potential solutions and produce a plan of action to enhance municipal resiliency
- Best Practice:** Implement Structural Improvements & Nature Based Approaches to protect buildings and infrastructure
- Best Practice:** Encourage Sound Land Use that minimizes risk and costs associated with climate change for new development and redevelopment projects
- Best Practice:** Prepare for Emergencies by completing an Emergency Management Plan or otherwise readying the community for storm events

Sustainable Development and Land Protection

- Best Practice:** Complete a Master or Open Space & Recreation Plan to guide land conservation & development decisions including zoning & land acquisition
- Best Practice:** Zone for Natural Resource Protection, Transfer of Development Rights, Traditional Neighborhood, or Transit Oriented Development
- Best Practice:** Adopt a Tree Retention Bylaw to preserve tree cover when a parcel is subdivided or redeveloped
- Best Practice:** Invest in Land Conservation or Park Creation/Restoration to protect key parcels of land from development & provide recreational opportunities
- Best Practice:** Enhance Consistency with a Land Use Priority Plan to achieve shared local, regional, and state land conservation & development goals

Water Resource Management

- Best Practice:** Require Localized Flood Protection Best Practices to manage water movement & protect lives, public safety, infrastructure, & critical assets
- Best Practice:** Implement Stormwater Management Measures so that land use regulations help promote infiltration, control flooding, and reduce pollution
- Best Practice:** Manage Water System Assets so that the condition of infrastructure is known & a plan for regular maintenance & rehabilitation is implemented
- Best Practice:** Complete Water Audits & Mitigate Leaks to reduce distribution system water losses and associated budgetary & environmental impacts
- Best Practice:** Protect Public Water Sources in order to reduce potential threats to water quality and the public health of system customers
- Best Practice:** Implement Water Conservation Measures to ensure long-term water resource sustainability, enable growth, & avoid new source development

Best Practice: Address Infiltration and Inflow to reduce unintended storm and waste water in the system and the cost of treating it

Best Practice: Implement Energy Efficiency Measures and Generate Clean Energy to reduce energy bills and GHG emissions

Best Practice: Utilize Advanced Financing Tools such as an enterprise fund, stormwater utility, or water bank to finance water/waste/storm water systems

Best Practice: Establish Full Cost Pricing so that users pay the true cost for all aspects of water, sewer, or storm water management & service delivery

Best Practice: Institute an Inter-Municipal Agreement in order to realize the economic and technical efficiencies of a regional approach to water infrastructure

Waste Management

Best Practice: Enhance Waste Ban Compliance so that recyclable and hazardous materials are diverted from the waste stream and reused or recycled

Best Practice: Develop Waste Contracts that are fiscally, environmentally, and otherwise beneficial to the community

Best Practice: Reduce Municipal Solid Waste and Increase Recycling by following smart waste practices

Site Cleanup

Best Practice: Complete a Brownfields Inventory so that the community is aware of all abandoned & underutilized properties & can develop plan of action

Best Practice: Conduct Site Assessments to determine the nature and extent of contamination and develop a plan of action

Best Practice: Clean Sites to prevent further releases or the spreading of contaminants and to bring sites back into productive use

Best Practice: Offer Tax Incentives to help property owners finance sometimes expensive site assessment and remediation

Best Practice: Update Regulations to remove barriers to redevelopment and encourage productive reuse of brownfield sites

Best Practice: Track Cleaned Sites with Activity and Use Limitations in order to ensure that future property uses don't endanger public health

Best Practice: Engage & Educate Property Owners and the Public to enhance citizen safety and understanding of brownfield issues, resources, and reuse plans

Local Agriculture and Silviculture

Best Practice: Adopt a Right to Farm By-law/Ordinance to clearly indicate that agriculture is a local priority and to minimize abutter conflicts

Best Practice: Establish an Agricultural Commission to advocate for local farms, administer a right to farm bylaw, & otherwise represent agricultural interests

Best Practice: Establish a Farmers Market to provide a venue for local farmers to sell and for residents to purchase locally grown farm products

Best Practice: Support Sustainable Forestry to help the forest economy in rural areas, improve forest habitats, and assist in the conservation of forest land

- Best Practice:** Increase Agricultural Marketing to enhance awareness and patronage of local agricultural businesses
- Best Practice:** Support Aquaculture to help local businesses that cultivate aquatic plants or animals
- Best Practice:** Promote Urban Agriculture in order to increase access to fresh produce and encourage community revitalization
- Best Practice:** Protect Farm and Commercial Forest Land permanently through zoning and land acquisition
- Best Practice:** Source Locally Grown or Produced Foods for Local Schools to provide healthier and better tasting meals and to benefit local farmers
- Best Practice:** Support Local Horticulture and Floriculture to benefit local businesses & enhance the largest agricultural industry in Massachusetts
- Best Practice:** Plant Trees in order to reduce energy use, fuel costs, GHG emissions & stormwater runoff & increase property values

Financial Management Best Practices

Best Practice: Establish a Budget document that details all revenues and expenditures, provides a narrative describing priorities and challenges, and offers clear and transparent communication of financial policies to residents and businesses.

Best Practice: Develop, document and implement Financial Policies and Practices including reserve levels, capital financing, and use of Free Cash. Such policies should identify the responsible parties and procedural steps necessary to carrying out the directed strategy or action.

Best Practice: Develop and utilize a Long-range Planning/Forecasting Model that assesses both short-term and long-term financial implications of current and proposed policies, programs and assumptions over a multi-year period.

Best Practice: Prepare a Capital Improvement Plan that reflects a community's needs, is reviewed and updated annually, and fits within a financing plan that reflects the community's ability to pay.

Best Practice: Review and evaluate Financial Management Structure to ensure that the structure and reporting relationships of the community's finance offices support accountability and a cohesive financial team process.

Best Practice: Utilize Financial Trend Monitoring, modeled after the ICMA's Financial Trend Monitoring System (FTMS).

Housing and Economic Development Best Practices

Preparing for Success

Best Practice: Create an Economic Development Plan that engages diverse stakeholders, leverages local and regional economic strengths and assets, encourages innovation and entrepreneurship, and/or promotes workforce development planning and implementation.

