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Memo from DPW to Finance – Year End Transfers	
Building Dept. Activity January – June, 2017	

TOWN OF WELLESLEY



MASSACHUSETTS

BOARD OF SELECTMEN

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

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JACK MORGAN, VICE CHAIR
MARJORIE R. FREIMAN, SECRETARY
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EXECUTIVE DIRECTOR OF GENERAL GOVERNMENT

SELECTMEN'S MEETING *TENTATIVE AGENDA*

Wellesley Town Hall – Juliani Room

7:00 P.M. Tuesday, July 18, 2017

1. 7:00 Citizen Speak
2. 7:05 Discuss Draft Budget Preparation Manual
3. 7:15 Grant of Location for Extension of Gas Line – Kenilworth Road
4. 7:20 Performance Review for Police Chief Jack Pilecki
5. 7:40 PSI-17-02 Traffic Review – Wellesley College Temporary Trailers
6. 8:00 Executive Director's Update
 - Approval of Minutes
 - Acceptance of Gifts
 - Appointment of Council on Aging Member
 - Designate School Building Committee Members as Special Municipal Employees
7. 8:20 40B Letters for Delanson Circle and 680 Worcester
8. 8:45 New Business/Correspondence

Next Meeting Dates: Monday, July 31, 2017
Tuesday, August 15, 2017

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7/13/2017

Black regular agenda items

Board of Selectmen Calendar – FY17

Date	Selectmen Meeting Items	Other Meeting Items
7/24 Monday	NO MEETING	
7/31 Monday	Meeting Building Dept. Update – Mike Grant Chief Delorie Review Veteran’s Services Update – Sarada Kelpie Aqueduct Leases BAA Funds Use Policy First Read Executive Session – Personnel 892 Washington Street – CR Modification PILOT Policy First Read	
8/7 Monday	NO MEETING	
8/15 Tuesday	Meeting Aqueduct Leases (5)?	
8/22 Tuesday	Meeting FMD – 5 Year Review	
8/29 Tuesday	Meeting	
9/4 Monday	Labor Day – Town Hall Closed	
9/11 Monday	Meeting	
9/18 Monday	Meeting	
9/25 Monday	Meeting	
10/2 Monday	Wellesley Club – NO MEETING	
10/3 Tuesday	Meeting	
10/9 Monday	Columbus Day – Town Hall Closed	
10/10 Tuesday	Meeting	
10/16 Monday	Meeting	
10/23 Monday	Meeting	
10/30 Monday	Meeting	

Notes

Quarterly updates

7/13/2017

Black regular agenda items

- *Traffic Committee (Deputy Chief Pilecki)*
- *Facilities Maintenance (Joe McDonough)*
- *Wellesley Club Dates 10/2/17, 11/6/17, 1/22/18, 3/5/18*

MOTIONS- JULY 18, 2017:

2. **MOVE** to approve the regular session minutes of June 15th.

2. **MOVE** to accept the following gift to the Town in the following amount:
 - o \$1,124 from the Friends of the COA Wellesley for May lunch program

2. **MOVED** that the Board vote to appoint Frank Pinto as a member of the Council on Aging Board for a three-year period effective July 1, 2017.

2. **MOVED** that the Board vote to designate the members of the School Building Committee as special municipal employees.

3. **MOVED** that the Board vote to approve the grant of location for installation of 120 feet of 4" gas main in Kenilworth Road to serve a new house at #51 Kenilworth as requested by National Grid.

4. **MOVE** that the Board vote to approve the performance evaluation for the Police Chief as proposed by the Chairman, and further to authorize an increase in compensation of _____ for FY18.

5. **Move** to adopt the draft recommendation to the Planning Board regarding traffic mitigation for the Wellesley College Temporary Trailer PSI-17-02.

6. **MOVE** to approve the proposed response from the Town to the Massachusetts Housing Partnership as proposed regarding the development at 1-8 Delanson Circle.

6. **MOVE** to approve the proposed response from the Town to MassHousing as proposed regarding the development at 680 Worcester Street.

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Our regularly scheduled meeting **begins on Tuesday at 7:00 PM** in the Juliani Room at Town Hall in order to accommodate an executive session and a meeting with the School Committee. Please note that I will be away from the office this week so not at the meeting. Meghan is well prepared to handle all of the items before you.

1. Citizen Speak

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 EXECUTIVE DIRECTOR OF GENERAL GOVERNMENT

MEMORANDUM

DATE: July 14, 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.

- With our bill from MIIA for our various property and liability coverages for next year we received our credits for participating in their rewards program. The program provides an invoice credit for various activities that help reduce risk such as attending training, adopting policies, completing proactive maintenance and safety checks across the organization. This year our credits totaled just under \$30,000, a slight decrease from last year but a very good effort.
- Good news on the 900 Worcester project – the Planning Board approved the project at their meeting on Monday night, and the decision should be filed by the time you read this. That allows the developer to move on to the next step to file with the ZBA to get a hearing scheduled for September.
- We received 72 applications for the vacant Executive Assistant position which we have reviewed this week. We intend to bring in seven candidates for first interviews the week of July 24th.
- We had the site walk on Tuesday for the affordable housing project proposed for 680 Worcester Street. Several members of the Planning Board were in attendance as well as some neighbors. There was real concern noted about the parking and traffic pattern, as any vehicles larger than a car (Fedex truck, garbage truck, fire

truck, moving van) could pull into the site, but to exit would have to back out onto Route 9. We clearly pointed out to the developer that this was a safety concern that we take very seriously. We have made some minor edits to the comments letter on this project in your packet to better emphasize some of these concerns.

- Meghan, Michael Zehner and I had a phone conference with a firm interested in proposing a medical marijuana facility in Wellesley on Wednesday. We shared with this group the concerns raised by the Town when a previous party had approached us, and that we believed that residents were already served by three dispensaries that are in neighboring communities. Should the board wish to revisit this topic we can continue the conversation with them towards a possible presentation at a posted meeting.
- Meghan, Michael, Harriet Warshaw and I also held a meeting on Wednesday with a developer interested in locating an assisted living facility in Wellesley. We discussed two possible locations and provided him with some insight into our process in Town and what types of concerns we believe the boards would have. The sites are on Maugus Avenue behind Green's Hardware, and on Washington Street next to the TPC and three properties that abut this one behind it. We will continue the conversation with him to see if he does want to try and put a project forward.
- Marc Waldman, Scott Szczebak and I met this week to begin the process of re-negotiating the health insurance plans offered to all town and school employees, as the current plans sunset on June 30th. We will begin by inviting the union leadership to come and learn about the plans, would like to schedule the same with department heads and the school administration, and we've begun running cost scenarios of the plans that will help inform our bargaining position. We'll keep you updated as that moves forward.
- There are a number of things of interest in the FNM correspondence to look over, one of which is a memo from DPW making year end transfers between accounts.
- We received an email from David Himmelberger indicating that he will be representing Smith and Wollensky restaurant as they are pursuing the space vacated by Blue Ginger. He has asked for a meeting with Meghan and I the week after next to discuss the layout of the restaurant and the number of seats permitted in the bar area.
- As you may recall, this was the second week that we've switched to "summer hours". With Town Hall closed on Tuesday for the holiday it was not a good barometer of how residents feel about that, but we did close on Friday at noon. I would be interested in any feedback you may hear about this as we go through the summer to determine whether we should continue this change next summer or chalk it up to experience.
- I will be on vacation next week and thus will not send out a weekly report next Friday the 21st. I will have access to email throughout the week and am reachable on my cell phone at 508-373-4121. Meghan and Terry will both be in the office as well and of course they can assist you should something arise.

2. Discuss FY19 Budget Calendar and Draft Budget Preparation Manual

Included in your packet is our first draft of the proposed manual to assist the organization with development of the FY19 budget. We have focused on the details of the operating budget and compiling all of the various forms that are used to do so. We will next be adding language regarding the capital budget process. The timing of internal meeting was such over the last week that we've met with the Advisory Committee Chair to review this, and shared it with department heads. Sheryl will be at the meeting to go over the document, and the input we've received thus far. We would appreciate your thoughts on the draft as well so that we can fine tune it before the actual budget season begins this fall.

NO MOTION

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Town of Wellesley
Fiscal Year 2019
Budget Preparation Manual



Finance Department

July 1, 2017

Budget Preparation Overview

Boards and Committees

The Town of Wellesley strives to provide excellent services to its citizens via its numerous elected and volunteer boards and departmental managers. Each board/department has a mission statement and work plan which is the basis for its annual operating and five- year capital request. The Town is currently undergoing a significant strategic planning process to synthesize these departmental goals and missions into a unified strategic plan. It is hoped that the resulting **Unified Plan** document will be adopted and help further shape resource allocation across the organization.

The Town has long valued its fiscal strength, stability, and financial leadership; as evidenced by its continually maintained Aaa bond rating, multi- year financial awards, formal reserve and investment policies, and commitment to funding its past service liabilities (Pension, OPEB). The Board of Selectmen are charged with bringing forth a balanced annual town-wide budget (in addition to articulating a longer term town wide financial plan (TWFP) with at least a three- year outlook) that maintains this fiscal strength. Guidelines are (currently) an important method of allocating the resources available after providing for long term financial responsibilities.

The current method of allocating available resources starts with the Board of Selectmen's review and analysis of current revenues and revenue enhancement opportunities presented by the Finance Director. After factoring in fixed costs, such as issued debt and past service liabilities, the Selectmen develop budget guidelines to help allocate remaining available funds to all of the departments. Each Board is expected to develop a budget falling within guideline. New initiatives and costs beyond guideline will be discussed and further evaluated by Advisory and the Board of Selectmen during the budget cycle. Other funding mechanisms (such as on override or debt exclusion) may ultimately be proposed if a worthy initiative cannot be funded within the current year's resources.

Under the Town's bylaws, the Board of Selectmen are tasked with coordinating the annual budget submissions for all boards; coordinating the timing of capital requests and determining methods for financing capital needs; estimating available revenues; and developing the Town Wide Financial Plan and Five Year Capital program. In order to accurately create (1) the "Sources and Uses" format required by bylaw 19.16.1, (2) the Town Wide Financial Plan, and (3) the Five Year Capital Plan, the Finance Department, under the direction of the Board of Selectmen and Executive Director, have developed standard formats for receiving departmental requests. The format includes a departmental narrative outlining departmental responsibilities and current objectives with emphasis on current year needs, a revenue summary, and detailed operating budget requests showing a four-year history. The Finance Director, under S19.42 c of the bylaws assists "in the development of budgets and reviewing all budgets for format, completeness, and accuracy before submission to the Advisory Committee".

After Town Meeting is completed, the Finance Department will enter the budget for the next fiscal year into the MUNIS financial system. The MUNIS system has built in financial controls, which help manage expenditures and demonstrate legal compliance with the budgets as approved by Town Meeting. The standardized format ensures consistency and enables the budgets to be easily entered with limited additional effort. The standardized format also greatly facilitates contract costing.

The purpose of this manual is to describe how to apply Board of Selectmen budget guidelines to annual departmental operating requests, and to give instructions on how to communicate and prioritize capital needs. The Manual will include details on how to prepare the standard templates for both operating and capital requests, as well as providing the Selectmen's recommended budget submission schedule.

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Application of Operating Budget Guidelines

Introduction

Operating budget guidelines are established by the Board of Selectmen in early Fall for the upcoming fiscal year. The Selectmen arrive at this decision after evaluating the Town's financial position as prepared by the Finance Director, and with input from other boards and committees regarding their anticipated priorities. In recent years there has been a separate budget guideline for school and non-school departments. Departments should be aware that going forward the guidelines may be different for salaries and for expenses and may even vary by department.

Guidelines will also be provided for operating expenses and may or may not be the same as for personal services.

All departments must meet guidelines after all factors (contracts, steps, longevity, merit pay, etc.) are taken into consideration. If a department is over guideline in personal services after all increases and benefits are calculated, then that department will have to reduce its staff or expenses to meet the guidelines.

1.0 Personal Services

1.1 Overview

There are four types of employees to consider when calculating wages increases for the upcoming year.

- 40-series employees who typically receive a flat percentage increase, recommended by the HR Board, which mirrors that which has been negotiated by the unions.
- 50/60 series employees who are compensated through a merit pay plan which is administered and appropriated by the Human Resources Department.
- Unionized employees – there are 13 town and school unions which have agreements that specify the percentage Cost of Living Adjustment (COLA) received by these groups each year.
- Contract employees – Executive level positions that have their compensation set by their respective Board.

Locate your department's operating budget template. Each year, Finance updates the basic information on the templates and places them on the H-drive under the "FIN" folder. This is so that department heads and their boards can spend more time budgeting for the fiscal year instead of changing formatting details and entering previous year actuals. From there, look for the folder labeled "FY19 Operating Budgets" and locate your department's template under either the "Selectmen" or "Non-Selectmen" sub-folder. Please make a copy of that excel file and save it to your personal F or G drive. Do not forget to periodically save your template as you begin updating the document. This will prevent any data that you enter and change from being lost. The template is made up of three tabs: Salaries, Personal Services & Expenses, and Summary. In these three tabs, the salary tabs links to the PS&E tab, which links to the summary tab. Updating the salaries on the salary tab and the expenses on the PS&E should be enough to link your items correctly. It is important to check your template to ensure all the items are linking correctly once you have finished working.

1.2 Pay Weeks

Please keep in mind that you must budget for a varying number of work weeks each year. In FY19, you will need to budget 52.0 weeks of pay in your operating budget. From year to year this number changes, so please ensure that your operating template reflects the correct number of weeks. To the right you will see the work weeks that will be used in the operating budgets for the next four years. In the operating templates that Finance updates initially, this calculation should already be done for you. However, it is the responsibility of department heads to ensure that this is correct before submitting the budget. If you wish to check that the formula in your template is correct, you can view the work week multiplier in the total column on the salary tab of your operating budget document.

FY19	52.0
FY20	52.4
FY21	52.2
FY22	52.2

1.3 Employee Job Classes

As outlined in the overview, there are four main types of employees in the Town and each group has special budgeting requirements. The requirements are detailed below:

- **40-series employees** are the hourly clerical “town” staff. The amount of increase for these employees is determined by the Human Resources Board and the percentage increase will be communicated to all departments by Finance once the guidelines are finalized. This salary increase amount remains in department operating budgets throughout the budget process and is never removed. These employees are eligible for longevity as well. Please consult the (40 Series) longevity table to the right and add longevity to the budget where necessary.
- **50/60-series employees** these salaried “town” staff are eligible for increased compensation through the merit pay plan, based upon the result of their annual performance review. The HR Board recommends a pool of funds for fiscal year merit bonuses, usually as a percentage increase in payroll costs. Because the results of performance evaluations are unknown at the time the budget is created, departments must factor into their calculations providing this increase for their eligible employees. After budgets are turned in, the Finance Department then removes these funds from those budgets and appropriates a like amount in a separate article at Town Meeting. This process enables all relevant parties to see the estimated true cost of employee salaries.
- **Unionized employees** receive their compensation based upon their respective union agreement with the Town and Schools. All COLA, steps, lanes, certifications, stipends, longevity and any other benefits associated with the contracts must be calculated in your operating budget submission. Some bargaining agreements also have mid-year steps that departments will have to budget for as well. These amounts also stay in the operating budget through the process and are not accounted for separately.
- **Contracted employees** There are four “town” employees under contract (Executive Director, Finance Director, Police Chief, and Fire Chief) as well as a number of School department personnel. Raises for these positions must be built into the operating budget and the increase does not get removed prior to Town Meeting, unlike the merit pay plan employees. Departments must include monies for this purpose based either on the language of the employee’s contract, or what the Board estimates should be an increase in compensation for the ensuing year.

Years of Service	Amount
30 or more	\$ 800.00
25-29 years	\$ 700.00
20-24 years	\$ 600.00
15-19 years	\$ 500.00
10-14 years	\$ 300.00

There are several other points to consider in budgeting for personal services:

- **Unsettled union contracts:** Union contracts are typically three years in length, and because they expire on a fiscal year basis, it is very likely that they will not be settled and the COLA unknown prior to development of the next year’s budget. To account for this, the department must estimate an increase to show the potential impact of a settled contract to that department’s budget. Department staff is encouraged to work with the Executive Director, Finance Director, and HR Director to determine what this estimated amount should be. That amount for all applicable employees must be calculated into the department’s budget so they can fully assess whether they have met the budget guideline or exceeded it. Prior to Town Meeting that salary amount will be then be removed and appropriated separately in another warrant article so as to not impact the Town’s bargaining position with its unions. When the new fiscal year begins, Finance will then make the adjustment to add the needed funds to that department’s operating budget. In an unsettled contract year, the guideline for cola increase is zero. Only existing step progressions or longevity terms should be budgeted.
- For Fiscal 2019, all contracts except Police Patrolmen and Supervisors have been settled, so budgets will be developed using the contractual parameters and the paragraph above will not apply

1.4 Vacant Positions

Departments must budget vacant positions at the mid-point of the salary range. For example, if a department has a long time employee who was at the top of their range in their job class and has recently retired from their position, the difference in salary is removed. Departments should budget at only the mid-point and would therefore see a slight decrease in that salary line. As the salary tables are created by the Human Resources Department, and are based on comparable industry standards, this method of budgeting allows for fair compensation of employees while preventing an uncontrollable growth rate in a department’s budget.

1.5 Salary Tab

The salary tab of your operating budget is where all of the personal services calculations will take place. Please list all employees by name and title. Then show each employees current year weekly salary followed by their starting weekly salary amount in the budget request year. Following this step, list out all their additional stipends and add to a total weekly pay amount. For union or 40 series employees that have a mid- year step, then list their new weekly mid-year amount, followed by their stipends and add to a total weekly amount. For those who do not have mid-year steps, simply take your weekly amount and multiply that by the number of the aforementioned pay weeks for that fiscal year. If you are working with a mid-year step, you will have to calculate out how many weeks your employee will be at the first weekly salary and how many weeks they will be at the second weekly salary to come to a grand total for the fiscal year. The examples below show a regular 60 series employee with no stipends and steps followed by a union employee with an education stipend and a mid-year step increase. Please also keep in mind that a 40 series employee and our union employees are eligible for a step increase six months are they begin working for the town. This six-month anniversary then becomes their one-year anniversary for their following step increases.

Job Title Employee Name	FY18 Rate as of 6/30/2018	Group - Step	FY19 Starting Rate 7/1/2018	Ed. Stipend	Weekly	Group-Step	Step Rate	Ed. Stipend	New Weekly	Total
Municipal Zoo Director Don Duquette	\$ 2,200.00	62	\$ 2,244.00	N/A	N/A	N/A	N/A	N/A	N/A	\$ 116,688
Municipal Zoo Coordinator Anthony Tigre Date of hire 6-1-17	\$ 1,000.00	Z50-1 7-1-17	\$ 1,020.00	15.00	1,335	Z50-2 12-1-17	\$ 1,040.40	15.00	\$1,055.40	\$ 54,436

1.6 New Employees

Requests to add new employees generate additional costs and thus require additional steps. First, the Human Resources Board must approve any new position by December 1st. This requires enough lead time for Human Resource to evaluate the position, prepare job descriptions and go through their internal process. Second, the Advisory Committee must also be provided sufficient time to review the new position request. Lastly, once the new position is approved, the position must be added to the operating budget with an extra \$20,000 to show the true cost of a full-time benefited employee. For employees less than full time, the Finance Department will ask you to add some form of a prorated benefits cost. This benefited amount, along with merit pay, will be removed prior to Town Meeting and budgeted for with other like costs. However, your operating budget must be evaluated versus guideline with this amount added to your grand total.

In effort to assist departments with planning for a new position, we have created a new form (Appendix B) which must be used to project work space and tool that will be needed by a new employee in your budget. Examples of this include: a new computer, phone, office supplies, and anything else relevant for that employee to complete their specific job. To make this process easier, Finance has created a new employee form that must be completed by any department adding staff. This form should be completed, signed by your department head or board chair, and submitted with your operating budget. It is pre-populated with typical items and average costs. The items listed in your new employee form should also appear in your operating budget in both the personal services and expense part of your budget request. This form can be found in the H-Drive under the "FIN" folder then "Forms" subfolder.

2.0 Expenses

2.1 Overview

The expense part of your budget can be found on the middle tab of your operating budget template titled "Personal Services & Expenses." On this tab, you will add all the items you need that are not personal services related. This section includes office supplies, conferences, training and development, travel and anything else your department might need to fulfil its mission. The expense part of your operating budget has four parts in addition to the price for any line item: Munis Org, Munis Object, the account title, and the explanation. All of these pieces should be filled-in for each item in your expense budget. For the price part of your budget, research, calling vendors, and past expenditures should guide the decision making process that will lead to a complete expense budget. Departments should also be prepared to answer questions from Advisory on specific line items.

2.2 Categorizing Expenses

Expenses should be placed with the corresponding account title and explanation. First, the account title relates to the Munis Org and Object. For most departments, generic expenses have been set up in Munis and many of the account titles that you need will already be there. However, some departments may have more unique expenses that do not fit in with existing Munis codes. For example, a department may have to purchase paper bags for an initiative. Such an item would not appropriately go under office supplies or any other Munis code description. Therefore, it is recommended that departments work with Finance to determine when it is appropriate to have new accounts created. Finance is happy to create new Munis codes if the situation merits it. Please see appendix "A" for a list of commonly use expense charge codes. When adding a new expense line, please reference this list to see what is available. The

Explanation part of your budget is more of a free-text field where details can be given about the specifics of a line item request. The Munis description "Conferences" can list specific conferences that the staff of a department is planning to visit in the coming year. You are encouraged to provide as much specificity as possible to better inform those who review your budget as to what it includes.

2.3 Centralized Expenses

Gas and Utility costs are centrally managed and budgeted by the Facilities Maintenance Department. Fuel costs are managed by the Department of Public Works. The Executive Director's office prepares a centralized Legal budget. Each year, HR will disseminate the IRS per mile employee reimbursement rate to be used when estimating annual mileage. Departments will then use that number and research the distance employees may be driving that year based on past expenditures, google maps, and other distance measuring resources that might make sense.

2.4 Budgeting for IT Equipment and Services

The IT Department (ITD) has traditionally budgeted for enterprise software systems used by many/all departments (e.g. MUNIS, MS Office). Following conversion to a new VoIP telephone network in 2015, budgets for basic telephone service were also consolidated into the ITD operating budget. Starting as early as FY18, ITD intends to budget centrally for the preventative replacement of all PCs and printers connected to the Town's network. Other software and equipment that are specific to a department's mission should be budgeted by those departments in the account numbers listed below. ITD maintains an inventory of PCs and printers and will work with your department during the budget planning process to establish an appropriate equipment replacement schedule and discuss future needs. All new software and equipment purchases for non-School departments must be made through/by ITD to ensure compatibility with existing systems, and to establish a single point of contact with vendors for billing and technical support.

- 530800 (Computer Software Services), 534080 (Software Licenses), 542060 (Software) – Include licensing, subscription, and maintenance/support contracts for software used exclusively by your department (e.g. AutoCAD, RecTrac, MySeniorCenter, Quickbooks, etc.)
- 534020 (Telephone), 534050 (Telecommunications), 534055 (Cable and Internet) – Include monthly charges for internet or wire-line telephone service from Comcast, Verizon, or another provider. Any expenses related to wireless/cellular phone service.
- 543030 (Computers Maintenance), 543040 (Equipment Maintenance), 583030 (Technology Equipment) – Include new laptops, tablets, scanners, projectors, routers and other devices *not* connected to the Town's network, including accessories (e.g. docking stations, cables, etc.). Costs will vary greatly by use/configuration and ITD will work with you to obtain quotes for budgeting purposes.

2.5 Encumbrances

When updating the column on your expense tab that represents the most recently completed year, you will need to also update the encumbrance amount at the bottom of that column. The total encumbrance amount for the most recent completed year should be what was actually spent the following year, not the grand total that was encumbered. For example, for the FY19 budget request submission, your most recently completed year would be FY17. The total encumbrance you want to update in FY17 would then be what was actually spent in FY18, not the total amount that was originally encumbered. Therefore, if

you originally encumbered \$500 from FY17 but only spent \$400, you would record \$400 in the FY17 column.

2.6 Revolving Funds

When considering your departments budget needs, the use of a revolving fund needs to be requested during this time. The budgets for all existing revolving funds must be approved at annual town meeting for the coming fiscal year. Any new revolving funds must also be approved in order to use them in the coming fiscal year. If your revolving fund is not set up prior to the start of the fiscal year, your operating budget must absorb the charges. Please make a formal request to Finance for the creation of a new revolving fund when submitting your operating budget template. Please include the purpose of the new revolving fund in your request to Finance.

3.0 Narratives

3.1 Narrative Overview

All departments must submit narratives to the Advisory Committee and the Finance Department with your budget request. The narrative is a department's opportunity to talk about the mission of the Board or Department, past initiatives, current initiatives, future goals, benchmarking, relevant statistical data, and any other aspects that might be of interest to Advisory and the public. The department narrative is where a department should outline current challenges and demonstrate why funding above the guideline is necessary if applicable. The narrative of each department should be formatted to include the following sections: Mission, department overview/organizational structure, highlights from the past year, coming year goals/initiatives, long term goals/initiatives, personal service budget summary, expense budget summary, revenue chart if applicable, and a section explaining why a department needs more resources or cannot comply with guidelines (if necessary).