Best Practice: Align Land Use Regulations, especially zoning, capital investments, and other municipal actions with Housing Development, Economic Development, Master, Land Use Priority or other plans for future growth. Promote development and reuse of previously developed sites.

Best Practice: Create and Distribute an Economic Development Guide/Manual to not only promote development goals and priorities, but also specifically and clearly outlines the community's policies and procedures related to zoning and permitting.

Best Practice: Create Opportunities for Engaging Diverse Stakeholders in economic development efforts, such as to assist with identification of priority development projects, improve local permitting processes, and proactively address obstacles to housing/job creation.

Best Practice: Create Cross-Sector Partnerships to help carry out community-driven responses to community-defined issues and opportunities for economic development.

Best Practice: Create a District Management Entity that engages public/private stakeholders to develop and support downtown revitalization efforts.

Best Practice: Adopt as-of-Right Zoning and/or Streamlined Permitting to promote development in priority districts.

Best Practice: Adopt Zoning for Mixed-Use Development, including Transit Oriented Development, where appropriate.

Best Practice: Adopt Chapter 40R Smart Growth zoning to facilitate the creation of dense residential or mixed-use smart growth zoning districts, including a high percentage of affordable housing units, to be located near transit stations, in areas of concentrated development such as existing city and town centers, and in other highly suitable locations.

Competitiveness

Best Practice: Engage in an Economic Development Self-Assessment exercise to identify strengths, weaknesses, and areas of opportunity.

Best Practice: Establish and Utilize Performance Data to evaluate the competitiveness of the community, conduct year to year comparisons, and measure performance against comparable communities.

Best Practice: Create a Public Dashboard to benchmark, monitor, and communicate to the public regarding various housing and economic development performance measures.

Housing

Best Practice: Create a Housing Production Plan (HPP) that accounts for changing demographics, including young families, changing workforce, and an aging population.

Best Practice: Amend Zoning By-Laws to allow for increased density and housing opportunities in a manner that is consistent with neighborhood character.

Best Practice: Develop Sector Strategies and Plans in collaboration with various providers and stakeholders to address homelessness for specific high need population groups, such as homeless youth, veterans, and/or families.

Best Practice: Complete an Assessment of Fair Housing Report, including strategic goals in alignment with HUD's new rules to affirmatively further fair housing. Using HUD data, local data and knowledge, a significant community participation process, and the assessment tool provided by HUD, the community will prepare, complete, and submit its AFH to HUD.

Urban Renewal Planning

Best Practice: Determine need and appropriateness of establishing an Urban Renewal Entity in accordance with MGL chapter 121B. If prepared to proceed, develop action plan and timeline for the creation of the urban renewal entity.

Best Practice: Prepare an Urban Renewal Plan Application in accordance with MGL chapter 121B in partnership with the urban renewal entity.

Human Resources Best Practices

Best Practice: Cost-Out Collective Bargaining proposals so that the impact of the total package is known. This provides the municipality with a clear understanding of both short-term and long-term budgetary impacts.

Best Practice: Develop a Workplace Safety program so that the risk of on-the-job injuries is minimized.

Best Practice: Develop a formal Wage and Classification Plan that details, at a minimum, job descriptions, employee grades, and salary ranges, thereby providing the municipality with a tool to make pay decisions that are reasonable in comparison to similar work being carried out in all areas of city/town government.

Best Practice: Develop Employee Policies and Procedures for things such as discrimination, sexual harassment, information technology use, drug and alcohol, use of social media, and town-owned vehicles.

Best Practice: Manage employee benefit costs such as health insurance, dental insurance, unemployment insurance, and worker's compensation/111F; includes eligibility review and evaluation of insurance choices.

Best Practice: Prepare a Succession Plan to help address the pending wave of retirements that will challenge a municipality's ability to maintain service levels.

Best Practice: Explore Centralized Human Resources/Personnel Operations to improve service delivery and build efficiencies.

Information Technology Best Practices

Strategic Planning

Best Practice: Develop a Long-Term IT Financial Strategy to include capital and operating expenses.

Best Practice: Develop a Municipal IT Consolidation Strategy that maximizes technology investments across schools, public safety and municipal buildings.

Best Practice: Develop a Regional Shared IT Services Program that leads to productive partnerships across multiple communities and/or school districts to maximize regional technology investments.

Best Practice: Develop a Comprehensive IT Strategy focused on better aligning technology investment with short and long-term organizational priorities.

Best Practice: Implement a Cyber Security Training Program that ensures staff is aware of, know how to prevent and know how to respond to cyber security threats.

Transparency & Data Standards

Best Practice: Develop an Open Data Policy or Ordinance that increases transparency and makes electronic data available in a machine-readable format.

Best Practice: Deploy an Open Checkbook and/or Open Budget Solution that is easily consumed by the public and promotes transparency.

Best Practice: Implement Address and Parcel Data Standards that lead to better quality mapping, facilitate the deployment of NextGen911, create a foundation for system integration and open opportunities for collaboration with peer communities and state government.

Best Practice: Deploy Municipal Data Standards that lead to municipal system integration leading to performance management capabilities.

Best Practice: Deploy a Regional Data Sharing Program that promotes better communication, collaboration or benchmarking with other communities.

Best Practice: Deploy a Public Information Request Solution that improves the public request intake and tracking process.

Business Continuity

Best Practice: Perform an IT Assessment that results in a written evaluation and recommendations, including a review of organizational structure and staffing.

Best Practice: Implement an Offsite Backup Solution that results in municipal data being stored safely offsite, and includes relevant policies and procedures to ensure effective ongoing backup.

Best Practice: Implement a Solution to Digitize Paper Records that results in operational efficiencies and improved responsiveness to the public.

Best Practice: Develop Resiliency, Recovery and Contingency Plans that are aligned with community realities and position the community to effectively manage unforeseen events.

Best Practice: Perform a Cyber Security Assessment to analyze whether there is risk of unauthorized access, implement or improve policies and procedures appropriate for the technology environment and identify steps to remediate any problems identified.

Citizen Engagement

Best Practice: Implement a Citizen Engagement Communication Plan that leverages technology to engage the public through basic electronic communication channels and ensures that internal staff is positioned to support these initiatives.

Best Practice: Implement a Citizen Engagement Transactional Plan focused on on-demand services and interaction with the public.

Best Practice: Implement a Citizen Engagement Co-Creation Plan focused on enhancing residents' ability to participate in and influence decisions made by their local government.

Public Accessibility Best Practice

Best Practice: Undertake an Americans with Disabilities Act (ADA) Self-Evaluation and Develop a Transition Plan to comply with Federal civil rights laws that require public buildings to be accessible to persons with disabilities.

Public Safety Best Practices

Best Practice: Conduct Active Shooter Preparedness and Response Training in collaboration with the Massachusetts State Police Tactical Operations (STOP) Team, onsite with local law enforcement.

Best Practice: Establish an Emergency Preparedness Plan in partnership with the Massachusetts Emergency Management Agency (MEMA) to develop and enhance a community's disaster and emergency response capabilities.

Best Practice: Establish Hazardous Material Response Protocols in conjunction with Regional Hazardous Materials Response Teams under the Department of Fire Services, to enable cities and towns to protect their citizens, the environment, and property during incidents involving a release or potential release of hazardous materials.

Best Practice: Hold In-service Training Programs for Municipal Police to better prepare local police officers and first responders for incidents involving domestic violence, mental health disorders, and substance abuse.

Best Practice: Convene an opioid task force, consisting of key stakeholders, to identify, implement, coordinate and improve strategies around the prevention, intervention, treatment and recovery of substance use disorders.

Best Practice: Adopt Standardized Tools for Domestic Violence Cases by partnering law enforcement with local domestic violence organizations to adopt a best practice policy on training and implementation of standardized, evidence informed danger and strangulation tools. Municipalities are encouraged to apply individually or as a collective.

Best Practice: Participate in the State Law Enforcement Bureau (SLEB) initiative, which connects local police with the Department of Transitional Assistance (DTA) to investigate local retailers that are illegally trafficking SNAP benefits. DTA will provide data analysis, investigative supports, and other tools to help law enforcement shut down these criminals in communities across the Commonwealth.

Regionalization/Shared Services

Best Practice: Regionalize services and share resources among municipalities for efficient and effective service delivery to residents and taxpayers in this era of shrinking budgets, loss of seasoned employees to retirement, and increased need for service improvements.

Transportation / Public Works Best Practices

Citizen Safety

Best Practice: Develop a Safe and Mobile Older Drivers plan for the aging of the population by proactively addressing older driver issues, including education for older road users, infrastructure improvements, and transportation options.

Best Practice: Enhance citizen safety by establishing community-based programs to increase pedestrian, automobile and motorcycle safety. The community will demonstrate participation in the Commonwealth's Office of Public Safety and Security's trainings and conferences as well as the dissemination of public safety information to citizens.

Best Practice: Ensure Safe Infrastructure so as to provide a safer environment for all users and modes by implementing traffic engineering enhancements. The municipality will demonstrate regular and routine improvements on locally-funded roads, such as cutting back vegetation at intersections where it is known to interfere with sight distance, clearing brush that obscures traffic signage, renewing or installing pavement markings, conducting nighttime surveys to check visibility and retro reflectivity, implementing traffic calming measures at known high crash locations.

Active Transportation

Best Practice: Implement the Complete Streets Program by becoming certified through MassDOT and demonstrate the regular and routine inclusion of complete streets design elements and infrastructure on locally-funded roads.

Best Practice: Utilize Transit-Oriented Development (TOD) fundamentals to create zoning around transit centers that maximizes bike, pedestrian, and transit use and which allows for lower levels of required parking and mixed use to put needed amenities near population centers.

Best Practice: Develop a Safe Routes to School program that also includes student education on pedestrian safety.

Training

Best Practice: Participate in the Bay State Roads, which provides on-going training and helps municipalities share ideas and information with other communities about state of the art planning, design, and operational information for city and town public works managers.

Asset and Infrastructure Management

Best Practice: Inventory and Geo-Code all public works assets so that a database of every public works asset is created, geocoded and condition rated, which is used to inform capital planning, as well as emergency repair.

Best Practice: Develop a Pavement Condition Index that rates street condition for the municipality.

Best Practice: Develop a Multi-Year Vehicle Maintenance and Replacement Plan for their municipal vehicle fleet.

Best Practice: Develop a Bridge / Culvert Preventative Maintenance plan to help prolong the life of these critical transportation assets.

Old/New Business

Other Documents:

The Board will find documents the staff is not seeking action on, but is for informational purposes only. Please find the following:

- ❖ FY18 Budget – detailed sources and uses

ARTICLE 8, MOTION 2

That the following sums of money be appropriated to the Town boards and officials and for the purposes as hereinafter set forth:

Funding Item		Personal Services	Expenses	Total Operations
GENERAL GOVERNMENT				
To the Board of Selectmen for General Government; \$2,484,931 for Personal Services and \$1,888,908 for Expenses. And it is recommended that the sums be allocated as follows:				
<i>Board of Selectmen - Administration</i>				
122	Executive Director's Office	456,591	28,925	485,516
126	Sustainable Energy	17,780	1,500	19,280
199	Central Administrative Services	0	29,000	29,000
133	Finance Department	427,316	10,200	437,516
155	Information Technology	460,911	297,457	758,368
145	Treasurer & Collector	312,202	126,450	438,652
195	Town Report	0	4,000	4,000
<i>Board of Selectmen - Human Services</i>				
541	Council on Aging	350,756	114,866	465,622
183	Fair Housing Committee	0	0	0
543	Veterans' Services	0	68,000	68,000
542	Youth Commission	81,106	17,090	98,196
<i>Board of Selectmen - Other Services</i>				
180	Housing Development Corporation	0	6,000	6,000
691	Historical Commission	0	750	750
690	Historical District Commission	0	0	0
693	Memorial Day	0	2,500	2,500
692	Celebrations Committee	0	4,700	4,700
176	Zoning Board of Appeals	53,269	6,940	60,209
<i>Board of Selectmen - Shared Services</i>				
151	Law	0	325,000	325,000
945	Risk Management	0	540,454	540,454
135	Audit Committee	0	58,200	58,200
458	Street Lighting	0	246,876	246,876
122	Provision for Contract Settlements	325,000	0	325,000
Subtotal - Board of Selectmen - General Government		2,484,931	1,888,908	4,373,839
<i>Other General Government</i>				
To the following Town boards and officials:				
161	Town Clerk/Election & Registration	232,227	40,915	273,142
141	Board of Assessors	269,432	82,450	351,882
175	Planning Board	230,858	42,750	273,608
185	Permanent Building Committee	0	0	0
152	Human Resources Board	297,879	37,250	335,129
131	Advisory Committee	7,000	25,000	32,000
132	Advisory Committee - Reserve Fund	0	175,000	175,000
Subtotal - Other General Government		1,037,396	403,365	1,440,761
GENERAL GOVERNMENT TOTAL		3,522,327	2,292,273	5,814,600