3.2 Mission Statement

The mission section of your narrative should go into detail about why your department exists. This section is where the department states what service it provides to the tax payer at the highest level of description. This is also the place to state how your department intends on being run and what qualities and values embody your department.

3.3 Organizational Structure

The department overview/organizational structure is where more details are given about the composition of the department. This space is for talking about who is in charge, what the hierarchy in the department is, what their responsibilities are, and how many employees there are in the department.

3.4 Previous Accomplishments

The narrative should also include space for past year highlights. In this section, the department should talk about goals and initiatives that were completed in the past year and how that has effected the Town for the better. This space can be used to describe completed projects and their effects, successful studies that were completed, new programs that were rolled-out, and any other relevant statistics or items of interest.

3.5 Department Goals

The next section should now go into what the department wishes to accomplish in the coming year. This should include new programs, projects, initiatives, and goals along with how these items will benefit the Town. Additionally, with the creation of the Unified Plan, departments should give thought about how their operating budget will tie in to the Unified Plan and their own departmental strategic plans.

3.6 Operating Budget Summary

The next two sections should be summaries of your personal service and expense budgets. Departments should describe any special situations that make up their personal service budget (contract employees, union agreements, mid-year steps, etc.) and go into detail about any new staffing requirements. The expense budget section is the opportunity to speak about initiatives that are driving costs and any other details that might raise questions from Advisory or the Board of Selectmen (conferences, mileage, new expense items, etc.). Additionally, departments should explain what is driving their expense budget if the expense budget is not within guideline.

3.7 Revenue Explanation

As part of departmental functions, some departments collect payments for various services or programs. All departments that take in revenue of any kind should create a section in their narratives devoted to an explanation of those activities and a revenue chart showing the total amount of money collected for the last three completed years, a year to date of the current year, and an estimate for the coming year.

3.8 Out of Guideline

The final section of the operating budget narrative is for a department to request more resources and explain in further detail why they cannot comply with guidelines if necessary. In this section, departments will make their "sales pitch" to the Board of Selectmen and Advisory if they are requesting additional staff, unplanned capital, or increases in their expense budgets that their budgets over guidelines. Much consideration should be given to this section so that the requests being made by the department are clear. All sections of the narratives should be written so that a person who has no familiarity with municipal government can understand what is being described. This reduces the amount of questions that relevant parties might have and makes for a much less complicated request process.

Budget Submission Timeline

- July 1, 2017 Fiscal Year begins
- Early August – Input by Departments, Advisory, and Finance on budget guidelines
- Mid-August – Capital templates are distributed by Finance with instructions
- Late August – Finance recommends budget guidelines to BOS
- September 8th – Advisory Committee announces work schedule
- September 15th - ATM draft warrant articles due from all Departments/Boards
- September 25th – Operating Budget guideline finalized
- September 28th – Inter-board meeting to review guidelines/go over budget document
- September 29th – Operating budget manual & forms sent out
- October 13th – Capital budget requests submitted to Finance
- October 16th – Capital budget review begins for BOS and Advisory
- Late Oct/Early Nov – Special Town Meeting
- November 17th – Operating budgets due (non-school)
- November 20th – Operating budget deliberations begin & tax classification hearing
- November 30th – Final day to submit warrant articles for ATM
- December 8th – Selectmen’s budget workshop
- December 12th – School operating budget due
- December 15th – Determine budget gap & begin closing process
- January 2nd – BOS begins review of draft ATM warrant
- January 25th - Inter-board meeting to update boards on budget status
- January 29th – ATM warrant is executed/signed by BOS & motion assignments made
- January 30th – Last day to notify the Town Clerk of a question on the ballot
- February 5th – Motions due to Selectmen’s office (draft)
- February 7th – Advisory Public Hearing on the ATM Warrant
- February 15th – Balanced budget released
- February 26th – Completion of the Town-wide Financial Plan
- March 3rd – Advisory Saturday Deliberation
- March 6th – Annual Town Election
- March 8th – Advisory Report sent to printer
- March 9th – Final ATM motion updates due
- March 15th – Advisory Committee Report released & mailed to Town Meeting Members
- March 16th – ATM motions sent to Town Meeting Members
- March 26th – Annual Town Meetings begins (Day 1)
- March 27th – Annual Town Meeting (Day 2)
- April 2, 3, 9, 10 – Additional Town Meeting nights as necessary

Operating Budget Checklist

1	Review Guidelines
2	Obtain template from the H Drive under Finance
3	Save template to personal F or G drive
4	Save your template periodically as you work
5	Confirm that salaries are correct in the current year column on the salaries tab
6	Confirm that union employees and 40-series employees have the agreed to increases in the budget request year on the salaries tab
7	Confirm that the 50/60 series has the correct estimate for the merit pay increase in the budget request year on the salaries tab
8	Confirm that the "Total Salary Request" column on the salary tab is multiplying all employee salaries by the correct amount of pay weeks
9	Confirm that all employees who are eligible for longevity by July 1st of the current fiscal year have their longevity budgeted on the salary tab
10	Confirm that the actuals are correct in the previous fiscal years on the Personal Services and Expense tab (PSE)
11	Confirm that the current year budget column is correct on the PSE tab
12	Confirm that the formulas are correctly pulling the salaries from the salaries tab into the budget request column on the PSE tab
13	Confirm that the "Variance" columns are correct for personal services on the PSE tab
14	Confirm that the personal service subtotals are correct on the PSE tab
15	Enter expense requests in the budget request year column on the PSE tab
16	Confirm that the "Variance" columns are correct for Expenses on the PSE tab
17	Confirm that the Expense subtotals are correct on the PSE tab
18	Confirm that the encumbrance request amounts are correctly in the years they were spent in on the PSE tab
19	Confirm that the "Department Total" are correct on the PSE tab
20	Confirm that all totals on the "Summary Schedule" tab are correctly flowing from the PSE tab by the descriptions on the left side of the page
21	Confirm that the Subtotal for Personal Services and Expenses is correctly adding from the information above it on the Summary Schedule tab
22	Confirm the "Total" at the bottom of the Summary Schedule tab is correctly adding the two subtotals on that page
23	Confirm the Permanent Staffing totals at the bottom of the Summary Schedule tab

Capital Budget Checklist

1	Review Procedures
2	Obtain template from the H Drive under Finance if template was not sent to you directly
3	Inform Finance if you need assistance adding additional project tabs to your template
4	Save template to personal F or G drive
5	Save your template periodically as you work
6	Confirm that projects and dollar amounts from the previous fiscal years are the same and change them where necessary on the individual project tabs
7	Confirm that all project reference numbers and descriptions on the Summary tab match the project reference numbers and project descriptions on the individual tabs of your template
8	Confirm that all descriptions of current projects are still relevant on all project tabs of your template
9	Create and fill in any new project tabs on your template
10	Check that all the fiscal year total columns on all your project tabs link to the summary page in the matching fiscal year
11	Confirm that the formulas in the Total Capital Requests row and the 5 Year Total column are adding correctly on the Summary tab

Appendix A

Common Munis Expense Accounts

Object	Description
521030	FUEL OIL
524010	BUILDING MAINTENANCE
524020	VEHICLE MAINTENANCE
524030	EQUIPMENT MAINTENANCE
524040	OFFICE EQUIPMENT MAINTENANCE
524045	COPIER MAINTENANCE
524050	COMPUTER EQUIPMENT MAINTENANCE
524060	COMMUNICATIONS MAINTENANCE
524090	OTHER CONTRACTUAL SERVICES
527010	BUILDING RENTAL/LEASE
527030	EQUIPMENT RENTAL/LEASE
527050	COPIER MACHINES RENTAL/LEASE
527090	OTHER RENTALS/LEASES
530100	LEGAL SERVICES
530500	TRAINING AND DEVELOPMENT
530600	APPRAISALS AND SURVEYS
530700	ARCHITECTS AND ENGINEERS
530750	PROJECT MANAGEMENT SERVICES
530800	COMPUTER SOFTWARE SERVICES
530900	OTHER PROFESSIONAL SERVICES
534010	POSTAGE
534020	TELEPHONE
534030	ADVERTISING - GENERAL
534035	ADVERTISING - EMPLOYMENT
534040	PRINTING AND MAILING EXPENSE
534050	TELECOMMUNICATIONS
534055	CABLE AND INTERNET
534060	PHOTOCOPYING
534080	SOFTWARE LICENCES
534090	OTHER COMMUNICATIONS SERVICES
538090	OTHER PURCHASED SERVICES
541010	GASOLINE
541020	DIESEL FUEL
542010	OFFICE SUPPLIES
542020	COPIER SUPPLIES
542060	SOFTWARE
542090	OTHER GENERAL SUPPLIES
542110	UNIFORMS
542130	WORK CLOTHING
543010	BUILDING MAINTENANCE/REPAIR SUPPLIES
543030	COMPUTERS MAINTENANCE/REPAIR SUPPLIES
543040	EQUIPMENT MAINTENANCE/REPAIR SUPPLIES
543060	CUSTODIAL MAINTENANCE/REPAIR SUPPLIES
543090	OTHER MAINT/REPAIR SUPPLIES
545000	CUSTODIAL SUPPLIES
549095	PROMOTIONAL MATERIALS
554200	OTHER PURCHASED PRODUCTS
555160	SUPPLIES
566010	SALES TAX
566020	FUEL TAX
566030	MEALS TAX
571010	TRAVEL - MILEAGE
571110	CONF/MTGS - ADMINISTRATORS
571120	CONF/MTGS - PROFESSIONAL STAFF
571130	CONF/MTGS - SUPPORT STAFF
571140	CONF/MTGS - COMM/BOARD MEMBERS
573090	DUES - OTHER
583030	TECHNOLOGY EQUIPMENT

Appendix B

New Position Form

This form to be used when a Department is requesting a new position. Positions must be approved by Human Resources by December 1st, so please allow adequate lead time (check with HR). Once this is done, use this form to calculate the true cost of a new position by entering all the information requested below. Have your Department Head or Board Chair Person sign off on the completed form and submit this form with your operating budget.

1. Employee Job Title	2. Employee Job Class	3. Hourly Rate	4. Hours Per Week	5. Pay Weeks	Personal Services
					\$ -

New positions require \$20,000 standard benefit assessment n/a

Subtotal Personal Services #VALUE!

	Y	N	Amount	
6. Work Space for new Employee?	<input type="checkbox"/>	<input type="checkbox"/>		Consult IT for wiring costs
7. New Computer for Employee?	<input type="checkbox"/>	<input type="checkbox"/>	-	
8. New Telephone for Employee?	<input type="checkbox"/>	<input type="checkbox"/>	-	
9. New Chair for Employee?	<input type="checkbox"/>	<input type="checkbox"/>		Enter cost manually
10. Conferences	<input type="checkbox"/>	<input type="checkbox"/>		Enter cost manually
11. Dues	<input type="checkbox"/>	<input type="checkbox"/>		Enter cost manually
12. Travel/Mileage	<input type="checkbox"/>	<input type="checkbox"/>		Enter cost manually
13. Misc Office Supplies for Employee?	<input type="checkbox"/>	<input type="checkbox"/>		Enter cost manually

New Employee Grand Total #VALUE!



Town of Wellesley

FY2019 Budget Request

Executive Director Operating Request

Department: 122
 Department Head: Hans Larsen, Executive Director

DEPARTMENT EXPENDITURES	FY15 Actual	FY16 Actual	FY17 Actual	FY18 Budget	FY19 Request	\$ Variance FY18-19	% Variance FY18-19
Personal Services							
Full Time	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Part Time/Temp/Seasonal	-	-	-	-	-	-	0.00%
Longevity	-	-	-	-	-	-	0.00%
Subtotal, Personal Services	-	-	-	-	-	-	0.00%
Expenses	-	-	-	-	-	-	0.00%
Encumbrances	-	-	-	-	-	-	0.00%
	-	-	-	-	-	-	0.00%
TOTAL	\$ -	\$ -	0.00%				

PERMANENT STAFFING (FTEs)	FY15 Actual	FY16 Actual	FY17 Actual	FY18 Budget	FY19 Request
Position Titles:					
Executive Director	1.0	1.0	1.0	1.0	1.0
Senior Deputy Director	1.0	1.0	1.0	1.0	1.0
Deputy Director	1.0	1.0	1.0	1.0	1.0
Staff*	2.0	2.0	2.0	2.0	2.0
Total Number of Positions	5.0	5.0	5.0	5.0	5.0

* Veteran's Assistant/Insurance transferred to Finance in 2015

Executive Director Operating Request

Department: 122

Job Title Employee Name	FY18 Rate as of 6/30/2018	Group - Step	FY19 Starting Rate 7/1/2018	Total Yrly Salary	Other Funding Sources	
					Traffic & Parking (50%)	Tax Impact
Executive Director Employee Name	\$ -	xx	\$ -	27293100		
Assistant Executive Director Employee Name	\$ -	xx	\$ -			
Deputy Director Employee Name	\$ -	xx	\$ -			
Executive Assistant Employee Name	\$ -	xx	\$ -			
Administrative Secretary Employee Name	\$ -	xx	\$ -			
Part Time Seasonal						
Offsets - 50% of Employee Salary						
Longevity-Employee Name	N/A	N/A	N/A			
						\$ -

*Note: FY19 Salary is based on 52 weeks



Town of Wellesley FY2019-2023 Budget Request

Council on Aging Capital Request

Department: Council on Aging
Dept #: 541

Project Reference #:	Project Description	FY2019	FY2020	FY2021	FY2022	FY2023	5 Year Total
2019-1	Name of item or project	-	-	-	-	-	-
2020-1	Name of item or project	-	-	-	-	-	-
2021-1	Name of item or project	-	-	-	-	-	-
2022-1	Name of item or project	-	-	-	-	-	-
2023-1	Name of item or project	-	-	-	-	-	-
Total Capital Requests		-	-	-	-	-	-

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3. Grant of Location for Extension of Gas Line – Kenilworth Road

National Grid has submitted a petition for consent by the Board to install 120 feet of 4" gas main on this street in order to provide service to one new house to be located at #51 Kenilworth Road. This petition has been reviewed by DPW and they have no issue with it being approved as submitted.

MOVED that the Board vote to approve the grant of location for installation of 120 feet of 4" gas main in Kenilworth Road to serve a new house at #51 Kenilworth as requested by National Grid.

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PETITION OF NATIONAL GRID^{41/169} FOR GAS MAIN LOCATIONS

Town of Wellesley / Board of Selectmen:

The Nationalgrid hereby respectfully requests your consent to the locations of mains as hereinafter described for the transmission and distribution of gas in and under the following public streets, lanes, highways and places of the **Town of Wellesley** and of the pipes, valves, governors, manholes and other structures, fixtures and appurtenances designed or intended to protect or operate said mains and accomplish the objects of said Company; and the digging up and opening the ground to lay or place same:

To install and maintain approximate 120 feet more or less of 4 inch gas main in Kenilworth Rd., Wellesley. From the existing 4 inch gas main near house #55 southerly to house # 51 to provide a gas service to house # 51 Kenilworth Rd.

Date: June 19, 2017

By: Barbara H. Kelleher
Barbara H. Kelleher
Permit Representative

Town of Wellesley / Board of Selectmen:

IT IS HEREBY ORDERED that the locations of the mains of the Nationalgrid for the transmission and distribution of gas in and under the public streets, lanes, highways and places of the **Town of Wellesley** substantially as described in the petition date June 19, 2017 attached hereto and hereby made a part hereof, and of the pipes, valves, governors, manholes and other structures, fixtures and appurtenances designed or intended to protect or operate said mains and/or accomplish the objects of said Company, and the digging up and opening the ground to lay or place same, are hereby consented to and approved.

The said Nationalgrid shall comply with all applicable provisions of law and ordinances of the **Town of Wellesley** applicable to the enjoyment of said locations and rights.

Date this _____ day of _____, 20__.

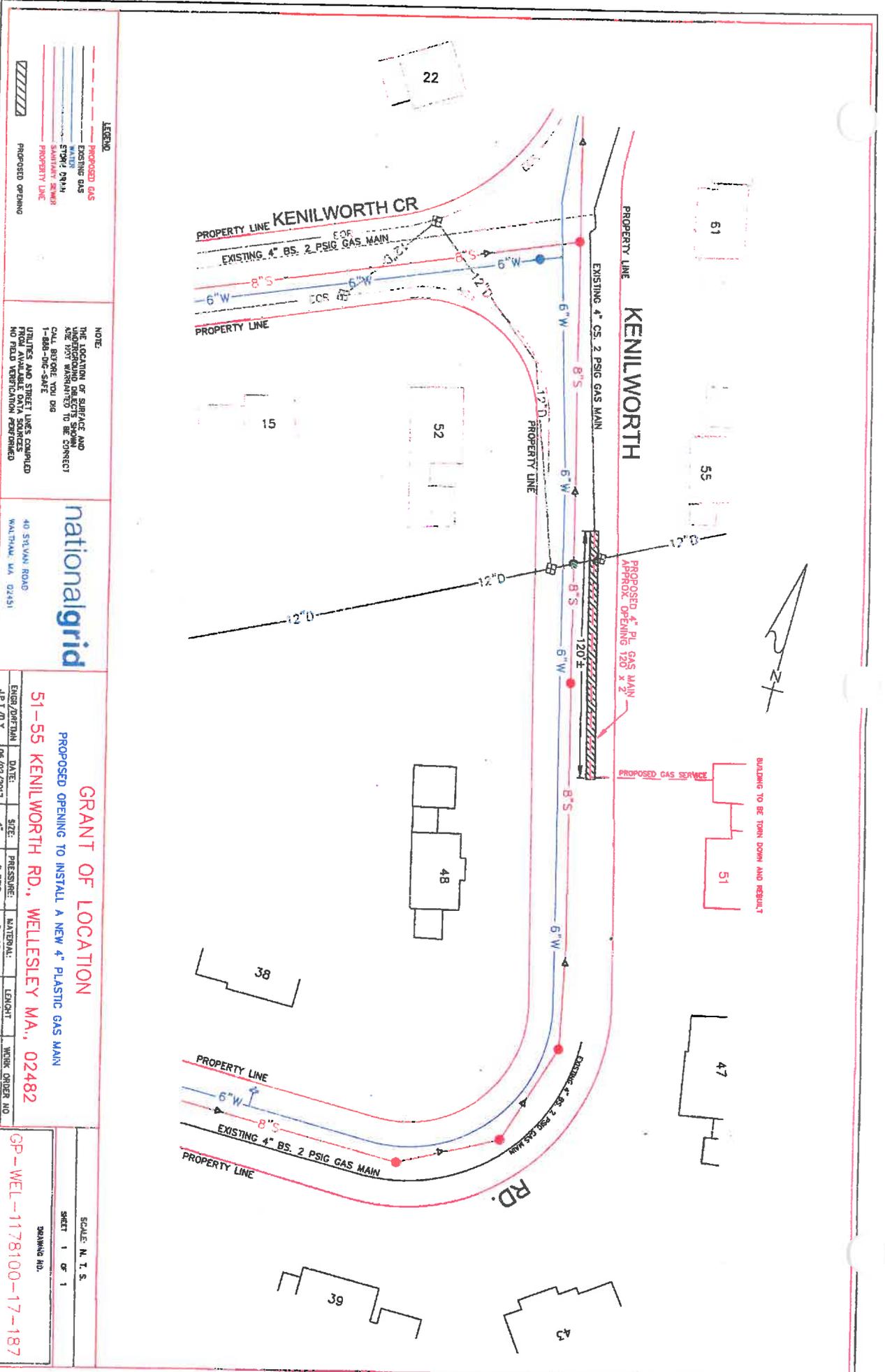
I hereby certify that the foregoing order was duly adopted by the _____ of the City of _____, MA on the _____ day of _____, 20__.

By: _____

Title

WO# 1178100

**RETURN ORIGINAL TO THE PERMIT SECTION
NATIONAL GRID
40 SYLVAN RD, WALTHAM, MA 02451
RETAIN DUPLICATE FOR YOUR RECORDS**



LEGEND

	PROPOSED GAS MAIN
	EXISTING GAS MAIN
	PROPERTY LINE
	6" W
	8" S
	PROPOSED OPENING

NOTE:
 THE LOCATION OF SURFACE AND SUBSURFACE UTILITIES SHOWN ARE NOT WARRANTED TO BE CORRECT. CALL BEFORE YOU DIG. 1-888-ONE-CALL. UTILITIES AND STREET LINES COMPARED FROM AVAILABLE DATA. NO FIELD VERIFICATION PERFORMED.

nationalgrid
 40 STUYVAN ROAD
 WALTHAM, MA 02451

GRANT OF LOCATION
 PROPOSED OPENING TO INSTALL A NEW 4" PLASTIC GAS MAIN

51-55 KENILWORTH RD., WELLESLEY MA., 02482
ENGINEER/DATE: [Signature] / 06/02/2017
DATE: 06/02/2017
SIZE: 4"
PRESSURE: 2 PSIG
MATERIAL: PLASTIC
LENGTH: 120'±
WORK ORDER NO: 1178100

SCALE: N.T.S.
 SHEET 1 OF 1
 DRAWING NO. GP-WEL-1178100-17-187

4. Performance Review for Police Chief

Annually at this time of year, the Town conducts its performance evaluations on all employees in the 50 & 60 series of the compensation plan. As the Board of Selectmen is the supervisor of the Police Chief, that performance evaluation must be conducted in a public meeting. The evaluation document and the narrative prepared by the Chairman will be handed out at the meeting.

The Chief's base compensation is set by contract and for FY18 is specified to be \$170,000. However, the contract further states that the Board may provide the Chief with a salary increase that they believe is warranted as a result of the performance evaluation. In speaking with the Chief, the police budget does include some latitude for a salary increase should the board decide to grant that.

1% = \$1700

1.5% = \$2550

2% = \$3400

MOVE that the Board vote to approve the performance evaluation for the Police Chief as proposed by the Chairman, and further to authorize an increase in compensation of _____ for FY18.

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5. PSI-17-02 Traffic Review – Wellesley College Temporary Trailers

Wellesley College has submitted a PSI project for the installation of temporary trailers on their campus involving 35,000 square feet of temporary labs, classrooms and office space that they will use as swing space for future renovation and expansion projects. As you know from other recent projects, ones that are over 10,000 square feet require the PSI process, and the Board's role in that is to provide recommendation on traffic impact to the Planning Board.

Included in your packet are the following items regarding this project:

- Memo from Meghan Jop with Staff Recommendation
- Memo from Michael Zehner about this project and the PSI process
- Letter from BETA Engineering on their assessment of the traffic impact,
- Draft recommendation letter for the Board to consider

Move to adopt the draft recommendation to the Planning Board regarding traffic mitigation for the Wellesley College Temporary Trailer PSI-17-02.

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TOWN OF WELLESLEY



MASSACHUSETTS

BOARD OF SELECTMEN

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

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

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

Date: July 12, 2017

To: Board of Selectmen

From: Meghan Jop

Re: Wellesley College, PSI-17-02 Traffic Recommendation

Wellesley College has submitted an application for a Project of Significant Impact Special Permit for the installation of 35,000 Square feet of temporary, laboratory, classroom, and faculty office space that will act as swing space for the future renovation and expansion of the existing Science Center on Campus. The installation of the trailers is necessary to allow for the continued operations of the College, and there will be no increase in enrollment or staff. The trailers would be located within the existing parking area for the Science Center and Whitten Observatory (map 1 attached in yellow). The project will displace 89 parking spaces which will require parking in other existing parking areas around campus (map 1 "P" identifies alternative parking areas).

PSI Thresholds

The submitted project triggers the PSI review due to the construction of over 10,000 square feet of new floor area. The project in total will contain 35,000 square feet of new, although temporary, structures. As part of the review, the Board of Selectmen must issue a recommendation on the traffic and pedestrian safety aspects of the project.

Impacted Intersections

PSI is specific in what intersections or roadways can be reviewed as part of the scope of a project. Impacted roadways in PSI must meet a 2-prong test. The first prong is that a particular road segment or an approach to a signalized intersection must see an increase of 20 or more vehicles in a single direction during any single hour. The second prong is that in addition to the 20+ vehicles at a signalized intersection the Average Daily Trip (ADT) must increase by 5%.

The current project **DOES NOT** trigger any impacted intersections. PSI looks at Municipal Systems Impacts – public roads are under the Town's jurisdiction. Private driveways/roads within the College Campus do not qualify as public ways. The project will require internal reconfiguration of parking for staff and students at other locations, but otherwise will not affect intersections on Washington Street or Central Street.

Sidewalks and Bikes

The application has inventoried sidewalks within 600 feet and have found only minor deterioration. The project will not impact sidewalk and bikeability, other than redirecting pedestrians and cyclists to alternative routes to the Observatory during later construction of the Science Center.

Project Evaluation

The project does not meet the two prong test for review Washington Street or Central Street. There are no unsignalized intersections that are impacted by the internal construction project.