Funding Item	Personal Services	Expenses	Total Operations
FACILITIES MAINTENANCE - BOARD OF SELECTMEN			
To the Board of Selectmen for Facilities Maintenance, \$4,119,376 for Personal Services and \$3,380,028 for Expenses. And it is recommended that the sums be allocated as follows:			
192 Facilities Maintenance	4,269,376	3,380,028	7,649,404
FACILITIES MAINTENANCE TOTAL - BOARD OF SELECTMEN	4,269,376	3,380,028	7,649,404
PUBLIC SAFETY - BOARD OF SELECTMEN			
To the Board of Selectmen for Public Safety, \$10,932,612 for Personal Services and \$925,639 for Expenses. And it is recommended that the sums be allocated as follows:			
210 Police Department	5,355,872	630,035	5,985,907
299 Special School Police	126,294	3,105	129,399
220 Fire Department	4,933,025	263,549	5,196,574
241 Building Department	501,821	26,150	527,971
244 Sealer of Weights & Measures	15,600	2,800	18,400
PUBLIC SAFETY TOTAL - BOARD OF SELECTMEN	10,932,612	925,639	11,858,251
PUBLIC WORKS			
To the Board of Public Works, \$4,257,442 for Personal Services and \$2,506,227 for Expenses. And it is recommended that the sums be allocated as follows:			
410 Engineering	513,138	64,139	577,277
420 Highway	1,010,424	439,150	1,449,574
454 Fleet Maintenance	143,105	43,462	186,567
430 Park	1,190,621	364,570	1,555,191
440 Recycling & Disposal	1,045,544	1,222,235	2,267,779
450 Management	354,610	23,968	378,578
456 Winter Maintenance	0	348,703	348,703
PUBLIC WORKS TOTAL	4,257,442	2,506,227	6,763,669
WELLESLEY FREE LIBRARY			
To the Trustees of the Wellesley Free Library:			
610 Library Trustees	1,897,229	536,977	2,434,206
LIBRARY TOTAL	1,897,229	536,977	2,434,206
RECREATION			
To the Recreation Commission:			
630 Recreation Commission	325,231	26,500	351,731
RECREATION TOTAL	325,231	26,500	351,731
HEALTH			
To the Board of Health:			
510 Board of Health	429,129	80,453	509,582
523 Mental Health Services	0	245,691	245,691
HEALTH TOTAL	429,129	326,144	755,273

Funding Item		Personal Services	Expenses	Total Operations
<u>NATURAL RESOURCES</u>				
To the Natural Resources Commission:				
171	Natural Resources Commission	205,889	19,650	225,539
172	Morses Pond	0	141,754	141,754
NATURAL RESOURCES TOTAL		205,889	161,404	367,293
NON-SCHOOL TOTAL		25,839,235	10,155,192	35,994,427
<u>WELLESLEY PUBLIC SCHOOLS</u>				
To the School Committee, \$64,226,913 in the aggregate for Personal Services and \$7,723,735 for Expenses. And it is recommended that the sum be allocated as follows:				
320	Instruction	45,837,146	2,165,335	48,002,481
330	Administration	790,910	164,116	955,026
340	Operations	1,508,001	937,854	2,445,855
360	Special Tuition/Transportation/Inclusion	16,090,856	4,456,430	20,547,286
Subtotal		64,226,913	7,723,735	71,950,648
SCHOOL TOTAL		64,226,913	7,723,735	71,950,648
<u>EMPLOYEE BENEFITS</u>				
To the Board of Selectmen for the purposes indicated:				
914	Group Insurance	0	17,576,286	17,576,286
912	Worker's Compensation	0	517,860	517,860
919	Other Post Empl. Benefits Liability Fund	0	3,432,000	3,432,000
910	Retirement Contribution	0	6,621,863	6,621,863
913	Unemployment Compensation	0	150,000	150,000
950	Compensated Absences	0	90,000	90,000
911	Non-Contributory Pensions	0	18,714	18,714
EMPLOYEE BENEFITS TOTAL		0	28,406,725	28,406,725
And further, that the balance on hand in the Workers' Compensation fund on June 30, 2017 and any interest earnings of the program, are appropriated for expenses related to the Workers' Compensation Program of the Town for Fiscal Year 2018.				
ALL PERSONAL SERVICES & EXPENSES		90,066,148	46,285,652	136,351,800

Funding Item		Personal Services	Expenses	Total Operations
CAPITAL & DEBT				
To the following Town boards and officials for the purposes indicated:				
<i>Departmental Cash Capital</i>				
400	Board of Public Works - Capital	0	2,173,000	2,173,000
300	School Committee - Capital	0	2,009,253	2,009,253
122	Board of Selectmen - Capital	0	364,009	364,009
161	Town Clerk - Capital	0	0	0
175	Planning Board	0	0	0
192	Facilities Maintenance - Capital	0	1,875,000	1,875,000
510	Health Department	0	0	0
610	Library Trustees - Capital	0	100,612	100,612
171	Natural Resources Commission - Capital	0	141,500	141,500
172	Morses Pond - Capital	0	40,000	40,000
Subtotal - Cash Capital		0	6,703,374	6,703,374
To the Town Treasurer and Collector for:				
700	Current Inside Levy Debt Service	0	4,000,000	4,000,000
700	Current Outside Levy Debt Service -Issued/Unissued	0	12,740,608	12,740,608
Subtotal - Maturing Debt & Interest		0	16,740,608	16,740,608
CAPITAL & DEBT TOTAL		0	23,443,982	23,443,982
RECEIPTS RESERVED FOR APPROPRIATION				
To the Board of Selectmen, to be taken from the Parking Meter Receipts Account:				
293	Traffic & Parking Operations	247,280	1,301,670	1,548,950
RECEIPTS RESERVED TOTAL		247,280	1,301,670	1,548,950
TOTAL APPROPRIATIONS - ARTICLE 8, MOTION 2				\$ 161,344,732

To meet said appropriations, transfer \$127,564 from the Police Detail account, \$44,059 from Parking Meter Receipts, and \$553,244 from the CPA Fund to pay for debt service, provided further that of the foregoing appropriations, the amounts are contingent upon passage of motion 8.3 (free cash appropriation).

Approved:

Date

Moderator's Signature

Sponsor's Signature

Summary of Sources and Uses for TWFP

Sources of Funds	FY17 Budget	FY18 Request	\$ Incl/Dec)	% Incl/Dec)
Taxes				
State Aid	\$ 118,580,284	\$ 123,394,791	\$ 4,814,507	4.1%
Local Revenue	9,513,302	9,707,668	194,366	2.0%
Free Cash	10,382,296	11,778,000	1,395,704	13.4%
Other Sources	2,667,450	4,375,826	1,708,376	64.0%
CPA Funds	1,656,874	1,720,573	63,699	3.8%
CPA to offset debt	1,475,400	854,275	(621,125)	-42.1%
Exempt Debt	548,944	553,244	4,300	0.8%
Total Sources	12,324,555	12,187,364	(137,191)	-1.1%
	\$ 157,149,105	\$ 164,571,741	\$ 7,422,636	4.7%
Uses of Funds				
School				
Other Town Departments	\$ 69,524,633	\$ 71,950,648	\$ 2,426,015	3.5%
Employee Benefits	35,424,959	36,164,427	739,468	2.1%
Cash Capital	26,304,938	28,406,725	2,101,787	8.0%
Debt Service (inside Levy)	5,152,079	6,703,374	1,551,295	30.1%
Other Uses	3,649,455	4,000,000	350,545	9.6%
Exempt Debt	4,219,543	4,605,959	386,416	9.2%
Total Uses	12,873,498	12,740,608	(132,890)	-1.0%
	\$ 157,149,105	\$ 164,571,741	\$ 7,422,636	4.7%
Surplus/(Deficit)	\$ -	\$ -	\$ (0)	(0)

Summary of Sources and Uses for TWFP

Sources of Funds	FY17 Budget	FY18 Request	\$ Inc/(Dec)	% Inc/(Dec)	FY19 Projection	FY20 Projection	\$ Variance	\$ Variance FY18/FY19	% Variance
Taxes	\$ 118,580,284	\$ 123,394,791	\$ 4,814,507	4.1%	\$ 128,079,661	\$ 132,881,652	\$ 4,804,870	\$ 4,801,992	3.8%
State Aid	9,513,302	9,707,668	194,366	2.0%	9,901,821	10,099,858	\$ 194,153	\$ 198,036	2.0%
Local Revenue	10,382,296	11,778,000	1,395,704	13.4%	11,954,670	12,133,990	\$ 176,670	\$ 179,320	1.5%
Free Cash	2,667,450	4,375,826	1,708,376	64.0%	2,500,000	2,500,000	\$ (1,875,826)	\$ -	-42.9%
Other Sources	3,132,274	2,574,848	(557,426)	-17.8%	908,417	908,417	\$ (1,666,431)	\$ -	-64.7%
CPA for North 40	548,944	553,244	4,300	0.8%	553,244	550,244	\$ -	\$ (3,000)	0.0%
Exclusions & Exemptions	12,324,555	12,187,364	(137,191)	-1.1%	12,117,045	12,597,008	\$ (70,319)	\$ 479,963	-0.6%
Total Sources	\$ 157,149,105	\$ 164,571,741	\$ 7,422,636	4.7%	\$ 166,014,858	\$ 171,671,169	\$ 1,443,117	\$ 5,656,311	0.9%
Uses of Funds									
School	\$ 69,524,633	\$ 71,950,648	\$ 2,426,015	3.5%	\$ 74,468,921	\$ 77,075,333	\$ 2,518,273	\$ 2,606,412	3.5%
Other Town Departments	35,424,959	36,164,427	739,468	2.1%	37,068,538	37,995,251	\$ 904,111	\$ 926,713	2.5%
Employee Benefits	26,304,938	28,406,725	2,101,787	8.0%	30,152,839	31,659,517	\$ 1,746,114	\$ 1,506,678	6.1%
Cash Capital	5,152,079	6,703,374	1,551,295	30.1%	6,790,824	6,815,894	\$ 87,450	\$ 25,070	1.3%
Debt (inside Levy)	3,649,455	4,000,000	350,545	9.6%	4,000,000	4,000,000	\$ -	\$ -	0.0%
Other Uses	4,219,543	4,605,959	386,416	9.2%	3,507,362	3,556,322	\$ (1,098,598)	\$ 48,960	-23.9%
Exclusions & Exemptions	12,873,498	12,740,608	(132,890)	-1.0%	12,667,289	13,149,052	\$ (73,319)	\$ -	-0.6%
Total Uses	\$ 157,149,105	\$ 164,571,741	\$ 7,422,636	4.7%	\$ 168,655,772	\$ 174,251,369	\$ 4,084,030	\$ 5,113,834	2.5%
Surplus/(Deficit-Override)	\$ -	\$ (0)			\$ (2,640,914)	\$ (2,580,200)			