Staff Recommended Conditions to consider

Beta has reviewed the submitted project and has found that the traffic review thresholds do not trigger additional review. Beta has asked whether the parking lot will be restored with the completion of the Science Center and has asked for information on alternative parking areas.

Staff recommends approval of the Transportation Evaluation with no conditions.

Attachments: PSI Submittal
Campus Map 1
Draft Recommendation

Map 1 – Campus Map



TOWN OF WELLESLEY



MASSACHUSETTS

BOARD OF SELECTMEN

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

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FACSIMILE: (781) 239-1043
TELEPHONE: (781) 431-1019 X2201
WWW.WELLESLEYMA.GOV
BLYTHE C. ROBINSON
EXECUTIVE DIRECTOR OF GENERAL GOVERNMENT

Date: July 13, 2017
To: Deborah Carpenter, Chair
Planning Board
From: Ellen Gibbs, Chair
Board of Selectmen
RE: Wellesley College, Temporary Trailer Project, PSI-17-02

At its meeting on July 18, 2017, the Board of Selectmen voted unanimously (5-0) to approve the Transportation Evaluation Memorandum prepared by VHB dated June 15, 2017, as being professionally prepared and providing sufficient evidence that the traffic conditions resulting from the proposed 35,000 square foot installation of temporary swing space trailers (PSI-17-02) will meet the Town's Project of Significant Impact standards for traffic, pedestrian and bicycle safety as presented. The Board considered and discussed the Transportation Evaluation on July 18, 2017 and also reviewed and discussed peer review input and suggestions from Kien Ho of Beta Group Inc.

The project does not meet the PSI threshold for a Roadway Impacted by Development as it will not generate 20 or more vehicles at a signalized intersection related to the project in a single direction during any single hour and will not increase in ADT by 5%.

The PSI standards for pedestrian and bicycle circulation require sidewalks within a walking distance of 600 feet of the Project to be provided. The project proponent has analyzed the sidewalks within 600 feet of Wellesley College. The Selectmen find the evaluation acceptable and offer no further recommendations.

The Selectmen have solicited the Chief of Police's recommendation and he has no comments or recommendations.

Attachments: June 23, 2017 Beta Review of VHB Traffic Evaluation



June 23, 2017

Blythe Robinson, Executive Director
Town of Wellesley
525 Washington Street
Wellesley, MA 02482

Attn.: Meghan Jop
Assistant Executive Director

Re: Wellesley College – Temporary Trailers Review

Dear Ms. Robinson:

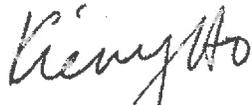
As requested, BETA Group, Inc. (BETA) has reviewed the Project of Significant Impact (PSI) Application for the proposed Temporary Trailers intended for Wellesley College. The PSI was submitted by Vanasse Hangen Brustlin, Inc. (VHB) on June 15, 2017.

The proposed temporary trailers are intended to replace an existing parking lot located east of the existing Science Center and northeast of the existing Health Services building. The temporary trailers are intended to house approximately 2,500 square feet of classroom, 2,500 square feet of faculty offices, and 30,000 square feet of laboratory space for a total of 35,000 gross square feet. It was noted that the proposed temporary trailers will replace approximately 89 parking spaces. Despite the reduction in 89 parking spaces, the Application notes that examination of campus-wide parking revealed a surplus of parking. As a result, it was expressed that other campus parking lots are underused such that the reduction in 89 parking spaces will not negatively impact site operations.

1. **Provide a map and discussion as to where on campus these vehicles may park.**
2. **Following proposed (at a later date) reconstruction of the Science Center, will the College restore parking in this area?**

If we can be of any further assistance regarding this matter, please contact us at our office.

Very truly yours,
BETA Group, Inc.



Kien Ho, P.E., PTOE
Vice President

cc: Tyler de Ruiter, P.E.
Job No: 5475-06

O:\5400s\5475 - Wellesley On-Call\Task 6 - Temp Trailers\Reports\20170623-TempTrailerReview.docx

BETA GROUP, INC.
315 Norwood Park South, 2nd Floor, Norwood, MA 02062
P: 781.255.1982 | F: 781.255.1974 | W: www.BETA-Inc.com

Robinson, Blythe

From: Zehner, Michael
Sent: Friday, June 16, 2017 10:19 AM
To: Pakstis, Mike; Joyce, Dick; DeLorie, Rick; Robinson, Blythe
Cc: Schelling, Lynda; Lamplough, Heather; Panak, Victor; Hickey, David; Saraceno, George; Healy, Débra J.; Digiandomenico, Charles; Connolly, Terry; Jop, Meghan; Grant, Michael; Mahoney, Lenore; Pilecki, Jack; Izzo, Lenny; Allen, David; Izzo, Lenny; Meyer, Julie; Timothy Singleton; mvolpicelli@vhb.com; Nowak, Chris
Subject: PSI-2017-02 - Wellesley College Temporary Trailers

Blythe, Mike, Dick, and Rick,

We have received a PSI (Project of Significant Impact) application for the installation of temporary trailers at Wellesley College (PSI-17-02), which involves the installation of 35,000 square feet of temporary lab, classroom, and office space to serve as swing space for future renovation and expansion projects. Hardcopies of the submission and plans are in the process of being forwarded to the 4 PSI Review Departments – Board of Selectmen (Blythe/Meghan), DPW (Mike/George), MLP (Dick/David) and Fire (Rick/Chuck).

We are anticipating that the Planning Board will open the Public Hearing on this application at the August 7, 2017 meeting. Therefore, it would be appreciated if you could return comments no later than August 1. However, if based on initial reviews, additional information or revisions are needed, please provide your feedback to me earlier so that I may make the applicants aware.

Tim Singleton with Wellesley College, and Chris Nowak and Miranda Volpicelli with VHB, are the primary contacts for the application, so please plan to send any comments to me as well as these individuals (cc'd on this email). If you or your board would like to meet with the applicant or any of the project professionals as you are reviewing the proposal, please include me on any communications requesting or scheduling such meetings.

To reiterate, the Zoning Bylaw indicates that no decision shall be made by the Planning Board on a PSI until it has been referred to, reviewed and approved by the four review departments (Department of Public Works for the water, sewer, storm drain, refuse and recycling elements; Municipal Light Plant for the electric element, Fire Department for fire alarm, fire protection and life safety element and the Board of Selectmen for the traffic and pedestrian safety element). The Board of Selectmen shall solicit the recommendations of the Chief of Police. The report of the Board of Selectmen to the Planning Board shall include the recommendations of the Chief of Police or verification that the Chief offered no comment. Review departments are not required to hold a public hearing for this purpose. Review departments may employ outside consultant assistance as deemed necessary.

The standards by which the Review Departments shall consider and comment on the application are as follows:

1) Water -

There shall be sufficient water capacity to meet the flow demands of the proposed use without causing municipal water flow characteristics off site to fall below the standards adopted by the Board of Public Works.

2) Sewer -

There shall be sufficient sewer capacity to meet the flow demands of the proposed use without causing surcharge in those sewer lines which serve the project and consistent with the standards adopted by the Board of Public Works.

If, based upon your review, you determine that the design as proposed does not meet the aforementioned minimum service standards, the Planning Board or the applicant may propose design alternatives and/or off-site Negotiated Improvements to allow the project to meet such standards. If you determine that minimum service standards are not met, I would encourage you to suggest plan changes, conditions, or improvements to allow such minimum service to be achieved. **If your department wishes to issue comments related to minimum service standards that are subject to the review of another department, please plan to submit those directly to that review department (for example, if the Fire Department has concerns related to Traffic, Pedestrian and Bicycle Safety, please submit those comments to the Board of Selectmen through Blythe and Meghan for their consideration).**

Please let me know if you have any questions or need any additional information.

Thanks,
Michael

Michael D. Zehner, AICP, LEED Green Assoc.
Planning Director

Town of Wellesley - Planning Department
525 Washington Street, Wellesley, MA 02482
Phone: 781.431.1019 x2234 - Email: mzehner@wellesleyma.gov

Like us on [Facebook!](#) Follow us on [Twitter!](#)

When responding, please be advised, the Town of Wellesley and the Secretary of State have determined that email could be considered a public record.

Application for Project of Significant Impact

Temporary Trailers

Modular laboratory, classroom, and
office space at Wellesley College

PREPARED FOR

WELLESLEY



Wellesley College
106 Central Street
Wellesley MA, 02481

PREPARED BY



101 Walnut Street
PO Box 9151
Watertown, MA 02471
617.924.1770

June 15, 2017

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 Refuse Disposal System

 Water System

 Sewer System

 Storm Drainage

 Traffic Impact



June 15, 2017

Ref: 12920.01

Planning Board
Town of Wellesley
525 Washington Street
Wellesley, MA 02482

Re: Wellesley College Campus Renewal – Temporary Trailer Installation
Project of Significant Impact

Members of the Board,

On behalf of our client, Wellesley College, Vanasse Hangen Brustlin, Inc. (VHB) is pleased to submit the enclosed application for Project of Significant Impact (PSI) review associated with the proposed installation of 35,000 square feet (SF) of temporary laboratory, classroom, and faculty office space that will act as swing space for the future renovation and expansion of the existing Science Center on Campus. Although temporary in nature, the proposed modular trailer facility exceeds the thresholds of a Major Construction Project and a Project of Significant Impact as defined in Section XVIA - *Project Approval* of the Town of Wellesley Zoning Bylaws, and as such, is anticipated to undergo the following Town of Wellesley site review processes:

- Project of Significant Impact (Planning Board)
- Design Review (Design Review Board)
- Site Plan Review/Water Supply Protection District Special Permit (Zoning Board of Appeals)

The Temporary Trailers, located near the existing Science Center, will allow the College to continue normal academic operations while the Science Center improvements are under construction. As such, there is no proposed increase to student enrollment or faculty resulting from the Project. The Applicant is currently in the process of developing the Science Center design to a point sufficient for Planning Board review, and intends to prepare a separate PSI application for this work in the near future.

Planning Board



Ref: 12920.01
June 15, 2017
Page 2 of 2

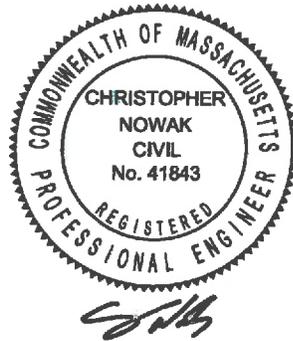
Information pertaining to the Project and the anticipated impacts on municipal systems is provided herein. Thank you in advance for your consideration of the Temporary Trailers project. We look forward to working with the Town of Wellesley to advance this project, as well as the future Science Center modifications and other Wellesley College Campus Renewal efforts. If there are any additional materials or information needed to help your review, please do not hesitate to contact us.

Sincerely,

Vanasse Hangen Brustlin, Inc.

Christopher Nowak, PE,

Project Manager
CNowak@VHB.com





PSI Application for Temporary Trailers

Application for Project of Significant Impact



WELLESLEY PLANNING BOARD
APPLICATION FORM FOR REVIEW OF A
PROJECT OF SIGNIFICANT IMPACT

DATE: June 15, 2017

ADDRESS OF PROPERTY: 106 Central Street PRECINCT G

NAME OF OWNER OF RECORD: Wellesley College

Michelle Maher
signature

EXISTING USE OF
LAND/BUILDINGS: Educational
PRESENT ZONING: Educational
PROPOSED USE OF
LAND/BUILDINGS: Educational

FLOOR AREA OF BUILDING(S) NOW EXISTING ON THE
SITE: n/a SQUARE FEET.

TOTAL FLOOR AREA OF BUILDING(S) PROPOSED ON THE
SITE: 35,000 SQUARE FEET.

AGGREGATE TOTAL FLOOR AREA OF PROPOSED NEW CONSTRUCTION
ONLY 35,000 SQUARE FEET.

(IF RESIDENTIAL) NUMBER OF DWELLING UNITS _____

AREA OF LOT OR DEVELOPMENT SITE ±100,000 SF (limit of work)
Full campus lot area = 212.2 acres

CONSULTANT(S) FOR IMPACT ANALYSIS
Vanasse Hangen Brustlin, Inc. (Permitting/Traffic) Phone 617-924-1770
Bard, Rao + Athanas (M/E/P); Nitsch Engineering (Civil)
Drummy Rosane Anderson, Inc. (Architect)

This portion to be completed by Planning Department

APPLICATION FORM AND IMPACT ANALYSIS AS REQUIRED BY PLANNING BOARD
RECEIVED BY _____

signature date

REVIEW COMPONENTS WAIVED BY PLANNING BOARD

_____ date of vote _____
_____ date of vote _____
_____ date of vote _____
_____ date of vote _____

SUBMISSION FEE RECEIVED \$ _____ date

IMPACT ANALYSIS TRANSMITTED TO REVIEW DEPARTMENTS _____ date

IMPACT ANALYSIS APPROVED BY:
Board of Selectmen _____ date
Board of Public Works _____ date
Fire Chief _____ date

Special Permit Approved by Planning Board _____ date.

WELLESLEY PLANNING BOARD

DEFINITIVE SUBMISSION - PROJECT PLAN SPECIFICATIONS

PROJECT OF SIGNIFICANT IMPACT

The Definitive Submission Project Plan shall be drawn to a scale of 1"=40' and shall show:

- a. Title and North arrow;
- b. Name of owner of record;
- c. Name of applicant (if different than owner);
- d. Names of all abutters as they appear on the most recent tax list;
- e. The general topography including an indication of open and wooded areas, permanent monuments, natural objects such as waterways, drainage courses, large boulders or ledge outcroppings, stone walls and the like;
- f. Proposed location of building(s) and structures, roads, drives, and parking areas, with the proposed rough layout of storm drains, water supply, sewage disposal system and necessary easements;
- g. The general relation of the proposed driveway(s), water, sewer and drainage systems and easements to adjoining properties and ways.

Should the plan be submitted on more than one sheet, all sheets shall be of the same size.



PSI Application for Temporary Trailers

Copy of Filing Fee

Town of Wellesley
Town Clerk's Office
525 Washington Strret
Wellesley MA 02482-5921

Wellesley College Wellesley, MA 02481-8203

INVOICE		GROSS AMOUNT	DISCOUNT	TAX	ADDITIONAL CHARGES	NET AMOUNT
NUMBER	DATE					
PERMIT 6/12/17	06/13/17	5,000.00	0.00	0.00	0.00	5,000.00

No. 00320019



Wellesley College
106 Central St.
Wellesley, MA 02481-8203

Bank of America

NO. 00320019

513
110

CHECK DATE
06/13/17

CHECK NUMBER
00320019

CHECK AMOUNT
\$5,000.00

AMOUNT OF
Five Thousand & 00/100*****

PAY TO THE ORDER OF

Town of Wellesley
Town Clerk's Office
525 Washington Strret
Wellesley MA 02482-5921

[Signature]
AUTHORIZED SIGNATURE

Wellesley MA 02482-5921

Wellesley College Wellesley, MA 02481-8203

INVOICE NUMBER	DATE	GROSS AMOUNT	DISCOUNT	TAX	ADDITIONAL CHARGES	NET AMOUNT
PERMIT6/12/17	06/13/17	7,500.00	0.00	0.00	0.00	7,500.00

No. 00320018



Wellesley College

106 Central St.
Wellesley, MA 02481-8203

Bank of America

NO. 00320018

212
110

CHECK DATE 06/13/17
CHECK NUMBER 00320018
CHECK AMOUNT \$7,500.00

AMOUNT OF Seven Thousand Five Hundred & 00/100*****

PAY TO THE ORDER OF

Town of Wellesley
Town Clerk's Office
525 Washington Street
Wellesley MA 02482-5921

[Signature]

AUTHORIZED SIGNATURE

⑈00320018⑈ ⑆01000138⑆ 312 25752⑈



PSI Application for Temporary Trailers

Certified List of Abutters

Town of Wellesley Abutters List



Date: 06/06/2017
Address: 106 Central St.
Parcel ID: 137-18
Distance: 300 feet

User Defined Distance

Property Location	Owner of Record	Mailing Address
Linden St. 123-84	Mass Bay Transportation Authority Trackage	50 High St. Boston, MA 02110
6 Cottage St. 124-36	Johnson, Allison L, & Austin-Mueller, Susanne, Trustees	6 Cottage Street Wellesley, MA 02482
630 Washington St. 124-36-A	St. Andrews Episcopal Church	79 Denton Road Wellesley, MA 02482
637 Washington St. 124-37	Smith, David B	637 Washington Street Wellesley, MA 02482
7 Lovewell Rd 124-38	Cavallaro, Michael F & Nicole	7 Lovewell Road Wellesley, MA 02482
633 Washington St. 124-39-633	Ferrell, Mimi & Robert, Trustees Mimi S Ferrell Trust 1996	633 Washington Street Wellesley, MA 02482
635 Washington St. 124-39-635	Phifer, Robert W & Nancy L	635 Washington Street Wellesley, MA 02482
631 Washington St. 124-40	Wellesley College Attn: Melissa S. Fletcher	106 Central Street Wellesley, MA 02481
18 Weston Rd 124-44	Wellesley College Attn: Melissa S. Fletcher	106 Central Street Wellesley, MA 02481
19 Weston Rd 124-45	Clark, Paul T & Moore, Margaret A	19 Weston Rd Wellesley, MA 02482
25 Weston Rd 124-66	Watts, Ellen A & Bernstein, Daniel S	25 Weston Road Wellesley, MA 02482
19 Abbott St. 124-67	Cerio, Jeffrey M & Catherine K	19 Abbott Street Wellesley, MA 02481

*OWNERS CURRENT
THRU APRIL 30, 2017*

*Libra Leo M. Cole
Chief Assessor
6-6-2017*

Town of Wellesley Abutters List

Date: 06/06/2017
Address: 106 Central St.
Parcel ID: 137-18
Distance: 300 feet

User Defined Distance

Property Location	Owner of Record	Mailing Address
17 Abbott St. 124-68	Heuer, Thaddeus A & Monaghan, Shannon F	17 Abbott Street Wellesley, MA 02482
Church St. 124-75	Town of Wellesley	525 Washington St. Wellesley, MA 02482
10 Waban St. 124-77	Lee, Mark T & Jennifer R	10 Waban Street Wellesley, MA 02482
12 Waban St. 124-78	Luchene, Lawrence & Annette M	12 Waban Street Wellesley, MA 02482
14 Waban St. 124-79	Benages, James M & Sielecki-Dzurdz, Tamara	14 Waban Street Wellesley, MA 02482
7 -1 Waban St. 124-80-1	Trumbull, Kathleen Fisher	7 Waban Street Wellesley, MA 02482
7 -2 Waban St. 124-80-2	Cunnick, Joan L	7 Waban St. Wellesley, MA 02481
7 -3 Waban St. 124-80-3	Cole, Deborah S	7 Waban Street Wellesley, MA 02482
5 Waban St. 124-81	Breda, Donald J & Ann M, Trustees Breda Realty Trust	29 Arcadia Road Natick, MA 01760
7 R Cottage St. 125-136	Milde, Paul A & Melanie H	7 Cottage Street Wellesley, MA 02482
8 Leighton Rd 125-39	Ramos, Carlos O & Codina, Neus	8 Leighton Road Wellesley, MA 02482
12 Leighton Rd 125-40	Saad, Elias N & Julianna M	12 Leighton Road Wellesley, MA 02482

Town of Wellesley Abutters List



Date: 06/06/2017
 Address: 106 Central St.
 Parcel ID: 137-18
 Distance: 300 feet

User Defined Distance

Property Location	Owner of Record	Mailing Address
11 Homestead Rd 125-42	Wellesley College Attn: Melissa S. Fletcher	106 Central Street Wellesley, MA 02482
9 Cottage St. 125-45	Taylor, George A	9 Cottage Street Wellesley, MA 02482
7 Cottage St. 125-46	Milde, Paul A & Melanie H	7 Cottage Street Wellesley, MA 02482
652 Washington St. 125-47	Wellesley NRC, LLC c/o Northland Residential	80 Beharrell Street Concord, MA 01742
650 Washington St. 125-48	Wellesley NRC, LLC c/o Northland Residential	80 Beharrell Street Concord, MA 01742
638 Washington St. 125-49	Wellesley NRC, LLC c/o Northland Residential	80 Beharrell Street Concord, MA 01742
636 Washington St. 125-50	Wellesley NRC, LLC c/o Northland Residential	80 Beharrell Street Concord, MA 01742
33 Linden St. 136-3	Indresano, Josephine A, Estate of	33 Linden Street Wellesley, MA 02482
3 -25 Linden St. 136-4	Roman, Edward C, Trustee Roman Realty Trust	PO Box 245 Dover, MA 02030
641 Washington St. 137-1	Wellesley College Attn: Melissa S. Fletcher	106 Central Street Wellesley, MA 02481
12 Norfolk Terr. 137-10	Wellesley College Attn: Melissa S. Fletcher	106 Central Street Wellesley, MA 02481
14 Norfolk Terr. 137-11	Wellesley College Attn: Melissa S. Fletcher	106 Central Street Wellesley, MA 02481

Town of Wellesley Abutters List



Date: 06/06/2017
 Address: 106 Central St.
 Parcel ID: 137-18
 Distance: 300 feet

User Defined Distance

Property Location	Owner of Record	Mailing Address
18 Norfolk Terr. 137-12	Wellesley College Attn: Melissa S. Fletcher	106 Central Street Wellesley, MA 02481
7 Norfolk Terr. 137-13	Wellesley College Attn: Melissa S. Fletcher	106 Central Street Wellesley, MA 02481
3 Norfolk Terr. 137-14	Wellesley College Attn: Melissa S. Fletcher	106 Central Street Wellesley, MA 02481
26 Weston Rd 137-15	Coakley, Brian E & Coakley, Shanone Vega	26 Weston Road Wellesley, MA 02482
32 Weston Rd 137-16	Stuntz, Laurance N & Peloquin, Christine E	32 Weston Road Wellesley, MA 02482
34 Weston Rd 137-17	Judson, LLC c/o NCP Management Co	PO Box 590179 Newton Center, MA 02459
47 Weston Rd 137-19	Hansen, J Scott & DAnn	47 Weston Road Wellesley, MA 02482
6 Lovewell Rd 137-2	Connely, Julie S	6 Lovewell Road Wellesley, MA 02482
17 Waban St. 137-20	Griffith, John L, Jr & Karen	17 Waban Street Wellesley, MA 02482
11 Waban St. 137-21-11	Belgiovine, Bridget A & Vivas, Sandra L	11 Waban Street UNIT 11 Wellesley, MA 02110
15 Waban St. 137-21-15	James, Steven A & Anne B	15 Waban Street UNIT 15 Wellesley, MA 02481
9 Waban St. 137-22	Moynihan, William A & Moynihan, Mildred T, Co-Trustees	9 Waban Street Wellesley, MA 02482

Town of Wellesley Abutters List



Date: 06/06/2017
 Address: 106 Central St.
 Parcel ID: 137-18
 Distance: 300 feet

User Defined Distance

Property Location	Owner of Record	Mailing Address
6 Cross St. 137-27	Bartlett, Despina, Trustee Four B Trust	70 Church Street Unit 3 Wellesley, MA 02482
7 Cross St. 137-28	Fu, Qihong & Haiqiang	7 Cross Street Wellesley, MA 02482
8 Cross St. 137-29	Stedman, Nathaniel Scott & Lacouture, Crystalle	8 Cross Street Wellesley, MA 02482
8 Lovewell Rd 137-3	Wellesley College Attn: Melissa S. Fletcher	106 Central Street Wellesley, MA 02481
9 Cross St. 137-30-9	Balachandra, Ramaiya & Sharada	184 Brookside Road Needham, MA 02492
9 A Cross St. 137-30-9A	Balachandra, Ramaiya & Sharada	184 Brookside Road Needham, MA 02492
10 Cross St. 137-31	Ten Cross Street Corporation	1301 Centre Street Newton Centre, MA 02459
74 Central St. 137-33	Linear Retail Wellesley #1, LLC	5 Burlington Woods Drive Burlington, MA 01803
80 -102 Central St. 137-34	Linear Retail Wellesley #1, LLC	5 Burlington Woods Drive Burlington, MA 01803
104 Central St. 137-35	Town of Wellesley Fire Station #1	457 Worcester St. Wellesley, MA 02481
112 Weston Rd 137-36	Bariteau, Charles A & Pauline A	112 Weston Road Wellesley, MA 02482
103 Central St. 137-37	George, Paul E & Rodman, Steven P, Trustees	8 Grove Street Wellesley, MA 02482