Exhibit B

TOWN OF WELLESLEY - TOWN MEETING APPROVED ALLOCATION OF FUNDS

	FY17 SOURCES OF FUNDS	FY18 SOURCES OF FUNDS	CHANGE - FY17 to FY18	% Change
			\$ Change	
SOURCES OF FUNDS				
Real Estate & Personal Property Tax				
Within the Levy Limit	118,580,284	123,394,791	4,814,507	4.06%
Outside the Levy Limit - OPEB	600,000	0	(600,000)	-100.00%
Outside the Levy Limit	12,324,555	12,187,364	(137,191)	-1.11%
Subtotal - Real Estate & Personal Property Tax	131,504,839	135,582,155	4,077,316	3.10%
From the Commonwealth				
Chapter 70 Aid	8,198,827	8,343,560	144,733	1.77%
Lottery Aid	1,245,571	1,294,146	48,577	3.90%
Other Aid	0	0	0	0.00%
Subtotal - From the Commonwealth	9,513,392	9,767,888	1,056	1.53%
Local Revenue				
Motor Vehicle Excise	4,493,933	5,100,000	606,067	13.49%
Licenses and Permits	2,000,000	2,500,000	500,000	25.00%
MLP Payment in Lieu of Taxes	1,000,000	1,000,000	0	0.00%
Interest Earnings	187,363	300,000	112,637	60.12%
RDF Revenue	600,000	630,000	30,000	5.00%
Fines & forfeits	660,000	560,000	(100,000)	-15.15%
Recreation	100,000	100,000	0	0.00%
Meals/Hotel/Motel Tax	665,000	665,000	0	0.00%
Pilot Payments	76,000	76,000	0	0.00%
Increased fees - BOH	0	12,000	12,000	100.00%
Other Local Revenues	700,000	835,000	135,000	19.29%
Subtotal - Local Revenue	10,382,236	11,778,000	1,395,764	13.44%
Other Sources				
Parking Meter Receipts	908,874	1,568,009	659,135	75.68%
Free Cash to balance budget	2,667,450	2,583,737	(83,713)	-3.14%
Other free cash	0	282,089	282,089	100.00%
Free Cash to offset capital	0	1,500,000	1,500,000	100.00%
Appropriated CPA Surcharge	1,475,400	854,275	(621,125)	-42.10%
CPA Funds applied to North 40	548,944	553,244	4,300	0.78%
Police detail	150,000	127,564	(22,436)	-14.96%
Subtotal - Other Sources	5,748,868	7,503,918	1,755,050	30.53%
TOTAL SOURCES OF FUNDS	157,749,100	157,114,041	(635,059)	-0.40%

Exhibit B

	FY17 USE OF FUNDS (Tax Rate)		FY18 USE OF FUNDS (Request)		CHANGE - FY17 to FY18		Variance Total - %		
	Pers Svcs	Expenses	Total Ops	Pers Svcs	Expenses	Total Ops		Variance Pers Svcs	Variance Total - \$
GENERAL GOVERNMENT									
Board of Selectmen - Administration									
Executive Director's Office	451,799	26,500	478,299	456,591	28,925	485,516	4,792	2,425	
Sustainable Energy	18,500	1,500	20,000	17,780	1,500	19,280	(720)	(720)	
Central Administrative Services	0	28,500	28,500	0	28,000	29,000	0	500	
Finance Department	423,413	8,700	432,113	427,316	10,200	437,516	3,903	1,500	
Information Technology	468,272	271,544	739,816	480,911	297,457	758,368	(7,381)	25,913	
Treasurer & Collector	293,128	115,050	408,178	312,202	126,450	438,652	19,074	11,400	
Town Report	0	4,000	4,000	0	4,000	4,000	0	0	
Board of Selectmen - Human Services									
Council on Aging	325,846	170,222	496,068	350,758	114,866	465,622	24,910	(55,356)	
Fair Housing Committee	0	200	200	0	0	0	0	(200)	
West Suburban Veterans District	0	71,559	71,559	0	68,000	68,000	0	(3,559)	
Youth Commission	81,390	17,090	98,480	81,106	17,090	98,196	(284)	0	
Board of Selectmen - Maintenance Services									
Facilities Maintenance	4,051,175	3,319,267	7,370,442	4,289,376	3,390,028	7,649,404	219,201	60,761	
Board of Selectmen - Other Services									
Housing Development Corporation	0	6,000	6,000	0	6,000	6,000	0	0	
Historical Commission	0	750	750	0	750	750	0	0	
Historical District Commission	0	250	250	0	0	0	0	(250)	
Memorial Day	0	2,500	2,500	0	2,500	2,500	0	0	
Celebrations Committee	0	4,700	4,700	0	4,700	4,700	0	0	
Zoning Board of Appeals	53,474	6,940	60,414	53,269	6,940	60,209	(205)	0	
Board of Selectmen - Shared Services									
Law	0	325,000	325,000	0	325,000	325,000	0	0	
Audit Committee	0	58,200	58,200	0	58,200	58,200	0	0	
Risk Management	0	521,651	521,651	0	540,464	540,464	0	18,803	
Street Lighting	0	246,876	246,876	0	-246,876	246,876	0	0	
Subtotal - Board of Selectmen - General Government	6,166,997	5,206,999	11,373,996	6,429,307	8,269,936	11,699,243	262,310	61,937	324,247
									2.65%

Exhibit B

USES OF FUNDS

	FY17 USE OF FUNDS (Tax Rates)		FY18 USE OF FUNDS (Requests)		CHANGE - FY17 to FY18		Variance Total - %
	Pers Svs	Expenses	Total Ops	Pers Svs	Expenses	Total Ops	
Other General Government							
Town Clerk/Election & Registration	279,814	40,915	320,729	232,227	40,915	273,142	(47,587) -14.84%
Board of Assessors	286,432	81,500	347,932	288,432	82,450	351,882	3,950 1.14%
Planning Board	238,723	46,750	285,473	230,858	42,750	273,608	(7,865) -4.16%
Advisory Committee	7,000	25,000	32,000	7,000	25,000	32,000	0 0.00%
Reserve Fund	0	175,000	175,000	0	175,000	175,000	0 0.00%
Permanent Building Committee	218,086	7,300	225,386	0	0	0	(218,086) -100.00%
Human Resources Board	293,437	38,300	331,737	287,879	37,250	335,129	4,442 (1,050)
HR Salary adjustments	13,415	0	13,415	170,000	0	170,000	156,585 0
Subtotal - Other General Government	1,318,817	414,788	1,731,882	1,207,388	403,366	1,610,787	(109,621) -6.96%
GENERAL GOVERNMENT TOTAL	7,483,914	5,821,764	13,105,878	7,836,703	5,672,301	13,308,004	(120,827) 1.58%
PUBLIC SAFETY - BOARD OF SELECTMEN							
Police Department	5,312,592	643,925	5,956,517	5,365,872	630,035	5,995,907	43,280 (13,890)
Injured on Duty	104,672	3,029	107,701	see Risk Management Dept 945	3,105	129,398	21,622 78
Special School Police	4,909,328	266,249	5,175,577	4,933,025	263,549	5,196,574	23,687 (2,700)
Fire Department	480,304	26,150	506,454	501,821	26,150	527,971	21,517 0
Building Department	15,720	2,800	18,520	15,800	2,800	18,400	(120) -0.65%
Sealer of Weights & Measures	10,822,618	942,153	11,764,769	10,832,812	925,839	11,868,251	109,986 (16,514)
PUBLIC SAFETY TOTAL - BOARD OF SELECTMEN							93,482 0.79%
DEPARTMENT OF PUBLIC WORKS							
Engineering	511,383	64,139	575,522	513,138	64,139	577,277	1,755 0
Highway	1,023,381	438,150	1,462,531	1,010,424	438,150	1,448,574	(12,957) 0
Fleet Maintenance	143,105	43,462	186,567	143,105	43,462	186,567	0 0
Park	1,120,083	338,345	1,458,428	1,190,821	384,570	1,555,191	70,528 28,225
Recycling & Disposal	1,052,854	1,254,747	2,307,301	1,045,544	1,222,235	2,267,779	(7,010) (32,512)
Management	354,226	23,868	378,194	354,810	23,868	378,578	384 0
Facilities	0	0	0	0	0	0	0 0
Writer Maintenance	0	348,703	348,703	0	348,703	348,703	0 0
PUBLIC WORKS TOTAL	4,204,742	2,512,914	6,717,258	4,257,442	2,506,227	6,763,669	52,700 (6,287)
WELLESLEY FREE LIBRARY							
Library Trustees	1,851,422	528,165	2,380,587	1,897,229	536,877	2,434,206	45,607 7,812
LIBRARY TOTAL	1,851,422	528,165	2,380,587	1,897,229	536,877	2,434,206	45,607 7,812
RECREATION							
Recreation Commission	329,965	20,000	349,965	325,231	26,500	351,781	(4,734) 6,500
RECREATION TOTAL	329,965	20,000	349,965	325,231	26,500	351,781	(4,734) 6,500

Exhibit B

USES OF FUNDS	FY17 USE OF FUNDS (Tax Rate)			FY18 USE OF FUNDS (Request)			CHANGE - FY17 to FY18			
	Pers Srvs	Expenses	Total Ops	Pers Srvs	Expenses	Total Ops	Variance Pers Srvs	Variance Expenses	Variance Total - \$	Variance Total - %
HEALTH										
Board of Health	410,826	78,503	489,329	429,129	80,453	509,582	18,303	1,950	20,253	4.14%
Mental Health Services	0	255,691	255,691	0	246,691	245,691	0	(10,000)	(10,000)	-3.91%
HEALTH TOTAL	410,826	334,194	745,020	429,129	326,144	755,273	18,303	(8,050)	10,253	1.36%
NATURAL RESOURCES										
Natural Resources Commission	200,390	21,900	222,290	205,889	19,650	225,539	5,499	(2,250)	3,249	1.46%
Morses Pond Project - (NRC, DPW, Rec)	0	136,394	139,394	0	141,754	141,754	0	2,360	2,360	1.69%
NATURAL RESOURCES TOTAL	200,390	161,294	361,684	205,889	161,404	367,293	5,499	110	5,609	1.55%
NON-SCHOOL TOTAL	25,302,875	10,121,084	35,423,959	25,684,235	10,155,192	35,839,427	380,360	34,108	414,468	1.17%
WELLESLEY PUBLIC SCHOOLS										
Instruction	44,309,752	2,136,040	46,445,792	45,837,146	2,165,335	48,002,481	1,527,394	29,285	1,556,689	3.35%
Administration	745,960	156,235	902,195	790,910	164,116	955,026	44,950	7,861	52,831	5.86%
Operations	1,452,917	799,837	2,252,754	1,508,001	937,854	2,445,855	55,384	138,017	193,401	8.59%
Special Education	14,962,782	5,061,410	19,924,192	16,090,856	4,458,430	20,547,286	1,228,074	(604,980)	923,094	3.13%
SCHOOL TOTAL	61,371,111	8,153,522	69,524,633	64,226,913	7,723,735	71,959,648	2,855,802	-429,767	2,426,015	3.49%
EMPLOYEE BENEFITS										
Group Insurance	0	16,136,304	16,136,304	0	17,576,298	17,576,298	0	1,437,994	1,437,994	8.91%
Workers Compensation	0	517,860	517,860	0	517,860	517,860	0	0	0	0.00%
OPEB Liability Fund	0	2,400,000	2,400,000	0	3,432,000	3,432,000	0	1,032,000	1,032,000	43.00%
OPEB Liability Fund Excluded	0	600,000	600,000	0	0	0	0	(600,000)	(600,000)	-100.00%
Retirement Contribution	0	6,390,114	6,390,114	0	6,621,863	6,621,863	0	231,749	231,749	3.63%
Unemployment Compensation	0	150,000	150,000	0	150,000	150,000	0	0	0	0.00%
Compensated Absences	0	90,000	90,000	0	90,000	90,000	0	0	0	0.00%
Non-Contributory Pensions	0	18,660	18,660	0	18,714	18,714	0	54	54	0.29%
EMPLOYEE BENEFITS TOTAL	0	26,304,938	26,304,938	0	28,406,725	28,406,725	0	2,101,787	2,101,787	7.99%
TOTAL	86,674,966	34,511,644	121,186,610	86,611,709	34,511,644	121,186,610	3,238,117	6,105,101	6,105,101	7.03%