Town of Wellesley Abutters List



Date: 06/06/2017
Address: 106 Central St.
Parcel ID: 137-18
Distance: 300 feet

User Defined Distance

Property Location	Owner of Record	Mailing Address
95 Central St. 137-38	Central Investors Ltd Partnership	250 First Avenue Needham, MA 02494
79 -93 Central St. 137-39	STMC, LLC	177 Buckminster Road Brookline, MA 02445
10 Lovewell Rd 137-4	Wellesley College Attn: Melissa S. Fletcher	106 Central Street Wellesley, MA 02481
77 Central St. 137-40	Central Galleria Management, Inc	250 First Avenue Needham, MA 02494
12 Lovewell Rd 137-5	Wellesley College Attn: Melissa S. Fletcher	106 Central Street Wellesley, MA 02481
18 Lovewell Rd 137-6	Joseph, William & Bergenstern, Sigrid	18 Lovewell Rd Wellesley, MA 02482
20 Lovewell Rd 137-7	Kemp, Daniel & Susan	20 Lovewell Road Wellesley, MA 02482
11 Lovewell Rd 137-8	Piscitelle, Louis J & Suzanne L	11 Lovewell Road Wellesley, MA 02482
9 Lovewell Rd 137-9	Wellesley College Attn: Melissa S. Fletcher	106 Central Street Wellesley, MA 02481
2 Leighton Rd 138-1	Bearak, Steven D & Michelle	2 Leighton Road Wellesley, MA 02482
9 Upland Rd 138-14	Kelley, Peter & Duggan, Karen	9 Upland Road Wellesley, MA 02482
7 Upland Rd 138-15	Harris, Janette H, Trustee Janette H Harris 2013 Rev Trust	7 Upland Road Wellesley, MA 02482

Town of Wellesley Abutters List



Date: 06/06/2017
 Address: 106 Central St.
 Parcel ID: 137-18
 Distance: 300 feet

User Defined Distance

Property Location	Owner of Record	Mailing Address
5 Upland Rd 138-16	Fuller, Samuel H & Carol W	5 Upland Road Wellesley, MA 02482
680 Washington St. 138-17	Horgan, James J & Mary Ann	680 Washington Street Wellesley, MA 02482
8 Dover Rd 138-18	Stern, David B & McCafferty, Diane E	8 Dover Road Wellesley, MA 02482
11 Leighton Rd 138-2	Houston, Neil J, Jr & Mosier, Marilyn	11 Leighton Road Wellesley, MA 02482
3 Leighton Rd 138-3	Churchill, Christopher W & Roosevelt, Katherine	3 Leighton Road Wellesley, MA 02482
91 Dover Rd 138-33	Wellesley College Attn: Melissa S. Fletcher	106 Central Street Wellesley, MA 02481
8 Service Dr. 138-34	Wellesley College Attn: Melissa S. Fletcher	106 Central Street Wellesley, MA 02481
1 Dover Rd 138-39	Town of Wellesley	525 Washington St. Wellesley, MA 02482
1 Leighton Rd 138-4	Van Dyke, Christopher & Christina	1 Leighton Road Wellesley, MA 02482
666 -670 Washington St. 138-5	Wellesley College Attn: Melissa S. Fletcher	106 Central Street Wellesley, MA 02481
672 Washington St. 138-6	Wellesley College Attn: Melissa S. Fletcher	106 Central Street Wellesley, MA 02481
8 -10 Upland Rd 138-7	8 and 10 Upland Project LLC	64 Harrington Rd Frammingham, MA 01701

Town of Wellesley Abutters List



Date: 06/06/2017
 Address: 106 Central St.
 Parcel ID: 137-18
 Distance: 300 feet

User Defined Distance

Property Location	Owner of Record	Mailing Address
140 Weston Rd 149-2	Orser, Anne B & John L, Trustees John L Orser Revocable Trust	140 Weston Road Wellesley, MA 02482
148 Weston Rd 149-4	Riverstone Custom Builders, LLC	100 Brook Street Wellesley, MA 02482
156 Weston Rd 149-5	Town of Wellesley	525 Washington St. Wellesley, MA 02482
134 Weston Rd 150-1	Town of Wellesley Municipal Light Department	2 Municipal Way Wellesley, MA 02481
4 Service Dr. 151-1	Wellesley College Attn: Melissa S. Fletcher	106 Central Street Wellesley, MA 02481
11 Service Dr. 151-2	Wellesley College Attn: Melissa S. Fletcher	106 Central Street Wellesley, MA 02481
756 Washington St. 152-2-A	Wellesley College Attn: Melissa S. Fletcher	106 Central Street Wellesley, MA 02481
17 Service Dr. 152-3	Wellesley College Attn: Melissa S. Fletcher	106 Central Street Wellesley, MA 02481
Weston Rd 160-38	Town of Wellesley	106 Central Street Wellesley, MA 02481
845 Washington St. 163-5	Hunnewell, M. Luisa B.	525 Washington St. Wellesley, MA 02482
845 Z Washington St. 163-5-Z	Hunnewell, M. Luisa B.	10 Tremont Street, Room 500 Boston, MA 02108
79 Pond Rd 175-1	Wellesley College Attn: Melissa S. Fletcher	10 Tremont Street, Room 500 Boston, MA 02108
		106 Central Street Wellesley, MA 02481

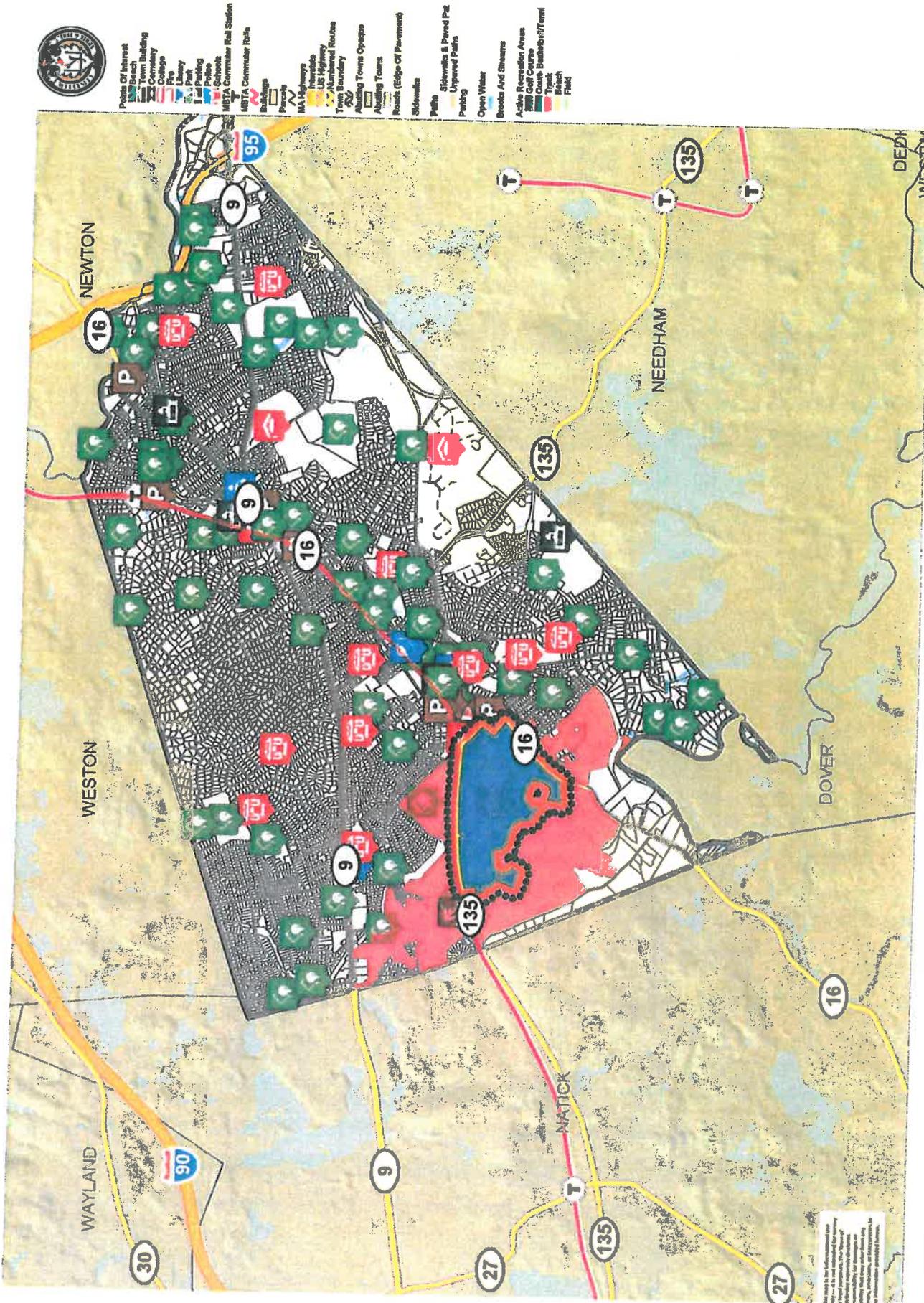
Town of Wellesley Abutters List



Date: 06/06/2017
Address: 106 Central St.
Parcel ID: 137-18
Distance: 300 feet

User Defined Distance

Property Location	Owner of Record	Mailing Address
Russell Rd 183-4	Town of Wellesley Water Department	20 Municipal Way Wellesley, MA 02481
99 Turner Rd 184-1	Town of Wellesley Natural Resources Department	525 Washington St. Wellesley, MA 02482
165 Pond Rd 186-2	Wellesley College Attn: Melissa S. Fletcher	106 Central Street Wellesley, MA 02481
1000 Worcester St. 193-10	Town of Wellesley Natural Resources Commission	525 Washington St. Wellesley, MA 02482
350 Central St. 194-23	Wellesley College Attn: Melissa S. Fletcher	106 Central Street Wellesley, MA 02481



Notified Abutters

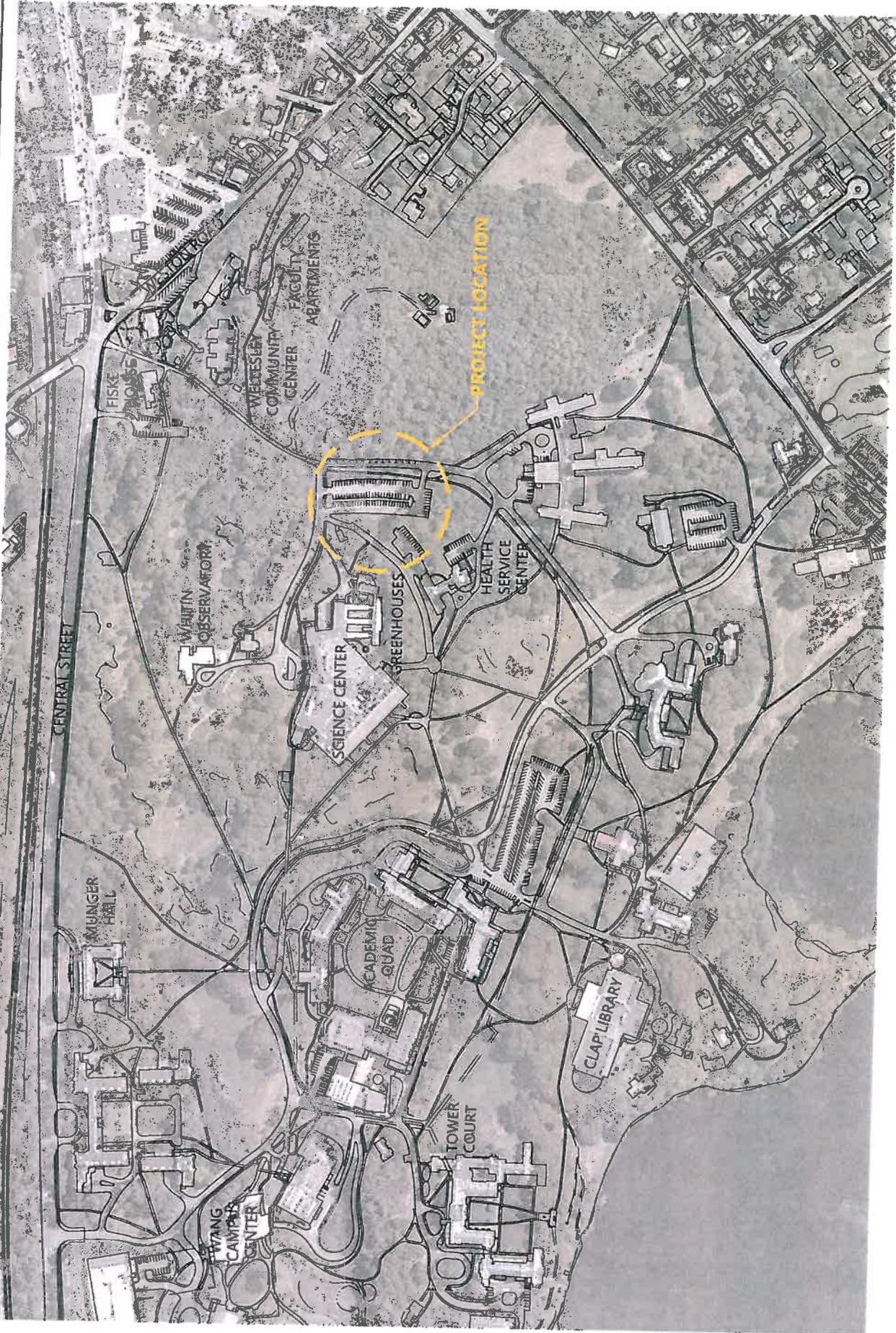
Printed on 06/06/2017 at 11:45 AM



PSI Application for Temporary Trailers

Plans

\\vhb\proj\Wat-LD\12920.01 Wellesley College\cad\ld\Planmisc\PSI Figures\Project Location Plan.dwg



Wellesley College
 Temporary Trailer PSI
 Project Location Plan



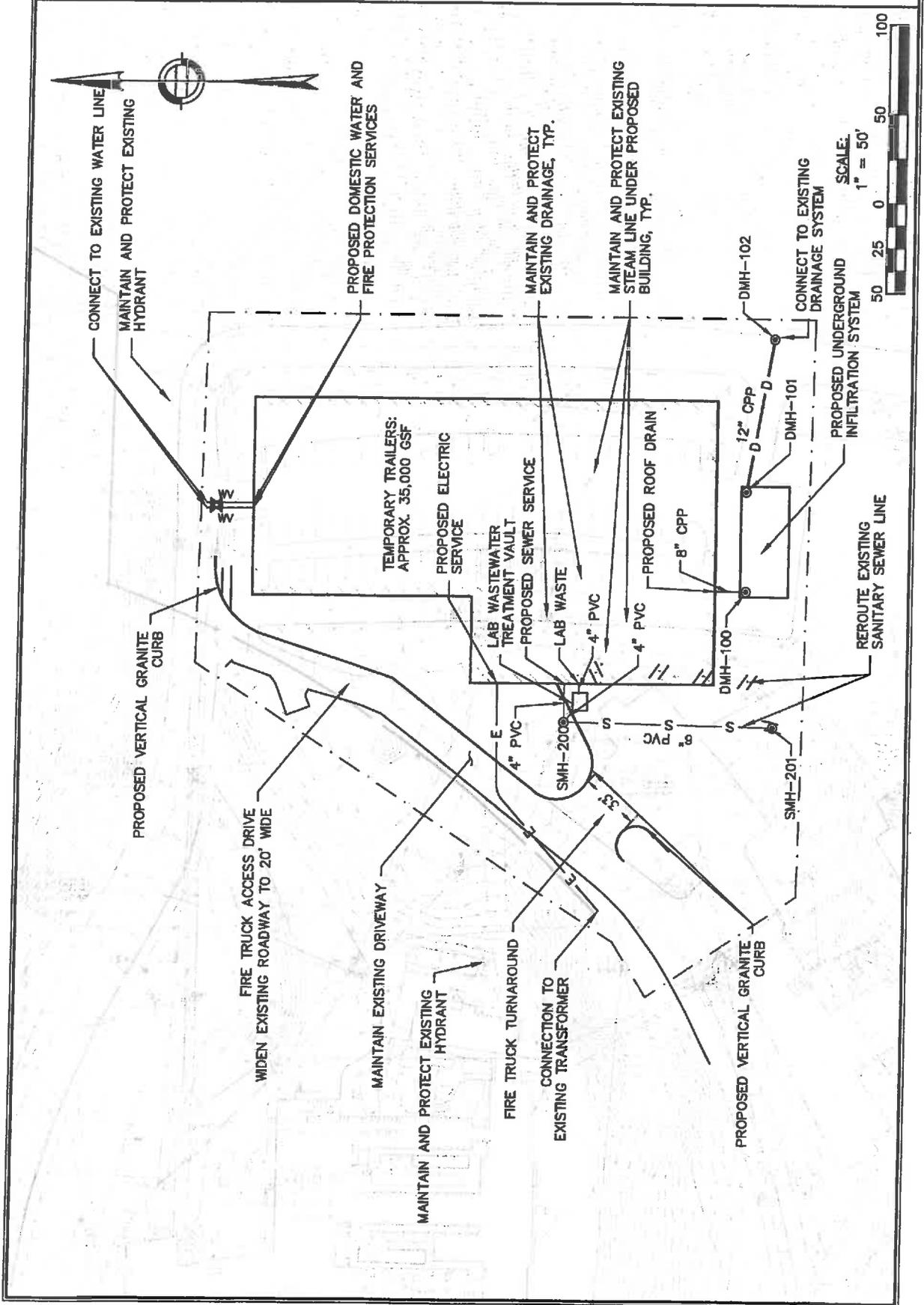
Nitch Engineering
 www.nitchengineering.com
 7 Center Plaza, Suite 200
 Bedford, MA 01730
 T: 978.333.3663
 F: 978.333.5472

- ▲ Civil Engineering
- ▲ Land Surveying
- ▲ Professional Engineering
- ▲ Professional Architecture
- ▲ Planning
- ▲ GIS

WELLESLEY COLLEGE
 WELLESLEY, MA
 WELLESLEY COLLEGE TEMPORARY TRAILER PROJECT
 WELLESLEY, MA

PROJECT #	2148
FILE #	2148TRAILER.SDW
SCALE	1" = 50'
PROJECT NO.	77/160
DATE	06/22/17
DRAWN BY	WJC
CHECKED BY	EJC

SHEET:
C-1
 OF





PSI Application for Temporary Trailers

Municipal Systems Impact Analyses



PSI Application for Temporary Trailers

Electric



Memorandum

To: Town of Wellesley Planning Board

Date: June 15, 2017

Project #: 12920.01

From: Temporary Trailers Design Team

Re: Wellesley College Campus Renewal
Temporary Trailers – PSI Review
Electrical Systems Impact Analysis

This memorandum summarizes the analysis of project-generated municipal systems impacts for the proposed Temporary Trailers at Wellesley College as they relate to the electrical distribution system.¹

The estimated connected load for the temporary trailers is 1,350 kVA with an estimated demand load of 1,080 kVA. The proposed trailer service is a 2,000-amp, 480/277-volt, three-phase, four wire service. The trailers' electrical service will tie into an existing transformer adjacent to Simpson Hall, which will require an upgrade to supply the additional capacity. The upgraded equipment will include a pad-mounted 1,500 kVA transformer served by a 13.8 kV feeder. The HVAC cooling and heating demands are anticipated to be provided by unitary electrical equipment associated with the Trailers and not provided by the Wellesley College Physical Plant.

Wellesley College generates its own electricity via a 7.5-megawatt, five-engine system housed in the physical plant building on campus. Electrical power is supplied to the campus from the physical plant or is purchased from the Town of Wellesley depending upon the demand of the local utility. Generally, Wellesley College purchases electric during off peak hours and generates its own during peak hours. This is done for both economic reasons and to assist the Wellesley Municipal Light Plant in balancing its electric load.

The Wellesley College physical plant can accommodate current and planned future campus electric requirements. Therefore, the project will have minimal impact to the Town of Wellesley municipal electrical distribution system.

¹ Electrical systems information provided by BR+A and Wellesley College.



PSI Application for Temporary Trailers

Building Occupant Life Safety



To: Town of Wellesley Planning Board

Date: June 15, 2017

Memorandum

Project #: 12920.01

From: Temporary Trailers Design Team

Re: Wellesley College Campus Renewal
Temporary Trailers – PSI Review
Building Occupant Life Safety

This memorandum summarizes the analysis of project-generated municipal systems impacts for the proposed Temporary Trailers at Wellesley College as they relate to building occupant life safety.¹

The fire alarm system for the proposed Temporary Trailers will be a standalone addressable system tied into the existing campus fire alarm loop owned and maintained by Wellesley College. The loop sends a signal from a meter box directly to the Town of Wellesley Fire Department, as well as to the Wellesley College Campus Police. The Temporary Trailers project will not result in any required upgrades to the College's existing connection to the Town of Wellesley municipal system.

The proposed trailers will be fully-sprinklered, serviced by a wet pipe system. The design will be in accordance with NFPA-13 for light hazard occupancy, the 8th edition of the Massachusetts State Building Code, and the requirements of the Wellesley Fire Department. The system will include backflow prevention, control valve alarm switches, and pumper connections in accordance with Wellesley Fire Department Rules and Regulations.

Emergency vehicle access for the Wellesley Fire Department will be provided on existing roads east and north of the trailers. A temporary driveway will be constructed to the west of the trailers for additional access, including the installation of a turn-around area for fire truck egress. Please refer to "C-2 Fire Access Plan" for additional information.

¹ Sanitary sewer information and analysis provided by Nitsch Engineering, BR+A, and Wellesley College..



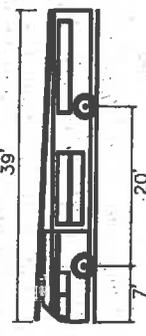
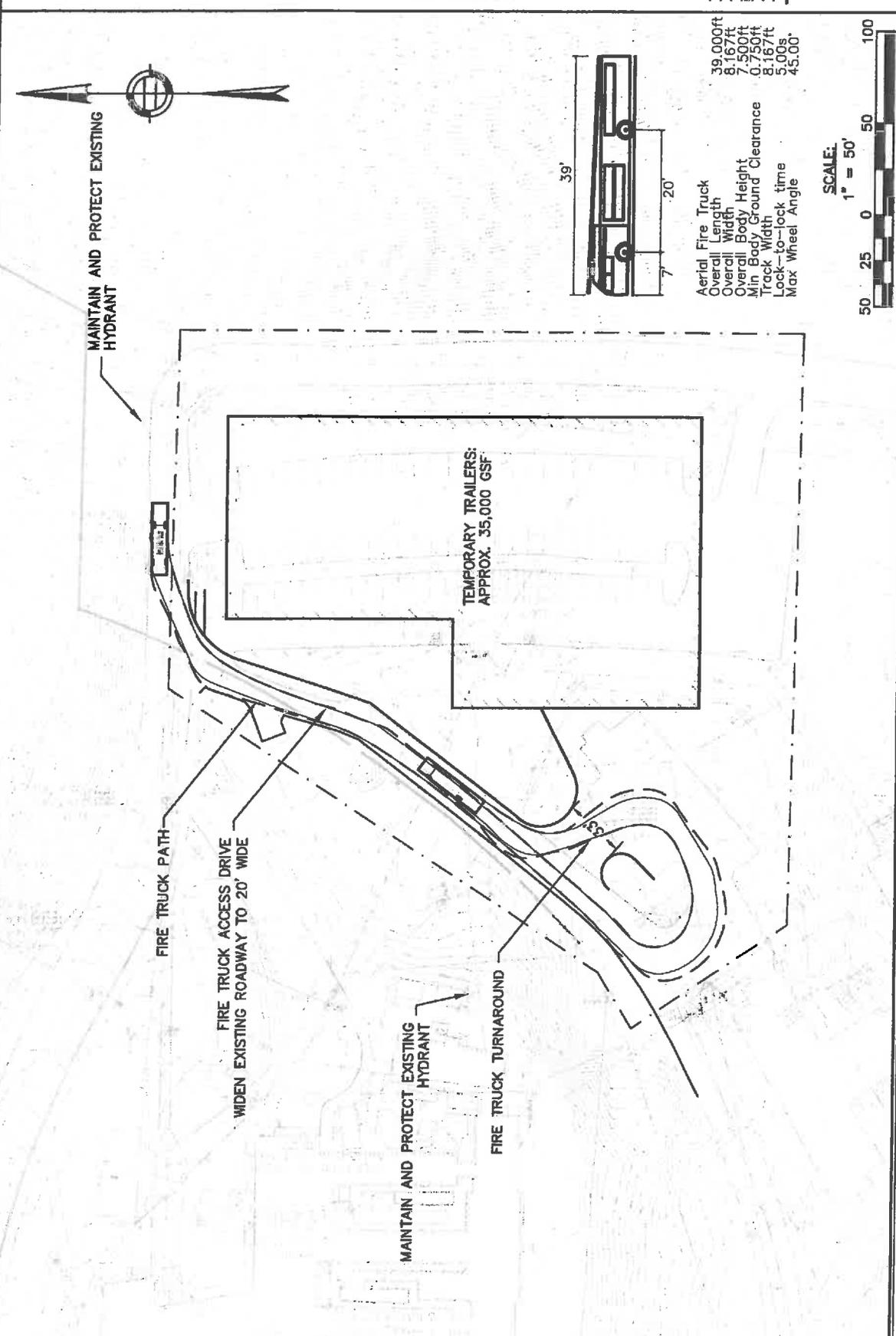
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 F: (617) 336-6172

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WELLESLEY COLLEGE TEMPORARY TRAILER PROJECT
 WELLESLEY, MA
 WELLESLEY COLLEGE
 WELLESLEY, MA

PROJECT NO.	16-01-001
FILE NUMBER	16-01-001
SCALE	1"=50'
DATE	07/13/17
DRAWN BY	PC
CHECKED BY	PC
DESIGNED BY	PC
DATE	07/13/17
SCALE	1"=50'
PROJECT NO.	16-01-001

C-2
 OF REV.