Exhibit B

USES OF FUNDS

	FY17 USE OF FUNDS (Tax Rate)			FY18 USE OF FUNDS (Requests)			CHANGE - FY17 to FY18		
	Pers Svcs	Expenses	Total Ops	Pers Svcs	Expenses	Total Ops	Variance Pers Svcs	Variance Expenses	Variance Total - \$
									Total - %
CAPITAL & DEBT									
Departmental Cash Capital	0	1,954,000	1,954,000	0	2,173,000	2,173,000	0	219,000	219,000
Public Works Capital	0	784,920	784,920	0	2,009,253	2,009,253	0	1,224,333	1,224,333
School Capital	0	1,073,500	1,073,500	0	1,553,000	1,553,000	0	479,500	479,500
Facilities Capital - School	0	676,500	676,500	0	322,000	322,000	0	(354,500)	(354,500)
Facilities Capital - Town	0	80,000	80,000	0	0	0	0	(80,000)	(80,000)
Planning Board	0	8,561	8,561	0	0	0	0	(8,561)	(8,561)
Board of Health	0	349,913	349,913	0	364,009	364,009	0	14,096	14,096
Selectmen Capital	0	131,300	131,300	0	100,612	100,612	0	(30,688)	(30,688)
Library Capital	0	16,385	16,385	0	0	0	0	(16,385)	(16,385)
Town Clerk	0	77,000	77,000	0	141,500	141,500	0	64,500	64,500
NRC Capital	0	0	0	0	40,000	40,000	0	40,000	40,000
Morses Pond Capital	0	5,182,079	5,182,079	0	6,703,374	6,703,374	0	1,521,295	1,521,295
Subtotal - Cash Capital	0	3,649,455	3,649,455	0	4,000,000	4,000,000	0	350,545	350,545
Debt Service	0	12,873,498	12,873,498	0	12,740,808	12,740,808	0	(132,690)	(132,690)
Current Inside Levy Debt Service - Issued	0	16,823,953	16,823,953	0	16,740,808	16,740,808	0	(83,145)	(83,145)
Outside Levy Debt Service - Issued/Unissued	0	0	0	0	0	0	0	0	0
Subtotal - Debt Service	0	16,823,953	16,823,953	0	16,740,808	16,740,808	0	(83,145)	(83,145)
TOTAL CAPITAL & DEBT	0	3,649,455	3,649,455	0	4,000,000	4,000,000	0	350,545	350,545
SPECIAL ITEMS									
Receipts Reserved for Appropriation	241,254	682,924	924,178	247,280	1,301,870	1,549,150	6,026	680,000	686,026
Traffic & Parking Operations	0	1,475,400	1,475,400	0	854,275	854,275	0	(621,125)	(621,125)
Community Preservation Appropriated	0	0	0	27,500	264,588	292,088	27,500	264,589	292,089
Free Cash Items - IOD Insurance 2016, 2017; unpaid bill, land	0	0	0	325,000	0	325,000	325,000	0	325,000
Contract settlements	0	654,901	654,901	0	871,274	871,274	0	16,373	16,373
Property Tax Abatements	0	1,226,318	1,226,318	0	1,239,372	1,239,372	0	13,054	13,054
State & County Assessments	0	0	0	0	0	0	0	0	0
SPECIAL ITEMS TOTAL	241,254	3,041,543	3,282,797	520,780	3,281,026	3,800,826	359,526	518,033	518,033
TOTAL USES OF FUNDS	241,254	7,717,953	8,241,202	520,780	13,764,826	14,241,826	359,526	523,873	523,873
TOTAL SOURCES OF FUNDS	0	8,241,202	8,241,202	0	14,241,826	14,241,826	0	0	0
Excess (Deficit)	0	523,249	523,249	0	476,999	476,999	0	(46,250)	(46,250)



MEMORANDUM

DATE: March 6, 2017 **FMD-M-17345**
TO: Blythe Robinson
FROM: Joseph F. McDonough, P.E. 
CC: Allen Hebert, Operations Manager, File
SUBJECT: **New Natural Gas Contract**
Filing No.: WPS17.05, .49, .80

I'm pleased to report that the FMD was able to execute a new three-year contract with our third-party natural gas supplier, Spark Energy, with lower rates (11%) and favorable terms and conditions (100% swing). As you know, our total price for gas is comprised of the commodity, transmission and distribution costs.

The Spark contract covers commodity and transmission costs. The distribution costs are the Eversource (formerly National Grid) costs to maintain pipe lines, meter stations and distribute the gas locally. These represents about 40% of the total gas cost, but are not negotiable like the Spark contract.

Our current contract with Spark ends in June 2018, and has a contractual cost of about \$0.71/therm. Our new contract with Spark will cover the three-year period from FY19 through FY21 and will be at a rate of \$0.597/therm, or **11% lower than our current contract!** Additionally, the 100% *swing* provision in the contract allows the Town to use 100% more, or 100% less, natural gas without paying a penalty, as is customary in many third-part natural gas contracts.

This favorable contract was achieved by our Operations Manager Allen Hebert working closely with our energy advisor, Tradition, and by his own monitoring of the gas market. Tradition was able to solicit competitive bids from the market on the Town's behalf. Tradition explained that commodity/transmission prices had been dropping for several months due to mild winter; but they also believed that the market was going to bottom-out by late winter. The expected increases in gas would be due to industrial demand, increased storage, and LNG exports. We agreed with their recommendation and decide to execute the new three-year contract, which will give the Town a long term hedge against heating costs.

Allen and I will be presenting an update on Energy and Operations to the BOS on March 20th. We'd be happy to discuss this matter then and answer any questions you may have.

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

Connolly, Terry

From: Anne Marie Cronin <annemariecronin@gmail.com>
Sent: Sunday, February 12, 2017 12:05 PM
To: Connolly, Terry
Cc: Chuck and Katey Goehringer; Rick and Beth Willett
Subject: Re: Tailby Parking Lot - Wellesley STEM Expo April 8th 9:30 am - 5:00 pm

Hi Terry,
We met with Scott Whittemore last week. Can you please provide a permit for us for the Tailby parking lot.
Thank you.
Anne Marie

On Thu, Jan 19, 2017 at 3:26 PM, Anne Marie Cronin <annemariecronin@gmail.com> wrote:
Hi Terry,

Could you please reserve the Tailby Parking Lot for the Wellesley STEM Expo on April 8th 9:30 am - 5:00 pm? Our plan is to have bus service to and from the Tailby Parking Lot and the Wellesley High School.

I sent an email to Scott Whittemore to set up a meeting regarding the Expo.

Thank you.
Kind regards,
Anne Marie

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Anne Marie Cronin
5 Juniper Road
Wellesley, MA 02482
Home: [781.235.3384](tel:781.235.3384)
Cell: [617.645.3728](tel:617.645.3728)

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