Aerial Fire Truck	39,000ft
Overall Length	9,167ft
Overall Width	7,500ft
Min Body Height	0,750ft
Min Body Ground Clearance	8,167ft
Track Width	5,00s
Lock-to-lock time	45,00"
Max Wheel Angle	



PSI Application for Temporary Trailers

Refuse Disposal System



To: Town of Wellesley Planning Board

Date: June 9, 2017

Memorandum

Project #: 12920.01

From: Temporary Trailers Design Team

Re: Wellesley College Campus Renewal
Temporary Trailers – PSI Review
Refuse Disposal and Recycling

This memorandum summarizes the analysis of project-generated municipal systems impacts for the proposed Temporary Trailers at Wellesley College as they relate to refuse disposal and recycling.¹

Consistent with existing on-campus operations, Wellesley College will be responsible for all trash removal and recycling associated with the Temporary Trailers project. The Wellesley College Office of Sustainability and the Wellesley College Sustainability Committee are focused on moving towards a more environmentally focused campus. The College has implemented programs across the campus that give students and faculty incentives to recycle. With this increased recycling effort, the College anticipates a decrease in total waste generation.

Wellesley College recycles within all its buildings through a dual-stream recycling program for comingled recyclables (bottles, cans, plastics, etc.) and paper/cardboard. Accommodations are made for recycling non-standard items. Waste that cannot be recycled is collected by Wellesley College and hauled by a private contractor to a waste transfer station in Holliston, MA. From there, it is hauled to Semass in West Wareham, MA, which is a waste-to-electricity facility.

As there is no planned increase in staff and/or student enrollment associated with the proposed project, no increase in campus-generated refuse is expected to result from the project. As such, no impacts to refuse disposal systems are anticipated.

¹ Refuse disposal information provided by Wellesley College.



PSI Application for Temporary Trailers

Water



Memorandum

To: Town of Wellesley Planning Board

Date: June 15, 2017

Project #: 12920.01

From: Temporary Trailers Design Team

Re: Wellesley College Campus Renewal
Temporary Trailers – PSI Review
Water Distribution System Impact Analysis

This memorandum summarizes the analysis of project-generated municipal systems impacts for the proposed Temporary Trailers at Wellesley College as they relate to the campus water distribution system.¹

Water demand for the proposed Temporary Trailers is estimated to be 7,150 gallons per day. This estimate is derived by increasing sanitary sewer flow estimates by 10% to account for water consumption. Also, the proposed fixtures in the trailers will all be low-flow type fixtures (replacing standard, dated fixtures in the existing Science Center), further reducing water usage.

The Temporary Trailers are not anticipated to generate an increase in campus-wide water demand since there is no planned increase in enrollment and/or campus employees associated with this Project. Also, the project does not include any new irrigation of landscaped areas.

Wellesley College owns and maintains its own private water supply and distribution system, and does not rely on the Town of Wellesley municipal system. The proposed Temporary Trailers are anticipated to be served by new 4-inch domestic and 6-inch fire protection connections. These connections will tap an existing 12-inch water line located within the driveway to the Wellesley College Science Center, north of the proposed trailers.

In February 2012, Stantec performed a capital needs assessment to analyze the existing water system at the College. As part of this assessment it was determined that the static pressures throughout the system were shown to be in the range of 50 psi to 80 psi. The AWWA recommended minimum static pressure is 35 psi. Based on the Stantec report and the limited water supply requirements of the Temporary Trailers, there is sufficient capacity in the Wellesley College water system to meet the demands of the proposed project.

¹ Water system information and analysis provided by Nitsch Engineering, BR+A, and Wellesley College.



PSI Application for Temporary Trailers

Sewer



To: Town of Wellesley Planning Board

Date: June 15, 2017

Memorandum

Project #: 12920.01

From: Temporary Trailers Design Team

Re: Wellesley College Campus Renewal
Temporary Trailers – PSI Review
Sanitary Sewer System Impact Analysis

This memorandum summarizes the analysis of project-generated municipal systems impacts for the proposed Temporary Trailers at Wellesley College as they relate to the sanitary sewer system.¹

The proposed project program consists of 35,000 square feet of modular building area to house lab, classroom and office space. The proposed trailers are expected to generate approximately 6,500 gallons of wastewater per day (gpd), which was estimated based on the following unit values:

- 200 gpd per 1,000 sf of process flow for laboratory space (30,000 sf)
- 75 gpd per 1,000 sf of classroom space (2,500 sf)
- 75 gpd per 1,000 sf of office space (2,500 sf)

Laboratory process waste will be directed to a PH treatment tank prior to discharging to the onsite sewer system.

Sanitary flows from the project will be routed through the existing campus sewer network to a 12-inch sewer trunk line owned by Wellesley College. The 12-inch line runs southerly through the campus where it ties into the existing municipal system south of Washington Street. No changes to existing, municipally owned sewer pipes are proposed for this Project. The preliminary layout of the sewer connections is shown on "C-1 Temporary Trailers Site Plan" included in this submittal.

The Temporary Trailers will include new, watertight, PVC sewer service from the trailers. The new, watertight service will prevent groundwater from infiltration into the sanitary sewer system along its length, reducing the potential for inflow and infiltration to the sanitary sewer system.

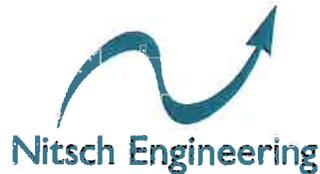
The wastewater flow estimates provided herein were developed through unit-based calculations; however, the Temporary Trailers are not anticipated to generate an increase in campus-wide sewer flows since there is no planned increase in enrollment and/or campus employees associated with this Project. As such, the capacity of the existing municipal system is not anticipated to be affected by sewer flows generated from the proposed Temporary Trailers.

¹ Sanitary sewer information and analysis provided by Nitsch Engineering, BR+A, and Wellesley College.



PSI Application for Temporary Trailers

Storm Drainage



2 Center Plaza, Suite 430
Boston, MA 02108-1928
T: 617-338-0063
F: 617-338-6472
www.nitscheng.com

MEMORANDUM

TO: Wellesley College
FROM: David M. Conway, PE, LEED AP BD+C
DATE: June 11, 2017
RE: Stormwater Measures – Wellesley Science Temporary Trailers

The Project will not have any impact on Town of Wellesley storm drainage system. Storm water flows from the site as they currently exist are collected by the Wellesley College Storm Drainage system, which discharges to Lake Waban. In addition, the Science Trailers will be located over the existing parking lot so no/minimal change in the amount of impervious area is anticipated.

If needed, the area south of the trailers can be adapted for stormwater management/mitigation. The need for stormwater mitigation would be determined during final site design when a complete accounting of all additional (if any) impervious areas can be completed. The purpose of the stormwater mitigation system would be to not increase the rate of runoff from the immediate trailer site beyond what the existing Wellesley College Storm Drainage system could convey to Lake Waban.



PSI Application for Temporary Trailers

Traffic



To: Town of Wellesley Planning Board

Date: June 15, 2017

Memorandum

Project #: 12920.01

From: Temporary Trailers Design Team

Re: Wellesley College Campus Renewal
Temporary Trailers – PSI Review
Transportation Evaluation

On behalf of Wellesley College (the College), VHB has prepared this memorandum to summarize the transportation evaluation prepared in support of setting up temporary trailers adjacent to the Science Center (the Project) on the College campus. The temporary trailers will serve as swing space for modular classrooms, faculty offices, and lab area so that regular academic operations can continue while the future Science Center project undergoes design, permitting, pre-construction preparation and complete construction. The College is currently in the process of developing the Science Center design for Planning Board review, and intends to prepare a separate PSI application for it in the near future. As such, the scope of this review is only limited to the installation of the temporary trailers. It is noted that the planned Science Center project that will follow the above reference temporary trailer PSI application is part of the College's Campus Renewal efforts.

The Project will consist of setting up trailer in the Grey Lot adjacent to the Science Center to house approximately 2,500 square feet (SF) of classrooms, 2,500 SF of faculty offices, and 30,000 SF of lab area which will serve as temporary swing space. Please refer to the "Project Location Plan" that shows the Project site on the campus and "C-1 Temporary Trailers Site Plan" for the proposed conditions. The Project will result in changes to the current vehicular and pedestrian access near Grey Lot and displaces approximately 89 parking spaces to other existing parking areas around campus. There is no proposed increase to student enrollment or faculty as a result of the Project. As all displaced parking will be accommodated on-campus, the Project is not expected to result in any changes to traffic volume and traffic patterns outside the campus.

Nonetheless, the provide contextual background information, traffic data and transportation related information presented in prior submittals to the Town of Wellesley as part of other projects on the campus is summarized in the following sections of the memorandum.

EXISTING TRAFFIC OPERATIONS AT ROUTE 135/COLLEGE ROAD

Peak hour traffic volume data and signal timing inventory collected at the intersection of Central Street (Route 135)/College Road in December 2014 was used to prepare intersection capacity analysis summarized in Table 1.

The analysis was performed using SYNCHRO traffic analysis software, which is based on the evaluation criteria specified in the HCM¹.

¹ Highway Capacity Manual; Transportation Research Board; Washington, D.C.

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▪ **Table 1: Existing condition Capacity Analysis Summary (Route 135/College Road)**

Peak Hour	Movement	Existing Conditions				
		v/c ^a	Delay ^b	LOS ^c	50 th ^d	95 th ^e
Weekday Morning	Central Street EB T	0.67	13	B	158	#768
	Central Street EB R	0.09	4	A	6	43
	Central Street WB L	0.26	11	B	7	49
	Central Street WB T	0.26	6	A	36	151
	College Road NB LR	0.23	24	C	12	35
	Overall	0.67	11	B		
Weekday Evening	Central Street EB T	0.35	8	A	42	228
	Central Street EB R	0.03	4	A	0	15
	Central Street WB L	0.08	8	A	4	35
	Central Street WB T	0.67	14	B	111	#648
	College Road NB LR	0.52	22	C	28	100
	Overall	0.67	13	B		

Notes: a volume-to-capacity ratio,
 b average delay in seconds per vehicle,
 c level of service,
 d 50th percentile queue length in feet
 e 95th percentile queue length in feet
 # 95th percentile volume exceeds capacity and therefore queue may be calculated accurately

A review of the analysis summarized in Table 1 indicates that the intersection of Central Street/College Road operates at LOS B during the weekday morning and evening peak hours under the current conditions. Since the Project is not expected to result in any new vehicular trips to/from the College campus, the traffic operations at the intersection would be unaffected after the temporary trailers go into operation.

PARKING

A review of the existing conditions plan and the proposed layout plan for the temporary trailers indicate that in total, the Project would result in the displacement of approximately 89 parking spaces (72 spaces in Grey Lot, 7 spaces in the Health Services Center Lot and 10 parallel parking spaces along the access road to the Science Center).

Since the number of displaced spaces only represent a small percentage of the total campus parking supply, with on-going fine tuning and adjustment of parking related directional information provided to students/staff after the temporary trailers go into operation, it is expected that available unused spaces on the campus can adequately support the regular parking needs of students, staff and faculty who currently park near Science Center. Discussions

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with College facilities staff indicated that adequate unused spaces exist currently on the campus to support the displaced vehicles. More importantly, from a PSI traffic impact review point of view, none of the lots where the displaced vehicles will be directed to use require travel outside the campus. All circulation changes will generally be limited to the campus limits.

SIDEWALK INVENTORY ON PUBLIC STREETS

VHB has conducted an inventory of the sidewalks on roadways along the frontage of the Wellesley College campus in October/November 2014. Specifically, existing sidewalks along Central Street (Route 135), Weston Road, and Washington Street were reviewed at that time. The inventory identified the condition, type and location of the sidewalks in addition to crosswalk locations within the area reviewed. The findings of the 2014 review are summarized below.

For the purpose of this inventory, sidewalk condition was classified into four categories:

- Excellent: No deterioration observed.
- Good: Minimal deterioration such as cracking, heaving, sinking and intrusion or encroachment of vegetation observed.
- Fair: Some deterioration including more severe cracking, heaving, sinking, intrusion or encroachment of vegetation observed as well as presence of patching. No serious hazardous walking impediments observed.
- Poor: Severe deterioration observed making walking conditions hazardous or prohibitive.

The sidewalk conditions assessment is based on visual inspection of the sidewalks and engineering judgment. It is noted that there could be some overlap between conditions, particularly between "fair" and "good" classifications.

Central Street (Route 135) (Between Bacon Street and Weston Road)

A sidewalk is present on the south side of Central Street. The sidewalk is mainly asphalt, with some cement concrete sections. There is approximately one-mile of asphalt sidewalk between the intersections of Central Street at Bacon Street and Central Street at Fiske House driveway. The sidewalk is approximately five feet wide, separated from the roadway by a grass strip. The sidewalks are in good to excellent condition with minor cracking.

A crosswalk is located across the Athletic Complex exit driveway, at its intersection with Central Street. Two crosswalks are located at the signalized intersection of Central Street and College Road. One is located across College Road and one across the Central Street eastern approach, providing access to a bus shelter on the north side of Route 135. The intersection is furnished with pedestrian signal heads and push buttons. Field observations in 2014 indicated that the push button on the northerly side of the crosswalk was not functional.

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June 15, 2017

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Concrete accessible ramps are present at several intersections along the sidewalk including: Central Street at the Trade Shops exit driveway, Central Street at the Athletic Complex driveways, and Central Street at College Road.

On the east side of Fiske House driveway, the cement concrete sidewalk is approximately five feet wide with an approximately 1.5-foot brick band separating the roadway and the sidewalk. The sidewalk is in good condition with minor overhanging vegetation.

Three crosswalks are located at the intersection of Central Street and Weston Road. This signalized intersection is furnished with pedestrian signal heads and push buttons.

Weston Road (between Central Street and Washington Street)

A sidewalk is located on the east side of Weston Road. The sidewalk material is primarily asphalt with some cement concrete sections at either end of the roadway. There is approximately 120 feet of concrete sidewalk on Weston Road, at its intersection with Central Street. The portion closest to the intersection is approximately five feet wide with a 1.5-foot brick band between the sidewalk and roadway. Farther away from the intersection, the brick band terminates and the sidewalk widens to 6.5 feet. The sidewalk is in good to excellent condition.

South of the fire department driveway, the sidewalk is asphalt and approximately 6.5 feet wide. It is in good condition with minor cracking.

A crosswalk is located across Cross Street, at its intersection with Weston Road. On the northern corner of this intersection, at the crosswalk, there is a concrete ramp with tactile warning strips.

South of Cross Street, the asphalt sidewalk expands to approximately 10 feet wide and is in good condition.

Approximately 260 feet south of Cross Street, the asphalt sidewalk narrows to approximately 5 feet with a grass strip between the sidewalk and roadway. The sidewalk is in fair condition with cracking and patching.

A crosswalk is located across Waban Street, at its intersection with Weston Road.

South of the crosswalk on Waban Street, the asphalt sidewalk expands to 6.5 feet and is in good condition with minor cracking.

A crosswalk is located across Abbott Street, at its intersection with Weston Road. There are tactile warning strips located on both corners of this intersection at the crosswalk.

At the south end of Weston Road, at the driveway of the public parking lot, the sidewalk is concrete and approximately 6.5 feet wide. The sidewalk is in good to fair condition with minor cracking. Observations in 2014 indicated encroachment of vegetation on the outer edges.

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Washington Street (west of Weston Road)

Sidewalks are located along both sides of Washington Street. The sidewalk has both cement concrete and asphalt sections.

At the intersection of Washington Street and Weston Road, both sides have cement concrete sidewalks that are approximately 6.5 wide and in good to excellent condition. The cement concrete section extends to the west, approximately 450 feet on the north side of the roadway and approximately 185 feet on the south side of the roadway. The asphalt sections of the sidewalks begin at the end of the concrete sidewalk and extend past the Service Drive intersection located to the west of the signalized College Road intersection. The sidewalk is approximately 6.5 feet wide and is in good to excellent condition.

Crosswalks are located across Weston Road and Lovewell Road, at their intersections with Washington Street.

A crosswalk is located across Washington Street, approximately 60 feet east of Upland Road. This crosswalk has an advance crosswalk warning system, with flashing yellow beacons triggered by pedestrian actuation and warning signage.

Two crosswalks are located at the signalized intersection of Washington Street and College Road; one across Washington Street on the eastern approach and one across College Road. The crosswalks at the intersection are controlled by pedestrian signal heads and push buttons.

A crosswalk is located across Washington Street, approximately 25 feet east of Service Drive. This crosswalk has static pedestrian warning signage.

Crosswalks are located across Dover Road, Upland Road, Leighton Road and Cottage Street, at their intersections with Washington Street.

Summary of the 2014 Sidewalk Inventory

The 2014 sidewalk inventory indicated that none of the sidewalks immediately surrounding the College campus were in poor condition requiring upgrades or improvements at the time of the inventory.

SUMMARY OF CURRENT TRANSPORTATION SERVICES ON CAMPUS

Parking at Wellesley College is only provided to sophomores, juniors and seniors. Students who wish to maintain a vehicle on campus are required to register it with the Wellesley College Police Department for a fee. Freshmen, other students as well as faculty and staff who may choose to not travel by personal automobile have access to excellent transportation resources for travel in the greater Boston area. Following is a summary of the various transportation options available at the College.

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June 15, 2017

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- **Wellesley-MIT Exchange Bus:** The Wellesley-MIT Exchange Bus provides transportation between Wellesley and MIT on weekdays for Wellesley and MIT students, faculty and staff. The Exchange Bus picks up and drops off at the Chapel, Alumnae Hall, MIT Building N52 on Massachusetts Avenue, Building 34 on Vassar Street, Kendall T Stop on Main Street, Building E40 on Amherst Street, Building 44 on Vassar Street, 77 Massachusetts Avenue (the MIT Student Center), and at the intersection of Commonwealth Avenue and Massachusetts Avenue in Boston. The first bus leaves the College at 7:00 AM and the last bus returns at 12:40 AM. The bus runs on an approximately one hour frequency. Cost of a ride on the bus is \$3.00.
- **Senate Bus:** The Senate Bus runs between Wellesley and Harvard Square in Cambridge from Friday evening through Sunday evening. The bus has stops on with stops on Massachusetts Avenue and Commonwealth Avenue. Schedules and frequency varies between Friday evening (6:00 PM first departure to 3:20 AM last arrival at the College), Saturday (9:00 AM first departure and 3:45 AM last arrival) and Sunday (9:00 AM first departure and 12:00 AM last arrival). Cost of a ride on the bus is \$3.00.
- **Wellesley-Olin-Babson Shuttle:** This shuttle runs on half hour frequency between the Wellesley College, Olin College and Babson campuses. The first shuttle starts at 7:40 AM at Wellesley College and the last shuttle returns to the College at approximately 9:30 PM.
- **Malls/Movies Shuttle:** This shuttle runs Saturday evenings only, between the College and retail/entertainment destinations in the Framingham/Natick area including stops at Natick Mall, AMC Theater on Flutie Pass, Barnes & Noble on Route 9 and Target on Cochituate Road. A round trip ticket on this shuttle costs \$3.00.
- **Zipcar:** Wellesley College has six (6) Zipcars on campus for use by the campus community. Zipcar accounts can be opened for individual use of the vehicles or faculty/staff have the option of using an existing department account.

In addition to the private shuttles/buses and Zipcar service noted above, the following public transportation options are also available to students, faculty and staff.

- **MWRTA - Route 8 Bus:** This bus route runs between Natick Mall and Woodland T-Station in Newton, with various stops along the way, including at the Wellesley College campus (Alumnae Hall stop), Wellesley Square MBTA station and Wellesley Hills MBTA station. The bus runs on a Monday through Friday schedule.
- **MBTA Commuter Rail:** The Wellesley Square commuter rail stop on the Worcester/Framingham line is located approximately 1/3rd mile from the intersection of Central Street/Weston Road and provides the College a great commuting option.

6. Executive Director's Update

- Approval of Minutes - the minutes of the following meetings are included in your packet for approval.
 - June 15th – meeting with MLP

MOVE to approve the regular session minutes of June 15th.

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1 **Board of Selectmen Meeting: June 15, 2017**
2 **Present: Freiman, Gibbs, Ulfelder, Sullivan Woods**
3 **Minutes Approved: None**

4
5 **Meeting Called to Order: 7:00 p.m.**

6
7 **Meeting Documents: MLP Presentation**

8
9
10 **Citizen Speak**

11 MLP board members Mr. Donohue, Ms. Gibson and Mr. Criswell sequentially presented detailed
12 information about MLP's current operations, energy trends, sustainable energy initiatives, and
13 assessment of the pending State sustainable energy regulations. Following the very thorough
14 presentations, Ms. Olton, chairperson of the SEC moderated a Q & A session between MLP
15 Board Members and the many members of the community that were in attendance.

16
17 Although BOS was a co-sponsor and in attendance, BOS members did not deliberate as a
18 quorum at this community forum.

19
20 **Old/New Business**

21
22 None.

23
24 **The meeting was adjourned at 9:45 p.m.**
25
26
27
28

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- Accept Gifts – Included in your packet is a gift regarding the Council on Aging, which exceeds our Gift Policy of \$500 in the amount of \$1,124 from the Friends of the COA for the May lunch program.

MOVE to accept the following gifts to the Town in the following amounts:

- \$1,124 from the Friends of the COA Wellesley for May lunch program

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 7/05/17

Donation from:	Amount(s) / comments regarding gift
Friends of Wellesley Council on Aging	\$1,124.00 – Donation Specific to May Lunch Program
Shula Levy	\$14.00 – General COA Donation
Mollie Kinlin	\$25.00 – General COA Donation
Elizabeth Matera	\$20.00 – General COA Donation
	Total Gifts Received = \$1,183.00

Total Donations Listed for General Gift Account = \$1,183.00

- Appointment of Council on Aging Member

As you may recall, Tony Parker had decided not to pursue membership on this board given his involvement in the New Era fund. Included in your packet is an email from Diane Campbell indicating that Frank Pinto would like to be appointed to this board, and his interactions with the Board to get up to speed.

MOVED that the Board vote to appoint Frank Pinto as a member of the Council on Aging Board for a three-year period effective July 1, 2017.

Robinson, Blythe

From: Diane Campbell <diane.campbell731@gmail.com>
Sent: Monday, July 10, 2017 2:16 PM
To: Jop, Meghan; Robinson, Blythe
Cc: Thomas Ulfelder; Ellen Gibbs
Subject: COA Board Appointment

I am requesting that the BOS confirm the appointment of Frank Pinto to a three year term (July 1, 2017 - June 30, 2020) on the COA Board.

Hearing there was a vacancy, Frank reached out to me to talk about the Board and its activities and needs. He also met with Tony Parker to hear his thoughts. In the late spring Frank represented AC at a presentation of the final report of the creative portion of the Marketing Study by the consultants. After those conversations Frank confirmed his interest in joining the COA Board.

Our next Board meeting is July 20 and if possible would like Frank's appointment to be on the July 18 BOS agenda.

Thank you,
Diane

- Designate School Building Committee Members as Special Municipal Employee

In discussions with Town Counsel he recommended the Board appoint the School Building Committee as Special Municipal Employees to alleviate potential conflicts of interest of the members. The Conflict of Interest Law is applied less restrictively to "specials" and allows members to represent private parties before other boards, act as agent for private parties before other boards, and receive compensation in matters involving the town. The Special Municipal Designation would allow members, like our 3 residential members, to do work or seek permits before the Planning Board (or other permitting boards) on behalf of their architectural and construction companies as long as it is not related to the School Building Committee work. The "special" designation also allows members of the SBC to hold other positions like School Committee, Board of Selectmen, Advisory, etc. I have enclosed the State write up on Special Municipal Employees. We will also be asking the members to sign disclosures, as we did for the HHU members. The HHU members were also designated as Special Municipal Employees for the purposes stated above. You will also find a list of designated Special Municipal Employees and can see it encompasses a wide array of boards/committees.

MOVED that the Board vote to designate the members of the School Building Committee as special municipal employees.

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Special Municipal Employees

The conflict of interest law, G.L. c. 268A, covers all municipal officials and employees, whether elected or appointed, paid or unpaid, full-time or part-time. However, two sections of the conflict law apply less restrictively to those part-time or unpaid municipal officials who have been designated as "special municipal employees."

"Special municipal employee" status can be assigned to certain municipal positions by a vote of the board of selectmen, board of aldermen, town council or city council. Several specific municipal positions are automatically designated as "special" under the law. Your position is eligible to be designated as a "special municipal employee" position provided that:

- you are not paid; or
- you hold a part-time position which allows you to work at another job during normal working hours; or
- you were not paid by the city or town for more than 800 working hours (approximately 20 weeks full-time) during the preceding 365 days.

It is the municipal position that is designated as having "special" status, not the individual. Therefore, all employees holding the same office or position must have the same classification as "special municipal employees." For instance, one member of a school committee cannot be classified as a "special" unless all members are similarly classified.

The designation may be made by a formal vote of the board of selectmen, board of aldermen, town council or city council at any time. Votes should be taken individually for each board or position being designated, expressly naming the positions being designated. Once a position is designated as having "special" status, it remains a "special municipal employee" position unless and until the classification is rescinded. A list of all the "special municipal employee" positions should be on file at the town or city clerk's office. This list should also be filed with the Ethics Commission.

Under no circumstances may a mayor, city councilor, town councilor, alderman, or selectman in a town with a population of more than 10,000 be designated as a "special." However, in towns of 10,000 or less, selectmen are automatically considered "special" employees. Other municipal positions in towns with a population of less than 10,000 must still be designated as "special municipal employee" positions by the selectmen.

The Legislature may also designate certain positions to have "special municipal employee" status. For example, board members and part-time employees of local housing and redevelopment authorities are defined by law as "special municipal employees" and do not need to have local authorities approve their designation as "specials." (See G.L. c. 121B, section 7.)

THE CONFLICT LAW IS LESS RESTRICTIVE FOR "SPECIALS"

Only two sections of the conflict of interest law apply less restrictively to "specials", §§ 17 and 20. All other sections of the conflict law that govern regular municipal employees apply to "special municipal employees" in exactly the same way. See the Summary of the Conflict Law for Municipal Managers or the Practical Guide to the Conflict Law for Municipal Employees for

information on your responsibilities under the law (these publications are available from the State Ethics Commission). Remember that even if you serve on an unpaid part-time board or commission, you are still considered a regular municipal employee, unless your position has been expressly designated as having "special municipal employee" status.

Section 17 - Acting on Behalf of Others

Section 17 generally prohibits municipal employees from representing a private party before municipal boards or departments. It also prohibits municipal employees from acting as agent (or attorney) for a private party in connection with any matter of direct and substantial interest to their city or town. Finally, it prohibits municipal employees from accepting pay or other compensation in connection with any matter of direct and substantial interest to their municipality.

However, if you are a "special municipal employee," you may:

- represent private parties before municipal boards other than your own, provided that you have not officially participated in the matter and the matter is not now (and was not within the past year) within your official responsibility;
- act as agent for private parties in connection with a matter of interest to your city or town, provided that you have not participated in the matters as a municipal official, and that the matter is not (and has not been, during the past year) within your official responsibility; and
- receive pay or other compensation in connection with matters involving your city or town, provided that you have not officially participated in the matters and they are not (and have not been, within the past year) within your official responsibility.

Example: You are a Conservation Commissioner. The Commission has been given "special municipal employee" status. You are also an engineer in private practice in town.

- You may be hired as site engineer and represent a private development company at a Planning Board hearing, as long as the hearing does not in any way involve Conservation Commission matter.
- However, if the hearing is about a wetlands dispute, you could not represent the developer before the Planning Board because the matter is under your official responsibility as Conservation Commissioner.
- Also, if you prepare site plans, blueprints, structural analyses or other professional documents, you may not allow the developer to submit those materials to the Conservation Commission (or to any other municipal boards, in connection with matters under the Conservation Commission's responsibility).
- Also, you may not be paid for giving the developer advice about how to get his project approved by the Conservation Commission, or for any other activity related to the Conservation Commission review process.

Note that the prohibition against "acting as agent" covers any type of activity that involves representing someone other than your city or town. Activities which can be considered "acting as agent" include: serving as someone's spokesperson; making phone calls or writing letters;

acting as a liaison; affixing professional seals or signing supporting documentation; and participating as an electrician, plumber or other contractor during municipal building inspections. For more information about section 17, request Advisory No. 13: Municipal Employees Acting as Agent from the State Ethics Commission.

Section 20 -- Restrictions on Having an Interest in Contracts with your City or Town

Section 20 generally prohibits municipal employees from having a direct or indirect financial interest in a contract with their city or town. However, there are many exemptions in this section of the law. For instance, a municipal employee may own less than 1% of the stock of a company that does business with the municipality.

Also, a municipal employee may have a financial interest in a contract with a municipal department which is completely independent of the one where he works, provided that the contract has been publicly advertised or competitively bid, and the employee has filed a disclosure of his interest in the contract with the city or town clerk. Note that there are additional requirements for personal services contracts: contact your town counsel or city solicitor or the State Ethics Commission's Legal Division for more information.

However, if you are a "special municipal employee," you have two additional exemptions to section 20:

As a "special municipal employee," you may have a financial interest in a contract with a department which is completely independent of the one where you work, provided that you file a disclosure of your interest in the contract with the city or town clerk (there is no "public notice" or "competitive bid" requirement for this "special municipal employee" exemption).

As a "special municipal employee", you may even have a financial interest in a contract with your own department (or with a department which has overlapping jurisdiction with your department), provided that you file a disclosure of your interest in the contract with the city or town clerk and the board of selectmen, board of aldermen, town council or city council vote to grant you an exemption to section 20.

Example: You are a member of the School Committee, which has been given "special municipal employee" status. You also own a hardware store in town.

- You may sell light bulbs to the town's Department of Public Works, because Public Works is not under the jurisdiction of the School Committee; however, you must file a disclosure of your interest in the light bulb sales with the Town Clerk.
- You also may sell light bulbs to the School Department (which is under the School Committee's jurisdiction), but only if you file a disclosure of your interest in the light bulb sales with the Town Clerk and the Board of Selectmen vote to exempt your light bulb sales from the restrictions of section 20.

For more information about restrictions on holding an interest in municipal contracts, contact your city solicitor or town counsel or the Legal Division of the State Ethics Commission.

Section 20 -- Restrictions on Holding Multiple Municipal Positions

Because the restrictions of section 20 also apply to employment contracts, municipal employees are generally prohibited from holding more than one municipal position. However, there are many exemptions to this general prohibition. If you are a municipal employee -- regular or "special", you may:

- hold any number of unpaid positions, because you do not have a financial interest in any of the positions (however, if you hold even one paid appointed position, you must look for other exemptions);
- hold any number of elected positions, whether paid or unpaid, because you serve in those positions by virtue of your election, rather than because of an appointment or employment contract (however, if you hold even one paid appointed position, you must look for other exemptions); and
- in some instances, you may hold more than one paid appointed position, provided that the jobs are in separate departments (which do not have overlapping responsibilities) and all paid jobs have been publicly advertised. However, your board of selectmen, board of aldermen, town council or city council must vote to exempt you from section 20, and there are also other requirements you must meet. For more information, see Advisory No. 7: Multiple Office Holding from the State Ethics Commission, or contact your town counsel or city solicitor or the State Ethics Commission's Legal Division.
- If you serve in a town with a population of less than 3,500, you may hold more than one position with the town if the board of selectmen formally approves the additional appointments.

If you are a "special municipal employee", you may also:

- hold any number of other "special municipal employee" positions, provided that the positions are with totally independent departments and you file a disclosure of your financial interest in all the positions with the city or town clerk;
- hold any number of other "special municipal employee" positions, even if the departments' jurisdictions overlap, provided that you file a disclosure of your financial interest in all the positions with the city or town clerk, and the board of selectmen, board of aldermen, town council or city council vote to exempt you from section 20.

Example: As a Cemetery Commissioner, you are a "special municipal employee."

- You may also hold "special municipal employee" positions on the Board of Library Trustees and on the Waterways Commission, because the three positions are completely independent of each other. However, you must file a disclosure of your financial interest (e.g., stipends, per diem payments, salary) in the positions with the Town Clerk.

If you wish to hold a "special municipal employee" position with the Department of Public Works (which maintains buildings on the cemetery grounds) or as the town's Tree Warden (who cares for the trees on the cemetery grounds), you must file a disclosure of your financial interest in the positions with the Town Clerk, and the Board of Selectmen must vote to exempt you from section 20.

For more information about holding more than one municipal position, request Advisory No. 7: Multiple Office Holding from the State Ethics Commission, or contact your town counsel or city solicitor or the State Ethics Commission's Legal Division.

* * *

The definition of "special municipal employee" can be found in section 1(n) of the conflict of interest law (G.L. c. 268A). Note that town councils are empowered by G.L. c. 39, section 1 to exercise all duties and powers of boards of aldermen.

* * *

Commission Fact Sheets are prepared and issued by the Public Education Division of the State Ethics Commission. They are intended to provide guidance to public officials and employees concerning practical applications of the conflict law. For further information, contact your town counsel or city solicitor, or the Legal Division of the State Ethics Commission.

ISSUED: May 1987

REVISED: March 1990

REVISED: January 1991

REVISED: August 1992

MUNICIPAL LIGHT BOARD

MEMBER	ORIGINAL APPOINTMENT	TERM	TERM EXPIRES
Katy Gibson 64 Sheridan Road 02481	06/30/12	3 year	6/30/18
Jack Stewart 166 Winding River Rd. 02482	06/18/07	3 year	6/30/19

Officers

Paul L. Criswell, Chair
Edward J. Stewart, III, Vice Chair
Katharine Gibson, Secretary
Owen Dugan
David A. T. Donahue

D. Nakemp

d.nakemp@wel.org

781-239-3334

**Special Municipal Employees
As of October 9, 2007**

The following elected and appointed positions are hereby continued and confirmed as "Special Municipal Employees" (MGL Chapter 268A Section 1) for the Town of Wellesley based on list on file with the Town Clerk of Wellesley as of October 9, 2007.

Advisory Committee	Appointed by Moderator
Animal Inspector	Appointed by Board of Health
Audit Committee	Appointed by Moderator
Board of Health	Elected
Celebrations Committee	Appointed by BOS
Community Preservation Committee (designated 11/25/2002)	Appointed by Moderator
Council on Aging	Appointed by BOS
Design Review Board	Appointed by Planning Board
Director of Civil Defense	Appointed by BOS
Elections Officers	Appointed by BOS
Historic District Commission	Appointed by BOS
Historical Commission	Appointed by BOS
Library Trustees	Elected
Natural Resources Commission	Elected
Permanent Building Committee	Appointed by Moderator
Permanent Special Police	Appointed by BOS
Planning Board	Elected
Recreation Commission	Elected
Registrars of Voters	Appointed by BOS
Retirement Board	Various appointments and elections
School Volunteer Groups	Various
Town Counsel (designated 12/4/1984)	Appointed by BOS
Wetlands Protection Committee	Appointed by NRC
Youth Commission	Appointed by BOS
Zoning Board of Appeals	Appointed by BOS

The following designations are hereby revoked/discontinued as these entities are no longer active appointments for the Town of Wellesley.

Affordable Housing Committee	Deleted - Inactive
Capital Budget & Investment Committee	Deleted - Dissolved
Data Processing Committee	Deleted - Dissolved
Elm Bank Committee (6/15/1987)	Deleted - Dissolved
Human Services Study Committee	Deleted - Dissolved
Local Transportation Committee (5/26/87)	Deleted - Dissolved
Landscape Advisory Committee	Deleted - Inactive

Long Range Planning Committee	Deleted -Inactive
Network and Information Systems Advisory Committee (11/27/1995)	Deleted -Dissolved
Nutritionist	Deleted
Permanent School Accommodations Committee	Deleted -Dissolved
Personnel Board	Deleted - Renamed- see below
School Site Conversion Committee	Deleted -Dissolved
Special Committees	Deleted
Wellesley Cable Access Board (7/10/84)	Deleted - Reformed as Wellesley Cable Access Corp.
Wellesley Housing Partnership Committee (11/27/1995)	Deleted -Reorganized as WHDC see below
Wellesley Local Arts Council	Deleted -Reformed as Cultural Council- see below

The following appointed committee members are hereby designated as Special Municipal Town Employees.

Wellesley Housing Development Corporation	Appointed by the BOS
Human Resources Board	Appointed by the Moderator
Wellesley Cultural Council	Appointed by the BOS
Associate Members of ZBA	Appointed by BOS
Associate Members of Planning Board	Appointed by BOS
School Building Committee of 2007 (WHS) (Excluding School Committee and BOS representatives)	Appointed by BOS

The following Committees are standing committees or temporary committees and not designated as Special Municipal employees as of this date.

Assessors	Elected
Board of Public Works	Elected
Housing Authority	Elected
Moderator	Elected
Municipal Light Board	Appointed by BOS/BPW
Playing Fields Task Force	Appointed by Recreation Commission
School Committee	Elected
Town Meeting Members	Elected
Wellesley Cable Access Corporation Directors	Appointed by BOS and WCAC

The Board of Selectmen are prohibited from being designated Special Municipal Employees per statute. (MGL Chapter 268A Section 1(n))

7

Discuss 40B Comment Letters for 680 Worcester Street and Delanson Circle

At the Board's last meeting, held jointly with the Planning Board, the boards reviewed letters drafted regarding these two proposed affordable housing development projects. The deadline for comments on the site eligibility notice for **Delanson Circle is July 23, 2017** and the deadline for **680 Worcester Street is July 31, 2017**. Since that meeting, the Planning Board has met again and discussed these projects and has relayed minor editorial comments. A site visit was held on July 11th at the 680 Worcester Street location and no information was exchanged at the meeting that has caused us to make any further edits to that letter. There were real concerns raised about the ingress/egress from the site and the developer's plan that large vehicles would need to exit by backing out on to Route 9, however that matter had already been included in our comments.

Thus, staff recommends that the site eligibility findings are appropriately outlined in the attached letters and that the Board should consider approval of both. With the deadlines approaching, it is important that the board vote on these at this meeting.

In addition, there has been some discussion on Housing Production Plans (HPP), Meghan has prepared a Memo that details the components and process for approval of the HPP along with anticipated costs.

The items included in your packet on these topics include:

- ❖ Draft Letters to MassHousing and MHP
- ❖ Additional Letters received from Neighbors
- ❖ Memo on Housing Production Plans

MOVE to approve the draft response from the Town to the Massachusetts Housing Partnership as proposed regarding the development at 1-8 Delanson Circle.

MOVE to approve the draft response from the Town to MassHousing as proposed regarding the development at 680 Worcester Street.

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TOWN OF WELLESLEY



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BLYTHE ROBINSON
EXECUTIVE DIRECTOR OF GENERAL GOVERNMENT

July 19, 2016

Katharine Lacy
Massachusetts Housing Partnership
160 Federal Street
Boston, MA 02110

RE: 1-8 Delanson Circle, Wellesley, MA Site Eligibility Response

Dear Ms. Lacy:

On behalf of the Town of Wellesley Board of Selectmen and Planning Board, please find the following comments with respect to the Comprehensive Permit Site Approval Application recently submitted by Delanson Realty Partners, LLC for the construction of a 95-unit residential housing development at 1-8 Delanson Circle within the Town of Wellesley. While the Town finds the location of the proposed project to be a suitable site, the Town finds that the project's density and scale is incongruous to the neighborhood and will have a detrimental impact on abutters due to mass, scale, and traffic. We request that your office and the applicant consider our following concerns:

Site Constraints

The site has an area of 61,774 square feet. The proposed development has a gross floor area of approximately 125,000 square feet based upon the response that the proposed Floor Area Ratio is 2.0, and height greater than 66 feet. The application states the height is 50/60 feet. This may be based on average finished grade, but the maximum height is 66 feet. It is unclear how much open space will remain as the application does not indicate the proposed percentage. The site contains a steep grade with a difference in elevation of over 50 feet from Linden Street at the corner of Hollis street to the rear of the property. The entire site sits on ledge.

Proposed stormwater management concerns

Given the dense development of the site, stormwater management is a concern to the Town. The underground garage and dense site configuration will limit the available locations for subsurface infiltration. On site mitigation must be considered, however, the Town will be opposed to the location of subsurface infiltration within the foundation of the proposed

building. The rear of the site is proposed to consist of a series of retaining walls, which will impede available space for stormwater management. Properties on Linden Street, in particular the 151 Linden Street building, have experienced flooding in years past due to poor stormwater management. The Linden Square Development corrected the issue, although the correction was based on the stormwater generated from their development. Unmanaged stormwater will exacerbate the problems associated with the McCracken Brook culvert.

Proposed setbacks will cause unacceptable impacts to abutting properties

The setbacks of the proposed project are inadequate and juxtapose a 66-foot-tall building 25 feet from the property line of a single residence home located at 7 Oakencroft Road to the north (total separation of buildings is approximately 47 feet) and to the two-family property located at 12-14 Hollis Street (total separation of buildings is approximately 38 feet). The proposed structure will be placed into the existing slope, so height will be somewhat mitigated, however the property at 12-14 Hollis at approximately 30 feet in height will have a 55 foot structure 38 feet away. The minimal setbacks leave no room for an adequate buffer; particularly given the fire access road will be located within the rear 25 foot setback along Hollis Street. In addition, the proposal creates exterior balconies for the top floor that will overlook the abutting properties with minimal visual or sound mitigation.

Parking Garage is poorly designed and will not function as proposed

The parking for the site includes 84 parking spaces, not the 95 identified in the application, for .88 spaces per unit. Tandem parking has been used in the site for 30 of these spaces. The tight configuration and poor layout of the parking lot creates difficult maneuvering aisles to move tandem parked cars if needed. Jockeying of cars may result in parking of cars temporarily on Hollis Street, which is a private way with a limited right of way of 33 feet. The application is also incorrect in establishing Hollis Street as a public way. The applicant has provided no visitor parking. Their proposal may rely on public parking across the street at the Tailby Municipal Lot. This lot is filled with commuter parking throughout the day, and does not allow overnight parking. The Town's fear is cars will park illegally on Hollis Street or along the proposed fire access way, significantly impeding traffic along a narrow road with poor sight lines. The proposal does not indicate areas for parking of delivery trucks or workers to the facility. Parking for deliveries is limited and appropriate turning radii for delivery trucks has not been accounted for in the design. Trash is unaccounted for either on the exterior or interior of the building, and access to trash hauling will be difficult if located within the underground parking garage. It is important to note that Wellesley does not have municipal trash removal, but relies on residents or private trash hauler, as licensed by the Board of Health.

During the site walk, the proponents indicated that stacked parking might be considered to alleviate the tandem parking issues. The Town's concern would be on the efficiency and operation of the hydraulic lifts by all operators, as well as concern for potentially increasing the height of the structure to accommodate the lifts, or increasing potential water table and stormwater issues by pushing the parking structure further underground. Additional concerns raised by the Planning Board on the lifts include residents' access to vehicles in emergency situations.

Further, there is no allowance for parking of moving vans, whether a 10-14' self-move rental truck or a 30' van. With 95 units, there would be up to 190 moves the initial year, assuming 12-month leases at (100% occupancy). The site provides no ability for the trucks to unload except by parking on the street or the Fire access lane.

Water and Sewer service

The proponent has not indicated where they intend to access water or sewer from, whether Linden Street or Hollis Street. The sewer main through the Linden Street commercial area experiences heavy use and includes an inverted siphon beneath the MBTA railroad tracks which will need to be carefully analyzed given the added potential contribution of 15-20,000 gpd.

Site access exacerbates existing traffic and circulation problems

The proposal includes direct ingress and egress from Hollis Street, an unaccepted way with a right of way width of 33 feet and a variable paved width from 13-19 feet. Hollis Street is a heavily traveled pedestrian route for access to the Sprague School heading north, and access to the commuter rails station and Linden Street area heading south. Access to Hollis Street can be achieved from Linden Street or Westerly Street, which is also 33 feet in right of way width with variable pavement of 16-20 feet. The access from Westerly Street connects into a broader street network, but the connection to Hollis Street from Westerly is a 90 degree turn with limited visibility. Additional volume on a narrow road with significant pedestrian traffic, and no sidewalk is a concern given the current width and access. The Town will recommend prohibition of additional traffic from the site onto Hollis Street (currently two of the houses on the site – 1-3 Delanson and 5-7 Delanson – have driveways onto Hollis Street) without significant upgrades being made to the roadway.

The access from Linden Street is the Town's greatest concern. Hollis Street is located approximately 415 feet east from the signalized intersection of Crest Road and Linden Street, and 430 feet west from the signalized intersection of Linden Street and Everett Street. Traffic currently backs up from the light in front of the project site and nearly approaches Everett Street during multiple hours of the day including am and pm peak hours. Linden Street has a right of way width of 50 feet and has sidewalks on both sides. There is no space to allow a left turn lane to access Hollis Street, so turning vehicles will impede traffic flow, causing greater impacts at the intersection of Linden Street and Crest Road. The traffic impact would be substantially greater if the access was off Linden Street directly. Although the proximity to the Wellesley Square Station will alleviate some of the vehicle trips, the additional vehicle access will impede traffic flow during much of the day. The Town will recommend dedication of right of way from the site to allow for the installation of stacking and turning lanes.

Pedestrian access to and from the site is limited

It is unclear whether the applicant is proposing to improve the sidewalk along the Linden Street frontage, but given the location, it is essential. The Hollis Street access currently has no pedestrian amenities, but given the additional vehicle trips proposed on the unaccepted way, installation of a sidewalk is critical. To achieve the installation of an ADA sidewalk, it is proposed that the building be shifted to the west to accommodate a greater setback to

allow for an improved right of way width. Should the access remain off Hollis Street, a right of way width of 50 feet would accommodate a sidewalk and allow for greater sight lines exiting the structure.

Construction of the project will have significant impacts on adjacent properties and streets

The Town has significant concerns with respect to the practicality of constructing this project. The size and location of this site makes it difficult to stage cranes or other construction equipment, or to stockpile materials on site for construction. Additionally, parking for all construction workers cannot be accommodated on site and therefore will significantly impact the adjacent neighborhoods or municipal lots as parking is not allowed on Linden Street. Deliveries will need to be expertly coordinated and offsite parking of workers will be required. Parking, even of a temporary nature in the shoulder of Linden Street represents a significant safety concern to the Town and has the potential to significantly impede residents travel to adjoining neighborhoods. The developer has not stated in the site application how construction would be staged and coordinated.

The density of the proposed developed is significantly inconsistent with adjoining development

Ninety-five (95) residential units on a 61,774 square foot lot equates to a density of 67 units per acre. This project will be the densest project in Wellesley and the largest residential structure, if not largest structure in height. The density of the abutting residential neighborhood, not including the subject property, ranges from 2-8 units per acre. The single and two-family structures directly abutting the site will be significantly impacted due to the close proximity and potential shadow impacts from the development.

Based on the above, it is apparent that the proposed development is too intense for a site that is less than 1.5 acres in size. There is no doubt that more affordable housing opportunities are necessary in the Town of Wellesley, and that the proposed location is well suited for affordable construction, but such opportunities should be more respectful of existing neighborhoods and land uses, as well as the eventual residents of the development. This proposal is far out of character with the community. The Town would be inclined to support development on the site, but at a density far less than proposed.

Sincerely,

Marjorie R. Freiman, Chair

Ellen F. Gibbs, Vice Chair

Jack Morgan

Beth Sullivan Woods

Thomas Ulfelder

Jop, Meghan

From: Susan Meeker <ssmeeker828@gmail.com>
Sent: Monday, July 10, 2017 1:16 PM
To: Jop, Meghan; Zehner, Michael
Subject: Delanson Circle Chapter 40B Housing Project Proposal

Dear Ms. Jop and Mr. Zehner,

I am writing to you to express my strong objection to the proposed housing project at Delanson Circle. As its largest abutter, I can tell you that should this go through as proposed, the very reasons I chose to purchase my home here, and much of what I have loved about my life in Wellesley, would be lost. Instead of overlooking a pleasant neighborhood with trees and several families, my house will now be overlooked by a behemoth of a building, the highest in Wellesley, crammed onto a drastically insufficient tiny plot of land, populated by maybe 10 or 20 times the number of people currently residing there. Peaceful summers with windows open will be replaced by the constant noise of large industrial-sized air conditioning units, not in keeping with a residential community. My family's privacy would also be impacted as multiple floors of balconies would now face directly onto my family room and patio. This will also be the case for my neighbors who abut the project, both on Crest Road and Oakencroft.

In addition to the problems of abutters, the proposal appears to be ill-considered and entirely inconsistent with the character and atmosphere of our neighborhood, and indeed Wellesley. The developers have presented a project that is vastly out of proportion and scope, and is blatantly careless, unfeasible and insensitive of the local community in myriad ways, many of which were brought up by neighbors and other concerned citizens at the June 26th meeting. The traffic and parking problems alone would be enough to scrap this project, with the Linden/Crest intersection already congested.

These problems would have a profound effect on safety and quality of life in the entire College Heights neighborhood, as well as Wellesley in general, given that everyone uses Linden Street and all of its businesses.

Thank you for your attention, and for your service to our wonderful town.

Sincerely,

Susan S. Meeker
112 Crest Road
Wellesley, MA 02482

P.S. As a side note, the EMBARC architectural plan was demonstrative of the amount of care taken with this plan, with the red outline of the plot cutting right through my bedroom! Surprise!

TOWN OF WELLESLEY



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BLYTHE ROBINSON
EXECUTIVE DIRECTOR OF GENERAL GOVERNMENT

July 19, 2016

Jessica Malcolm
MassHousing
One Beacon Street
Boston, MA 02108

RE: 680 Worcester Street, Wellesley, MA Site Eligibility Response

Dear Ms. Malcolm:

On behalf of the Town of Wellesley Board of Selectmen and Planning Board, please find the following comments with respect to the Comprehensive Permit Site Approval Application recently submitted by 680 Worcester Road, LLC for the construction of a 20-unit residential housing development at 680 Worcester Street within the Town of Wellesley. While the Town supports the creation of affordable housing options, the Town finds that the project is poorly designed and, as designed, is inappropriate for this site. We request that your office and the applicant consider our following concerns:

Site Constraints

The site has an area of 20,029 square feet. The proposed development has a gross floor area of 27,171 square feet, a Floor Area Ratio of 1.36, and height greater than 46 feet. The proposed project will occupy 68% of the site with impervious cover, and retains 32% of the site as "open space," which the applicant purports to be usable; however, given the location along Route 9, the installation of retaining walls, and the slope to the rear of the site, much of the open space is unusable to the tenants.

Proposed stormwater management does not meet Best Practices

Given the dense development of the site, necessary stormwater management is proposed to be accomplished by placing subsurface detention within the foundation of the proposed building. The Engineering Division has significant concerns over the subsurface infiltration systems location under the garage slab. Our Wellesley Town Engineer, a licensed professional with close to 30 years of experience, has never seen this done previously. Access for maintenance may cause significant disturbance to the site. The setbacks from the foundation appear to be insufficient. The applicant has not submitted soil

testing; however, any soil testing should account for the compaction rate required for the construction of the building as well as address the possible hydrologic impact of the infiltration system on the building foundation. For drainage purposes, it should be noted that snow melt from open air areas will either drain into the subsurface system or be directed to the Town's sewer system and needs to account for suspended solids, filtration and volume.

Wetlands determinations should be revisited

Wetlands are located on the adjacent property to the rear of the site. In December 2015, the Town's Wetlands Protection Committee determined that the isolated wetland on the property is not jurisdictional and the Committee issued a negative Determination of Applicability. As this determination was based upon an inspection in the fall, the Town is of the opinion that an inspection for the presence of a vernal pool should be conducted in the spring, as well as evaluating the role of the wetlands in flood control. Filling of this isolated wetland will require additional permitting at the state level.

Proposed setbacks will cause unacceptable impacts to abutting properties

The setbacks of the proposed project are inadequate and juxtapose a 46-foot-tall building 8 feet from the property line of a single residence home to the east (total separation of buildings is approximately 22-24 feet) with the residential building having a height of approximately 28 feet. To the rear of the site two additional single family lots are present with only a 12-foot setback. The minimal setbacks leave no room for an adequate buffer. In addition, the proposal creates an elevated common terrace which will overlook the properties to the rear with minimal visual or sound mitigation.

Parking is poorly designed and will not function as proposed

The parking for the site includes 32 parking spaces or 1.6 spaces per unit. Tandem parking has been used in the site for 8 of these spaces. The tight configuration and poor layout of the parking lot creates difficult maneuvering aisles to move tandem parked cars if needed. Jockeying of cars may result in parking of cars temporarily on Route 9, which is prohibited. The applicant has provided no visitor parking whatsoever, and given the location and isolation of the site, visitors will likely park—illegally—on residential roads or in the abutting commercial property. Parking for deliveries is limited and appropriate turning radii for delivery trucks has not been accounted for in the design. The improper use of turning radii continues to be an issue for trash service, fire safety, and moving trucks, which if the development is constructed all such vehicles will be accessing the site located on Route 9. **Backing out of the site onto Route 9 is not an option.** Additional parking garage design concerns include the parking garage being only partially covered requiring snow removal in open air areas.

Limited accommodations for snow removal and storage

Snow storage is accounted for on the plans, yet in each instance is over a barrier including retaining walls and fencing. The minimal landscaped areas will be impacted by snow storage, further depleting available opportunities for screening. If snow removal is not done properly, snow banks will further reduce the size of parking spaces and maneuvering aisles making a precarious layout even more unsafe for drivers.

Sewer service is undersized and the proposed building encroaches on the existing easement

The existing sewer connection to the site runs from an easement in Francis Road. The proposed structure is located over the easement and the existing line, while adequate to serve the four residential structures that are currently served through the easement, will not meet the municipal standard for a sewer main when the additional 19 units are added. The site also includes a slope easement which is held by the MassDOT, and a portion of the proposed building is located within the easement. The Building Inspector has noted the building cannot be located over any easements, and it should be further noted relocation of the sewer easement would require Town officials to sign off on the abandonment as well as Town Meeting approval.

Moratorium on opening of Route 9 may impact water service

An existing water line is present in Worcester Street. MassDOT will commence repaving Route 9 in the spring/fall of 2017 and the Town anticipates there will be a moratorium on cutting into the pavement.

Site access by Fire Department staff and apparatus is inadequate

The Fire Department has significant concerns regarding the ability for a Ladder Truck to access the site and notes the site cannot accommodate the prerequisite turning radius. The site is largely covered by the building with parking at grade. The ceiling height of the covered parking is 12 feet which does not meet the minimum clear height for the fire truck. The site must have a minimum of two access points for the Fire Department. An access point can be Worcester Street, although it is a state highway. The secondary access must be from the proposed parking lot at 680 Worcester Street given a fire truck cannot access the remaining two sides of the building.

Site access exacerbates existing traffic and circulation problems

The proposal includes direct ingress and egress from Route 9. Route 9, however, only allows for vehicles to access the site heading eastbound. Exiting the site, all vehicles must continue eastbound and make turnarounds at Kingsbury and Route 9 or access residential neighborhoods to alter course. Returning to the site from a westbound direction would require turnarounds at Oak Street or access via neighborhood roads west of 680 Worcester Street. The Town would encourage MassDOT to consider requiring the installation of a deceleration lane for vehicles accessing the site from Route 9 due to the 50 mph speed limit and limited driveway length.

Pedestrian access to and from the site is limited

The applicant is proposing to continue the sidewalk from Francis Road to the access driveway of the site. Pedestrian access will be critical to access open space, schools, and shopping located within walking distance of the isolated site. Sidewalks should be continued to School Street along Route 9 to accommodate pedestrian traffic should the project move forward. The applicant should also be responsible for plowing all stretches of sidewalk from the site to major roads as MassDOT does not plow sidewalks. Access from Francis Street to Town paths is only useful in good weather conditions as the Town does not plow paths.

Accommodations for public access should be considered in the project design

The MetroWest Regional Transit Authority does have the Route 1 commuter bus which travels along Route 9. The site should have bus accommodations adjacent to the site on Route 9 for tenants seeking public transportation. Commuter rail access is within walking distance if sidewalks are enhanced and plowed along Route 9.

Construction of the project will have significant impacts on adjacent properties and streets

The Town has significant concerns with respect to the practicality of constructing this project. The size of the site makes it impossible to stage cranes or other construction equipment, or to stockpile materials on site for construction. Additionally, parking for construction workers cannot be accommodated on site and therefore will significantly impact the adjacent neighborhoods as parking is not allowed on Route 9 and both sides of Stearns Road. Deliveries will need to be expertly coordinated and offsite parking of workers will be required. Parking, even of a temporary nature in the shoulder of Route 9 represents a significant safety concern to the Town and has the potential to significantly impede residents accessing the Francis and Stearns neighborhoods which has limited access from Route 9. The developer has not stated in the site application how construction would be staged and coordinated.

The density of the proposed developed is significantly inconsistent with adjoining development and will result in destabilization of the larger single family neighborhood

Twenty (20) residential units on a 20,000 square foot lot equates to a density of 43.47 units per acre. The density of the abutting residential neighborhood, not including the subject property, is 2.76 units per acre. The project will have a destabilizing effect on the current single family use of the abutting properties, likely making them unmarketable for continued single family owner occupancy, or for redevelopment as single family homes.

Based on the above, it is apparent that the proposed development is too intense for a site that is less than ½ acre in size. There is no doubt that more affordable housing opportunities are necessary in the Town of Wellesley, but such opportunities should be more respectful of existing neighborhoods and land uses, as well as the eventual residents of the development. This proposal effectively creates an island separate from the larger community, and is contrary to best practices for affordable housing.

Sincerely,

Marjorie R. Freiman, Chair

Ellen F. Gibbs, Vice Chair

Jack Morgan

Beth Sullivan Woods

Thomas Ulfelder

TOWN OF WELLESLEY



MASSACHUSETTS

BOARD OF SELECTMEN

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

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

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

Date: July 13, 2017

To: Board of Selectmen

From: Meghan Jop

RE: Housing Production Plans

Below is an aggregation of the HPP Regulations and Guidelines. Following the descriptions below, additional information on current plans and costs is included.

Overview of HPP from the State/DHCD

A Housing Production Plan (HPP) is a community's proactive strategy for planning and developing affordable housing by: creating a strategy to enable it to meet its affordable housing needs in a manner consistent with the Chapter 40B statute and regulations; and producing housing units in accordance with the HPP.

The HPP regulation became effective on February 22, 2008 when the DHCD promulgated 760 CMR 56.00, Comprehensive Permit; Low or Moderate Income Housing. The HPP regulation is contained in 760 CMR 56.03(4). HPPs replace Planned Production under 760 CMR 31.07(1)(i).

If a community has a DHCD approved HPP and is granted certification of compliance with the plan by DHCD, a decision by the Zoning Board of Appeals (ZBA) relative to a comprehensive permit application will be deemed "consistent with local needs" under MGL Chapter 40B. "Consistent with local needs" means the ZBA's decision will be upheld by the Housing Appeals Committee

A safe harbor for the Town against 40Bs can be found in having a Housing Production Plan, if the Town is striving and showing progress on meeting the HPP Affordable Housing Goals. Having a HPP alone is not sufficient, progress at the levels described below must be attained.

HPP Guidelines and Requirements

An HPP shall contain at a minimum the following elements, covering a time period of five years:

1. Comprehensive housing needs assessment;
2. Affordable housing goals; and
3. Implementation strategies.

Comprehensive Housing Needs Assessment. The HPP must establish a strategic plan for municipal action with regards to housing, based upon a comprehensive housing needs assessment that examines:

1. the most recent available census data of the Town's demographics and housing stock, together with a projection of future population and housing needs, taking into account regional growth factors, that covers the entire time period of the plan;
2. development constraints and limitations on its current and future needs, and the Town's plans to mitigate those constraints; and
3. the capacity of the Town's infrastructure to accommodate the current population and anticipated future growth, including plans for enlargement or expansion of existing infrastructure systems to ensure that both current and future needs are met.

Affordable housing goals. The HPP shall address the matters set out in the DHCD's guidelines, including: (This is the most difficult component of the HPP- The Town's Current SHI is 6.2%)

1. a mix of types of housing, consistent with local and regional needs and feasible within the housing market in which they will be situated, including rental, homeownership, and other occupancy arrangements, if any, for families, individuals, persons with special needs, and the elderly;
2. a numerical goal for annual housing production, pursuant to which there is an increase in the Town's number of SHI Eligible Housing units by at least 0.50% of its total units (as determined in accordance with 760 CMR 56.03(3)(a)) during every calendar year included in the HPP, until the overall percentage exceeds the Statutory Minimum set forth in 760 CMR 56.03(3)(a).

Implementation Strategies. The HPP shall address the matters set out in the DHCD's guidelines, including an explanation of the specific strategies by which the Town will achieve its housing production goal, and a schedule for implementation of the goals and strategies for production of units, including all of the following strategies, to the extent applicable:

1. the identification of zoning districts or geographic areas in which the Town proposes to modify current regulations for the purposes of creating SHI Eligible Housing developments to meet its housing production goal;
2. the identification of specific sites for which the Town will encourage the filing of Comprehensive Permit applications;
3. characteristics of proposed residential or mixed-use developments that would be preferred by the Town (examples might include cluster developments, adaptive re-use, transit-oriented housing, mixed-use development, inclusionary housing, etc.);
4. municipally owned parcels for which the Town commits to issue requests for proposals to develop SHI Eligible Housing; and /or
5. participation in regional collaborations addressing housing development.

Review and approval of Housing Production Plans. A HPP shall be adopted by the Planning Board and Selectmen, following which the Chief Executive Officer may submit the HPP to the DHCD for its approval. DHCD shall conduct an initial 30-day completeness review, and it will notify the Town of any deficiency and offer an opportunity to remedy the deficiency. Within 90 days after the DHCD's finding

that the HPP is complete, the DHCD shall approve the HPP if it meets the requirements specified herein; otherwise, it shall disapprove the HPP. The DHCD shall notify the Town of its decision to either approve or disapprove a HPP in writing. If the DHCD disapproves a HPP, the notification shall include a statement of reasons for the disapproval. If the DHCD fails to mail notice of approval or disapproval of a HPP within 90 days after its receipt, it shall be deemed to be approved. A Town that originally submitted a HPP that had been disapproved may submit a new or revised HPP to the DHCD at any time.

Certification of municipal compliance. A Town may request that the DHCD certify its compliance with an approved HPP if it has increased its number of SHI Eligible Housing units in an amount equal to or greater than its 0.50% production goal for that calendar year. SHI Eligible Housing units shall be counted for the purpose of certification in accordance with the provisions for counting units under the SHI set forth in 760 CMR 56.03(2). Requests for certification may be submitted at any time, and the DHCD shall determine whether a Town is in compliance within 30 days of receipt of the Town's request. If the DHCD determines the Town is in compliance with its HPP, the certification shall be deemed effective on the date upon which the Town achieved its numerical target for the calendar year in question, in accordance with the rules for counting units on the SHI set forth in 760 CMR 56.03(2).

A certification shall be in effect for a period of one year from its effective date. If the DHCD finds that the Town has increased its number of SHI Eligible Housing units in a calendar year by at least 1.0% of its total housing units, the certification shall be in effect for two years from its effective date.

Cost of HPP

In a recent survey of communities on the MassPlanners Listserve, recently approved HPPs have varied in cost from \$15,000-\$35,000. The larger the community, typically the greater the cost. Michael Zehner and I estimate the cost for Wellesley to be \$30,000. We have reached out to MAPC and based on preliminary feedback believe the Town would likely receive a DLTA grant for up to 50% of the cost. The Town's portion of funding required would be in the \$15,000 - \$20,000 range.

8
V. New Business & Correspondence

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 Work Plan - Updated as of July, 2018
- ❖ Letter to DEP - Water Management Act Registration Renewal
- ❖ Wellesley Dental Group - 20 Year Anniversary Invitation
- ❖ Multiple Commendations from Chief Pilecki
- ❖ Needham/Wellesley I-95 Add a Lane Project Update
- ❖ Letter from Greenman-Pedersen - MassDOT sign replacements
- ❖ Memo from DPW to Finance - Year End Transfers
- ❖ Building Dept. Activity January - June, 2017

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TOWN OF WELLESLEY, MASSACHUSETTS
DEPARTMENT OF PUBLIC WORKS
WATER & SEWER DIVISION
20 MUNICIPAL WAY • WELLESLEY, MA 02481

WILLIAM J. SHAUGHNESSY, P.E.
SUPERINTENDENT

JOSEPH DOHERTY
ASST. SUPERINTENDENT

MEGHAN CONDON
SYSTEMS ENGINEER

TELEPHONE (781) 235-7600
FACSIMILE (781) 489-7755

JUNE 27, 2017

CERTIFIED MAIL 7015 1520 0001 5524 6152

Mr. Duane LeVangie
Water Management Act Program
MassDEP
One Winter Street
Boston, MA 02108

RE: Water Management Act Registration Renewal

Dear Mr. LeVangie:

Our water systems holds a registration that authorizes the withdrawal of water under the Water Management Act (WMA). We understand that WMA registrations are renewed at 10-year intervals. We also understand that, pursuant to section 5 of the WMA, Registrations held by persons in good standing with the Department of Environmental Protection (MassDEP) **are automatically renewed** so long as the MassDEP receives a completed and signed Renewal Registration Statement by the applicable deadline.

Our General Information is as follows:

Registrant Number: 32031701

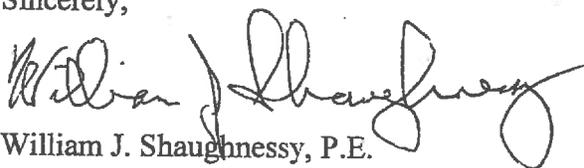
River Basin: Charles

Registrant Wellesley Municipal
20 Municipal Way (formally 455 Worcester Street)
Wellesley Hills, MA 02481

While we understand it is the interpretation of MassDEP that the Permit Extension Act applies to Registrations, we disagree and wish to go on record with timely filing of our Renewal Registration Statement so that so that we can maintain our withdrawal rights. Please see the enclosed completed and signed Renewal Registration Statement, which utilizes the form most recently issued by the Department for the 2008 renewal. It is submitted without prejudice to our previously stated position that the Department is legally required to issue an updated form for our Renewal Registration Statement.

We also note that after the *Fairhaven* case, MassDEP never indicated its acceptance of our 2008 Renewal Registration Statement without conditions, as required by the Supreme Judicial Court. We request that MassDEP send us its acknowledgment that our Renewal Registration Statement was, indeed, accepted without condition in accordance with the *Fairhaven* decision.

Sincerely,



William J. Shaughnessy, P.E.

cc: Michael P. Pakstis, DPW Director
✓ Blythe C. Robinson, Executive Director
Representative Alice Peisch
Senator Cynthia S. Creem
Martin Suuberg, Commissioner, MassDEP
Board of Public Works
Board of Selectman

Enclosures: Certification
Registration Renewal Verified Questions

**Registration Renewal Request for VERIFIED Water Withdrawals Authorized by the
 Water Management Act, Massachusetts General Laws, Chapter 21G
 Certified Mail 7015 1520 0001 5524 6152
 June 27, 2017**

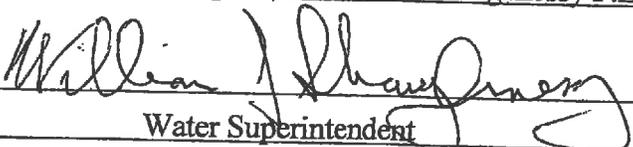
REGISTRATION NUMBER: 32031701
 RIVER BASIN: CHARLES
 REGISTRANT [NAME]: WELLESLEY DPW MUNICIPAL
 MAILING ADDRESS: 20 MUNICIPAL WAY
 WELLESLEY, MA 02481

AVERAGE VOLUME PER DAY (MGD): 2.62
 DAYS OF OPERATION (PER YEAR): 365
 ANNUAL VOLUME TOTAL (MGY): 956.3

I certify that the information contained on my Registration Renewal Request is correct. I further certify that I have submitted annual reports as required and that I have paid the Annual Compliance Fee associated with the Water Management Program. I hereby request renewal of the registration statement as indicated.

CERTIFICATION:

Name of certifying person: (print) William J. Shaughnessy P.E.

Signature: 

Title: Water Superintendent

Phone number: (781) 235-7600 x3350

Mailing Address: Wellesley DPW, Water Division

20 Municipal Way, Wellesley, MA 02481

Email address: bshaughnessy@wellesleyma.gov

Date: June 27, 2017

Complete and return by **June 30, 2017** to: Department of Environmental Protection, One Winter Street, 5th Floor, Boston, MA 02108, Attention: Water Management Program.

Failure to file a Registration Renewal Request will result in the expiration of your registered withdrawal authorization. Without a registration, you are required by regulation to file a Water Management Permit Application if you wish to continue to make a withdrawal above the threshold volume of nine million gallons over a consecutive three month period.

1. Do you continue to withdraw water under this registration statement? YES NO

2. Have you transferred any portion of these withdrawal rights to any other party? YES NO
If YES, please provide the name and address of the parties and the date of transfer. (Note: Transfers require the completion of a BRPWM01 Transfer Form.)

3. Are all withdrawal points metered? YES NO
If NO, list the names and locations of all withdrawal points not metered.

4. Since the last registration renewal in January 2008, have you abandoned any of the registered withdrawal points? YES NO
If YES, list the names and locations of abandoned points.
We have not abandoned any withdrawal points. However we have installed replacement wells at Morses Pond well field and satellite wells at Wellesley Ave well field.

5. Are you currently withdrawing from any point(s) not registered? YES NO
If YES, list the names and locations of non-registered (and non-permitted) points.

6. Do you have a Water Management permit with an additional withdrawal volume authorized in addition to your registration volume? YES NO

7. Was your original registration volume based on source water (raw/pretreatment) totals or finished (treated) water? SOURCE FINISHED UNKNOWN

8. In reporting annual system-wide water use, do you report source water or finished water or both? SOURCE FINISHED BOTH

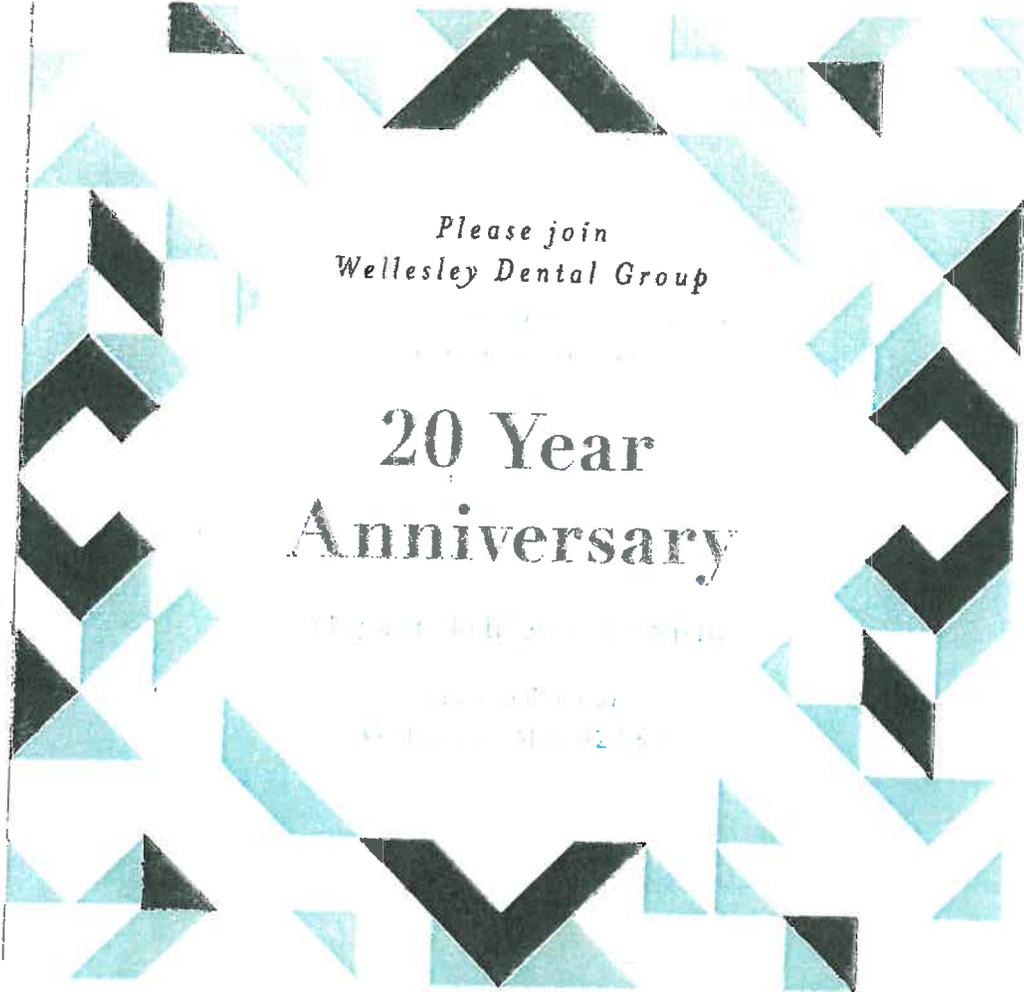
9. If reporting finished water only, what would be required to report source water (raw) volumes?

10. If you have treatment, what percentage of source water (raw) is not measured by the finished water meter? 1.2 % (As per 2016 Annual Statistical Report) Raw Water = 734 MG
Finished Water = 725 MG

If necessary, continue your comments on any of the above items on additional pages.

This is a legal document. The Department recommends that you keep a copy for your records.

Note: If you hold WMA registrations in more than one river basin, separate registration renewal requests must be filed for each river basin.



*Please join
Wellesley Dental Group*

20 Year Anniversary

Friday, July 28, 2017

*4:00 PM - 7:00 PM
Wellesley, MA 02156*



**Come join us for a celebration
honoring our 20 years in the Wellesley community!
Festivities will begin at 4pm - feel free to stop by anytime
for some BBQ, refreshments and good company!
We can't wait to celebrate with you!**

*Please RSVP by July 20th at 781-237-9071
or smiles@wellesleydentalgroup.com.*

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**TOWN OF WELLESLEY POLICE DEPARTMENT****WELLESLEY, MA 02482
Telephone 781-235-1212****JACK PILECKI
Chief of Police****MEMORANDUM**

TO: OFFICER WILL GRIFFIN
FROM: JACK PILECKI
CHIEF OF POLICE
SUBJECT: COMMENDATION FROM CARL NOVOTNY
DATE: JUNE 30, 2017

I was pleased to see a copy of a letter which was sent to me by Carl Novotny. He wanted to express his thanks to your response to a 911 call he made on Monday June 12th.

He went on to say that thankfully the issue was resolved without any serious harm. He also stated that your swift response as well as the Fire Department was immeasurably valuable to he and his wife.

The comments of Mr. Novotny are indicative of the level of professional services provided by the Wellesley Police Department and it is a reflection of your personal commitment.

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

AUTHORIZED:


**JACK PILECKI
CHIEF OF POLICE**

cc: Board of Selectmen
Bulletin Board
Personnel File

6/16/17

To the Good Folks at the
Wellesley Police Dept,

I want to express my thanks
to all of you and to the police officer
on the scene (whose name I did not
get) for responding so quickly and
helpfully to our "911" call on
Monday, June 12th.

What appeared to be a heart attack
thankfully was resolved without
any serious harm to me. But, your
men's + women's swift response to the
call along with the Fire Dept. was
immeasurably valuable to me and my
wife. You helped us cope and feel
(and be) safe!

With great Appreciation,

Carl Novotny

**TOWN OF WELLESLEY | POLICE DEPARTMENT****WELLESLEY, MA 02482
Telephone 781-235-1212****JACK PILECKI
Chief of Police****MEMORANDUM**

TO: DETECTIVE PETER MCLAUGHLIN
FROM: JACK PILECKI
CHIEF OF POLICE
SUBJECT: COMMENDATION FROM ADAM J. BLOCK
DATE: JUNE 30, 2017

I was pleased to see a copy of a letter which was sent to me by Mr. Adam Block. He mentioned that he was on a bike ride when his blood sugar levels had dropped. He stopped at the police station and he stated you found a chocolate bar, staying with him until his blood sugar levels rose high enough to safely ride his bike back home. He went on to say that as a diabetic it made all the difference and he appreciated your time and effort.

The comments of Mr. Block are indicative of the level of professional services provided by the Wellesley Police Department and it is a reflection of your personal commitment.

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

AUTHORIZED:

A handwritten signature in blue ink that reads "Jack Pilecki".

**JACK PILECKI
CHIEF OF POLICE**

cc: Board of Selectmen
Bulletin Board
Personnel File

ADAM J. BLOCK

June 12, 2017

Dear Chief Pilecki,

I wanted to write to commend Detective Peter McLaughlin who recently provided assistance to me.

I am a resident of Needham and also a type 1 diabetic. Last week, about 7 miles into my regular 10 mile bicycle ride, I noticed my blood sugar levels drop precipitously. While I had some liquid sugar with me to boost my levels, I noticed my levels were not rising fast enough and that I needed more sugar quickly.

I stopped at your police station en route and when I asked for help, Detective Peter McLaughlin quickly found a chocolate bar and stayed with me until my blood sugar levels rose high enough so I could safely ride home. → over

It may not sound like much and we take chocolate bars for granted - and yet to a type 1 diabetic, it made all the difference. I am grateful that Detective McLaughlin was gracious and I appreciated his effort and time.

Please accept this donation as a token of my appreciation.

Thank you!

Sincerely,
Adam Block

**TOWN OF WELLESLEY**WELLESLEY, MA 02482
Telephone 781-235-1212**POLICE DEPARTMENT**JACK PILECKI
Chief of Police

TO: OFFICER CHRISTOPHER FRITTS
OFFICER MATTHEW WALL

FROM: CHIEF JACK PILECKI

SUBJECT: LETTER OF COMMENDATION

DATE: JULY 11, 2017

I was pleased to receive a note from a Denton Road resident this week concerning an incident that occurred on July 5, 2017. Just after 6PM, you both were dispatched to Washington Street near Denton Road for a report of a male running in and out traffic and acting unusually.

After you located the male, you determined that he was local resident that had a history of mental illness. Both of you de-escalated the situation and calmed the man. You were able to transport the man home to his primary care givers without incident.

The note I received from his mother detailed how you treated the male with "extraordinary professionalism" and spoke of your immediate ability to recognize that the male was medicated and suffering from mental illness.

As Chief of the Wellesley Police Department, I want to thank you both for the professional manner in which you handled this situation. Your skills and service on this encounter exemplify the level of service that the department provides on a daily basis.

AUTHORIZED:

JACK PILECKI
CHIEF OF POLICE

cc: Board of Selectmen

**TOWN OF WELLESLEY**WELLESLEY, MA 02482
Telephone 781-235-1212**POLICE DEPARTMENT**JACK PILECKI
Chief of Police

TO: SERGEANT SCOTT SHOWTEAD
OFFICER JANET POPOVSKI

FROM: CHIEF JACK PILECKI

SUBJECT: LETTER OF COMMENDATION

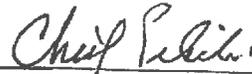
DATE: JULY 11, 2017

I was pleased to learn that the Wellesley Police Department has completed the three year review by the Massachusetts Police Accreditation Commission (MPAC), and the department will remain an accredited police agency. A team of auditors from MPAC spent three days examining some 254 mandatory standards and numerous optional standards that the department has to meet and comply with. The Wellesley Police Department was found to be in complete compliance with these standards.

This is the department's first audit since becoming an accredited police agency in 2014. The first audit after obtaining accreditation is well known to be the most difficult as it the first real test of new policies and procedures. However, the auditors stated during their final day that the Wellesley Police Department was one of the most organized departments that they have reviewed.

I want to congratulate both of you on the hard work, dedication, performance and attention to detail you demonstrated in preparing the department for this review.

AUTHORIZED:



JACK PILECKI
CHIEF OF POLICE

cc: Board of Selectmen

**TOWN OF WELLESLEY**WELLESLEY, MA 02482
Telephone 781-235-1212**POLICE DEPARTMENT**JACK PILECKI
Chief of Police

TO: OFFICER CHRISTOPHER CUNNINGHAM
FROM: CHIEF JACK PILECKI
SUBJECT: LETTER OF COMMENDATION
DATE: JULY 10, 2017

On June 24, 2017 at 3:00 PM, you were patrolling the Longfellow Road area. While patrolling, your attention was drawn to a male sitting next to a landscaping truck in an odd way. There was no one else around or in the vicinity at the time and there were no signs that anything was amiss. Despite this, you decided to check on the individual as a precaution.

The male did not respond to your verbal questions, so you got out of the cruiser and investigated further. It was at that point that you determined that the male was lapsing into unconsciousness and subsequently became unresponsive. After requesting the ambulance, the patient's condition deteriorated rapidly, to the point where he stopped breathing. You then began giving artificial respirations for the victim, in order to sustain his life until the paramedics arrived. The paramedics determined that the victim was suffering from a drug overdose, and administered Narcan to counter the effects of the drug. It is clear that this would have been a fatal overdose had you not discovered this victim and rendered life saving care.

As Chief of the Wellesley Police Department, I want to commend you for your alertness, attention to duty, and professional medical treatment, which directly resulted in saving the victim's life. Your actions are indicative of the type of work and service that the men and women of the Wellesley Police Department provide to our citizens.

AUTHORIZED:

Handwritten signature of Jack Pilecki in cursive script.

JACK PILECKI
CHIEF OF POLICE

cc: Board of Selectmen

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Robinson, Blythe

From: Stewart, Douglas
Sent: Monday, July 10, 2017 3:34 PM
To: Pakstis, Mike; Hickey, David; Cohen, David; Miller, Frank; Gildae, Beth; Robinson, Blythe; Pilecki, Jack; Whittemore, Scott; DeLorie, Rick; Peterson, Jeff; DuPont, Brian; Connolly, Terry
Subject: Needham Wellesley I-95 Add-A-Lane Project - Meeting July 6, 2017
Attachments: Add A Lane Agenda 070617.pdf

The monthly construction progress meeting for the Needham Wellesley I-95 Add-A-Lane Project was held on July 6, 2017 at 9:00AM. Overall project information provided by MassDOT is as follows:

Throughout the week of July 10, 2017, Barletta Heavy Division, MassDOT's contractor, will continue construction operations. Work will be performed project-wide during the standard working hours of 7:00AM to 3:00PM. All project work is currently underway within the Town of Needham, except at the I-95/Route 9 Interchange in Wellesley.

The I-95 northbound side crossover lane has been eliminated and starting the week of August 15, 2017 the I-95 southbound side will be reconfigured to have a split lane, similar to the I-95 old northbound crossover. Pavement milling, leveling and intermediate paving courses on I-95 northbound from Highland Avenue to the southerly project limits should be completed in the next few weeks.

At Highland Avenue, drainage will be installed along the southbound shoulder from Highland Avenue to Kendrick Street. Forming, reinforcing, and pouring of bridge barrier will also occur throughout the week, and construction of the southbound collector/distributor road from Kendrick Street to Highland Avenue southbound will continue throughout the week.

From Highland Avenue to Central Avenue, work for the week will address installation of retaining wall piles and panels and forming, reinforcing, and pouring of the northeast wing wall, both throughout the week.

At Route 95/Route 9 area project information is as follows:

- At Route 9, work will include drilling and installing the drill pad for Cedar Street noise wall posts, and installation of drainage and full depth excavation along the crossover alignment. Overhead sign foundations and gravel and dense grade paving will be installed along the northbound median.
- There was a meeting with MassDOT, representatives from John Hancock and Town staff to discuss the proposed project work and project schedule for the Route 9 and William Street area on May 10th. MassDOT district staff is reviewing the project work in this area and will contact Patrick O'Toole with a schedule for the Route 9 widening work in the William Street area. The current plan is to widen the eastbound side of Route 9 this year and to widen the westbound side of Route 9 early next year.

MassDOT will be sending emails for upcoming traffic ramp closures related to the project. Tentative scheduled dates for ramp closures in Wellesley are as follows:

08/25/17: W5 Ramp (Route 9 eastbound to I-95 northbound)

08/25/17: W6 Ramp (I-95 southbound to Route 9 eastbound)

Overall the project is approximately 72% complete and the project completion date is April 25, 2019. There is a \$4,000,000 incentive clause in the contract if Barletta has substantially completed the project by October 2018.

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**Greenman - Pedersen, Inc.**Engineering and Construction Services

MAX-2013034.28

June 19, 2017

Blythe Robinson
Executive Director
Wellesley Town Hall
525 Washington Street
Wellesley, MA 02482

Reference: District 6 – Retroreflective Sign Upgrading on Secondary Roads
(MassDOT Project File # 607496)

Dear Ms. Robinson,

Greenman-Pedersen, Inc. (GPI) is currently working with MassDOT to upgrade speed limit, route marker and directional signs along secondary state numbered routes throughout District 6. There are state numbered routes under your local jurisdiction where signs have been identified as having a poor daytime or nighttime (retro-reflectivity) condition. The signs and routes are outlined in the attached tables.

MassDOT will be advertising a contract to replace/upgrade these signs at no cost to the municipalities. Since the signs fall under local jurisdiction, MassDOT is requesting your consent to replace these signs. Future maintenance of the newly installed/upgraded signs would continue to be the responsibility of the municipality.

Should you wish to take advantage of this program and participate, no further action is required on your part. If you do not wish to participate, or have information regarding any of the proposed sign locations (i.e. future road reconstruction planned, signs already have been replaced, etc.) please respond to GPI by July 12, 2017.

Should you have any questions or concerns, wish to discuss the project further, or wish not to participate, please contact me directly via email (jdiaz@gpinet.com), phone (978)-570-2953 or by letter at the address below.

Sincerely,

GREENMAN – PEDERSEN, INC.

John W. Diaz, PE, PTOE
Vice President/Director of Traffic Engineering

- c. James Danila – MassDOT Assistant State Traffic Engineer via email
Steve Timmins – MassDOT Highway Signing Engineer via email

MUNICIPALITY: WELLESLEY

Massachusetts Department of Transportation District 6 Sign Replacement
6/19/2017

Municipality	Route Name	Sign Number	Street Name	Mill Marker	MUTCD Code	MUTCD Description	MUTCD Text	MUTCD Symbol	Width (in.)	Height (in.)	Travel Direction	Sign Orientation
Wellesley	SR16 EB_1	6-SR16 EB_1-334-1	Washington Street (Route 16)	40.9	R2-1	Speed Limit	SPEED LIMIT [30]		18	24	EB	SW
Wellesley	SR16 WB_2	6-SR16 WB_2-1235-2	Washington Street (Route 16)	38.2	M3-4	West	WEST [16]		24	12	WB	NE
Wellesley	SR16 WB_2	6-SR16 WB_2-1235-1	Washington Street (Route 16)	38.2	M1-5	State Route Sign (1 or 2 digits)			24	24	WB	NE
Wellesley	SR135 EB_1	6-SR135 EB_1-31-1	Central Street (Route 135)	24	M6-6R	Directional Arrow Right & Ahead		Arrows: ^ >	21	15	EB	NE
Wellesley	SR135 EB_2	6-SR135 EB_2-27-1	Great Plain Avenue (Route 135)	24.8	M1-5	State Route Sign (3 digits)	[135]		24	24	EB	NW
Wellesley	SR135 EB_2	6-SR135 EB_2-27-2	Great Plain Avenue (Route 135)	24.8	M3-2	East	EAST		24	12	EB	NW
Wellesley	SR135 EB_2	6-SR135 EB_2-36-1	Great Plain Avenue (Route 135)	25.3	R2-1	Speed Limit	SPEED LIMIT [35]		18	24	EB	NW
Wellesley	SR135 WB_1	6-SR135 WB_1-115-1	Great Plain Avenue (Route 135)	25.3	R2-1	Speed Limit	SPEED LIMIT [35]		18	24	WB	SE
Wellesley	SR135 WB_1	6-SR135 WB_1-124-1	Great Plain Avenue (Route 135)	25	R2-1	Speed Limit	SPEED LIMIT [35]		18	24	WB	SE

TOTAL NUMBER OF SIGNS: 9



TOWN OF WELLESLEY



MASSACHUSETTS

DEPARTMENT OF PUBLIC WORKS

20 MUNICIPAL WAY • WELLESLEY, MA 02481-4925

MICHAEL PAKSTIS
DIRECTOR

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

July 7, 2017

To: Sheryl Strother, Finance Director
From: David Cohen Assistant Director, DPW
Cc: Board of Public Works
Re: Reallocation of Recommended Budget Allocations, FY2017

At the June 27th meeting the Board of Public Work approved maximum budget re-allocations as indicated on the attached memo and motion. We informed the Board that the actual amounts would likely be less than the amounts approved and that we would only re-allocate amounts actually needed.

Consistent with the attached motion, the following transfers are requested by the Board of Public Works:

Personal Services Budget Re-allocation:

Amount	From	To
\$10,000	14401962-515090 RDF Personal Services	14201962-515090 Highway Personal Services
\$8,000	14401962-515090 RDF Personal Services	14301962-515090 Park & Tree Personal Services
\$10,000	14101962-515090 Engineering Personal Services	14501962-515090 Management Personal Services

No Expense Budget re-allocations are required.

Thank you for your assistance with this request. Please let me know if you have any questions or need any additional information.

Attachment

TOWN OF WELLESLEY



MASSACHUSETTS

DEPARTMENT OF PUBLIC WORKS

20 MUNICIPAL WAY • WELLESLEY, MA 02481-4925

MICHAEL PAKSTIS
DIRECTORTELEPHONE (781) 235-7600
FACSIMILE (781) 237-1936

June 23, 2017

To: Board of Public Works

From: David Cohen, Assistant Director

Re: Reallocation of Budget Allocations, FY2017

Our projections for the end of FY17 show potential deficits in Highway, Park & Tree, and Management Personal Services and in Highway and Management Expenses. Expenditures in other areas of the budget have been managed so that funds are available in other divisions to cover these potential allocation deficits. A motion showing the proposed reallocation dollar amounts is included at the end of this memo.

Highway and Park & Tree's Personal Services budget shortfall is due to primarily to extensive winter plowing damage repairs needed this past spring which precluded or delayed the Divisions from working on Capital or other Work for Others projects. The Management Division Personal Services shortfall is due to intern and temporary salaries that were paid through the Management budget for projects such as Benchmarking and the Sidewalk Condition Survey.

Although we don't expect Highway or Park's budgets to have a shortfall, they are very close so we thought it prudent to seek approval in the event it is needed. Management's expense budget is slightly over due to some DPW-wide expenditures, such as training, that were paid out of the Management Expense Budget to expedite invoice payment.

Once we have attended to the above shortfalls, we expect that we will still have an overall positive balance in some of the DPW FY17 allocations and all available balances will be returned to the General Fund.

Therefore, it is requested that the Board of Public Works approve the following motion:

That the Board of Public Works approves the transfer of the positive Personal Services budget balances in Engineering and RDF to offset deficits in Highway not to exceed \$35,000; and,

That the Board of Public Works approves the transfer of the positive Personal Services budget balances in Engineering and RDF to offset deficits in Park & Tree not to exceed \$10,000; and,

That the Board of Public Works approves the transfer of the positive Personal Services budget balances in Engineering to offset deficits in Management not to exceed \$15,000; and

That the Board of Public Works approves the transfer of the positive Expense budget balance in Engineering, Park and Tree and RDF to offset the deficit in Highway not to exceed \$25,000; and

That the Board of Public Works approves the transfer of the positive Expense budget balance in Engineering to offset the deficit in Management, not to exceed \$1,000.

Thank you for considering this request. We look forward to discussing this matter with you at the Board Meeting on June 27th.

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Quarterly Building Permit Activity Report - 2017

The following is the permit activity for the current quarter and the year-to-date for 2017.

Month	Building/Sheet Metal		Electrical		Plumbing/Gas		Inspections	
	Permits Issued	Inspections	Permits Issued	Inspections	Permits Issued	Inspections	Permits Issued	Inspections
January	96	254	81	195	91	205	91	205
February	77	200	78	120	101	146	101	146
March	108	258	89	196	96	196	96	196
April	115	213	94	133	92	183	92	183
May	138	281	106	165	115	197	115	197
June	122	283	87	147	126	191	126	191
July								
August								
September								
October								
November								
December								
1st Quarter	281	712	248	511	288	547	288	547
2nd Quarter	375	777	287	445	333	571	333	571
3rd Quarter	0	0	0	0	0	0	0	0
4th Quarter	0	0	0	0	0	0	0	0
TOTAL	656	1489	535	956	621	1118	621	1118

Total Permits Issued Year-to-Date: 1812
 Total Inspections conducted Year-to-Date: 3563

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TOWN OF WELLESLEY



MASSACHUSETTS

BOARD OF ASSESSORS

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

W. ARTHUR GARRITY, III, CHAIR
STEPHEN D. MAHONEY
DAVID C. CHAPIN

TELEPHONE: (781) 431-1019 EXT. 2275
FACSIMILE: (781) 237-5037
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DONNA LEE McCABE, AAS, CHIEF ASSESSOR

MEMORANDUM

Date: 21 July 2017
To: Town Clerk, Selectman's Office, Human Resources
From: Board of Assessors
RE: Elected Chairman

The Board of Assessors, as of July 1, 2017, has elected Stephen D. Mahoney, as Chairman. This position is for Fiscal Year 2018.

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Selectmen's Office Work Plan - FY18 - July, 2017

Project	Issue or Current Status	Next Steps	Resources Required	BOS Liaison	Staff Assigned	Completion Date
MAJOR PROJECTS						
HHU - School Bldg Comm. Unified Plan	SBC Appointed, Charge Approved	1st mtg held, working towards fall STM	\$\$ for Proof of Concept/Feasibility	Jack	SC & BOS	
900 Worcester	Vision/Values, Working Groups Completed	Review Draft Plan this fall		Marjorie/Ellen	Meghan, Michael	ATM - 2018
North 40 Plan	PSI permit submitted to Planning Bd	Complete permitting process	Review by Planning, MassDOT	Tom	Meghan, Blythe	Fall, 2018
Town Hall Envelope Repair	Phase II Landfill closure	Set up a Planning Committee	\$75K approved for closure work	Marjorie	Blythe, DPW	Dec. 2017
Wellesley Media	OPM hire complete	Start design 7/1/17, const. appr 3/2018	Request Const funding at ATM		Joe	March, 2018
Route 9/Kingsbury Upgrade	Expand Locations for fining public mtgs	Juliani, Wakelin, Warren & Tolles Pars.	Wellesley Media funding upgrades	Tom		Aug. 2017
40B Housing Projects	Install new traffic signal	Work underway, est. complete by 9/1		Ellen	Meghan	Aug. 2017
	Delansen, 680 Worcester, 135 Grt. Plain	Comments to State/Work w/developer	Staff assistance, WHCD	Marjorie/Ellen	Meghan, Michael	
OTHER PROJECTS -						
FMD 5 Year Review	Review progress, next five years	Joe to present an overview in August			Joe	
Transportation Adv. Group	Form working group to outline a charge			Ellen, Deb	Meghan	
Town Hall Interior Visioning	Dev. process for vision, study space needs	Contract to begin Jan. 1, 2018	Budget approved	Marjorie	Blythe, Joe	
DPW Work for Others	Program not transparent, value??	Set up a mtg with DPW to discuss	N/A	Tom	Blythe, DPW	
Inter-Board Meetings	Ellen, Jack, Blythe, Meghan to discuss	Schedule for October, Feb. and another				
POLICIES/REGULATIONS:						
Alcohol in Town Buildings	Explore regulations to allow this	Set up mini-interboard - fall, 2017	Info from Town Boards, T. Counsel	Jack/Beth		Fall, 2017
BOS Handbook/Manual	Update/expand current policy manual	Review draft prepared by Marjorie		Marjorie		
BYOB Regulatons	Recommend a policy				Meghan	
Financial Policies/Proced.	Develop some policies, update existing	Review & then meet with Advisory			Sheryl, Blythe	
Health Insurance Policy	Town needs policy on ins. Eligibility	Draft policy for BOS & SC review			Blythe, Scott	
HR Manual/Handbook	Rough draft in process by HR Board				Scott	
PILOT Agreements	Update policy for Babson & Wellesley	Review with BOS, then meet w/colleges		Beth	Blythe	
Plowing of Private Ways	Town does not follow state law	Draft policy for BOS & DPW to discuss	1st mtg held in June w/DPW	Beth	Blythe, M. Pakstis	
BYLAW UPDATES:						
Animal Control	Existing bylaw does not meet State law	Counsel has drafted a replacement	Meet w/ACO, T. Clerk, Police		Blythe, Meghan	ATM- 2018
Budget Process	Review existing bylaw & update				Blythe, Sheryl	
Marijuana Retail Zones	Establish bylaw for where to locate	State to complete regulations			Meghan, Michael	March, 2018
STAFF MANAGED PROJECTS						
Aqueduct Leases	2 awaiting approval, 3 need appraisals	Bd to vote on as they are prepared			Terry	August, 2017
Budget Process Design	Draft Budget Prep Manual Ready	Discuss w/BOS, Boards & Advisory	N/A		Blythe, Sheryl	July, 2017
Bldg Dept. Staffing	Monitor & coach re - admin. Staff				Blythe, Mike	
Community Compact	Compact signed w/state for 2 projects	Start comm. plan, grant \$ for records	State Grant funding or tech. support		Blythe	
Communications Plan	Grant approved, start study	Hire a Comm. Manager in BOS Office			Blythe, Brian	July, 2018

Project	Issue or Current Status	Next Steps	Resources Required	BOS Liaison	Staff Assigned	Completion Date
Electronic Permitting	Investigate options for Town	Work w/IT to ID vendors & applications	Cooperation from several depts.		Blythe, Brian	
Health Ins. Plan Changes	Develop Plan Alternatives & Strategy	Negotiate with Town & School Unions	Possibly Legal Counsel		Marc, Scott, Blythe	Sept. 2017
Land Availability Inventory						
Union Negotiations	6 contracts settled - Police Patrol/Sup not	Meet w/Patrol & Supv., execute all	Town Meeting Appropriation		Scott, Meghan	Sept, 2017
Website Redesign	Website ready, training/transition underway	Go Live date is July 27th	Funded & in process		Brian	July, 2017
OTHER:						
Bicycle Safety						
Great Hall Cleanup	Reduce # of offices, relocate files	Bldg dept plans removed, PBC by 7/30	Support from FMD to declutter		Blythe, Joe	6/30/2017
Town Counsel/Special Counsel	Discuss when outside counsel is needed					
PSI Follow Up Studies						

FUTURE PROJECTS/PROJECTS WITH OTHERS

SEC - Re-evaluate	Re-evaluate structure, charge	Possible Bylaw Update		Tom		
Town Parking Lot capacity	Discuss as part of HHU process					
War Memorial/Great Hall	Discuss with Town Hall Interior Vision					
Board Engagement						
Planning Board						
School Comm. Relations						
Revenue Gener. Opportunties	Table for now					
Community Dev. Department	Table for now					
Granite Street	Table for now					
Mass Bay	Table for now					
Housing Policy	Investigate Housing Production Plans	Obtain samples & circulate				
Tax Classification Review	Revisit keeping single tax rate				Donna	

COMPLETED PROJECTS

Hawkers & Peddlers	Revised version approved by BOS	Counsel has revised, BOS 2nd review			Blythe, Jack P.	6/5/2017
PBC/FMD Reorganization	MOU executed by BOS & PBC	Hiring for new positions underway	Funding in FMD budget	Marjorie	Blythe, Joe	6/26/2017
Veteran's District Reorg.	State Appr District Reord, Asst Dir Laidoff	Adjust work flow to remaining positions	N/A		Blythe, Sarada	6/30/2017