

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

SELECTMEN'S MEETING

TENTATIVE AGENDA

Wellesley Town Hall – Juliani Room

7:00 P.M. Tuesday, August 29, 2017

REVISED

1. 7:00 Citizen Speak
2. 7:05 Executive Director's Update
 - Approval of Minutes
 - Acceptance of Gifts
 - **Appointment of Historical Commission Members**
3. 7:15 Discuss FY19 Budget Guidelines & Budget Manual
4. 7:45 Update on Hardy, Hunnewell, and Upham Elementary Schools
5. 8:10 Selectmen Policies
 - Modification to Common Victualler Alcohol Regulations (First Read)
 - Complete Streets Policy (Second Read)
 - Appointment Policy (Second Read)
6. 8:30 New Business/Correspondence
7. 8:35 Executive Session under G.L. c. 30A, §21(A), exemption #3 to discuss potential litigation

Next Meeting Dates: Monday, September 11, 2017

Monday, September 18, 2017

Tuesday, September 26, 2017

MOTIONS- AUGUST 29, 2017:

2. **MOVE** to approve the regular session minutes of August 15, 2017.

2. **MOVE** to accept a gift of \$1,726.40.00 from the Friends of the Wellesley Council on Aging to support the provision of coffee service in the café at the Tolles Parsons Center from the July lunch program.

5. **MOVE** to approve the Complete Streets policy and submit it to the State Department of Transportation for approval.

5. **MOVE** to approve the Selectmen's policy on appointments as revised.

6. **MOVE** that the Board vote to enter into Executive Session under M.G.L. c 30A, §21 exception # 3 to discuss potential litigation regarding the Conservation Restriction for 892 Washington Street because the chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body. Furthermore, that the Natural Resources Commission, Blythe Robinson, Attorney Tom Harrington, Brandon Schmitt and Meghan Jop be invited to participate in the meeting. The Board of Selectmen will convene back into open session at the conclusion of the executive session.

8/25/2017

Black regular agenda items

Board of Selectmen Calendar – FY17

Date	Selectmen Meeting Items	Other Meeting Items
9/4 Monday	Labor Day – Town Hall Closed	
9/11 Monday	Meeting Discuss Opening a Warrant for STM Alcohol regs public hearing - second hearing Joint Meeting with SC on HHU Historical Commission Appointments	
9/18 Monday	Meeting Joint BOS/Advisory Mtg Whole Foods Alcohol License? Andy Wrobel - HS Team Room Open Warrant - 29 Wynnewood Road - Grant of location	
9/25 Monday	Wellesley Club – NO MEETING	
9/26 Tuesday	Meeting	
10/2 Monday	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	
11/6 Monday	Wellesley Club	
11/7 Tuesday	STM	
11/8 Wednesday	STM	
11/13 Monday	STM IF NEEDED	
11/14 Tuesday	STM IF NEEDED	
11/20 Monday	NO Meeting	
11/27 Monday	Meeting	
12/4 Monday	Meeting	

8/25/2017

Black regular agenda items

<i>Date</i>	<i>Selectmen Meeting Items</i>	<i>Other Meeting Items</i>
<i>12/9 Saturday</i>	BUDGET Meeting	
<i>12/11 Monday</i>	Meeting	
<i>12/18 Monday</i>	Meeting	
<i>12/25 Monday</i>	TOWN HALL CLOSED	
<i>1/1/18 Monday</i>	TOWN HALL CLOSED	
<i>1/8 Monday</i>	Meeting	

Notes

Quarterly updates

- *Traffic Committee (Deputy Chief Pilecki)*
- *Facilities Maintenance (Joe McDonough)*
- *Wellesley Club Dates 9/25/17, 11/6/17, 1/22/18, 3/5/18*

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

Our regularly scheduled meeting **begins on Tuesday 7:00 PM** in the Juliani Room at Town Hall. After this meeting we will revert to Monday nights beginning September 11th, and for that meeting we have tentatively planned to start at **6:30 PM**.

1. Citizen Speak

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

MEMORANDUM

DATE: August 25, 2017
TO: Board of Selectmen
FROM: Blythe C. Robinson, Executive Director
SUBJECT: Weekly Report

Below are various activities of our office and various departments that I would like to bring to your attention. Even though it is early August, there is a lot to cover!

- As you know, the MSBA visit took place on Wednesday afternoon. We will be discussing this as part of Tuesday night's meeting, however I wanted to mention that I believe our school and FMD staff did an excellent job. All present were provided with a comprehensive binder of information about each school, and the MSBA staff appeared to be impressed by the depth of knowledge both from school and FMD staff about the facilities, programs, educational constraints and other issues that they had questions about.
- Despite it being late summer, we have been moving important projects forward through a variety of meetings. On Monday we kicked off a staff discussion about amending the animal control bylaw, reviewing a draft developed earlier this year by Town Counsel. On Wednesday we kicked off the renegotiation of the health insurance plans with all of the town and school unions. The meeting, led by Marc Waldman and Scott Szczebak reviewed the current status of the plans, options for next year, and fielded a myriad of questions from the group. The meeting was well attended and we anticipate future meetings soon focus on educating the group on those options so that bargaining can get underway.
- The traffic pattern at Town Hall was a little challenged this week due to a large lift being on campus to begin the investigation work to the building so that the exterior

renovation design work can get underway. During that process the team noted that one of the decorative urns above the portico entrance to the building was likely to come loose, so it has been removed. In a project kick off meeting Wednesday afternoon a decision was made to remove the other three so that they don't fall and hurt someone or cause damage. The project schedule contemplates a bid opening date of mid-March 2018 so that we can have firm numbers in place to request funds at the 2018 ATM.

- We have investigated options for funding a portion of the cost of a housing production plan that would not require a Town Meeting vote. Perhaps the best of those options is to partner with the WHDC and put out a joint RFP. This requires a willingness to provide funds by the WHDC, and an approval by the BOS. Other options include some of the Linden Square development funds not specifically earmarked for other items, or marathon funds from previous years. The WHDC is having a meeting next Wednesday morning that I will plan to attend.
- I met with Lenore Mahoney (ZBA Clerk) on Thursday afternoon at her request. As we are aware, the work of the ZBA has been increasing, and Lenore has found that she is not able to keep up with that, despite working from home occasionally. She is focusing on the most critical work of the board (agenda postings, placing legal notices, minutes, writing decisions), however other work such as website updates, invoices, sending mailings have sometimes suffered. She is concerned that with the 40B projects on the horizon, her ability to meet critical deadlines will be more difficult. We discussed various ideas that are short and long term such as help from other offices, temporary help, and a move of offices on the ground floor to give her more space. In the long term she is advocating for a part-time clerk to help her keep up with the work. We will explore this need further, however I explained to her that should we not have a fall STM, additional funds for a staff position may have to wait until the next budget year.
- Meghan and I met with representatives of Whole Foods on Monday to discuss their interest in coming before the board for a license to sell beer and wine. They are interested in turning the café area of the store into a space dedicated to this, with smaller displays within other areas of the store. They indicate that they deviate towards selling craft beers and specialty wines. We reviewed their plan and provided them with guidance on the issues that typically have been important to the Board. They intend to return at a later date to make their formal request, and ideally would like to have a license prior to the holiday season.
- Meghan and I interviewed another candidate for the Executive Assistant position on Monday whom we both thought highly of and have asked HR to proceed with the background investigation. This candidate had applied for a somewhat similar position at FMD and was a strong competitor for the person they chose. She has the background and experience we are looking for, and should this work out we'd like to have her on board the week of September 11th.
- Included in your packet is a spreadsheet of building permit revenue. Please note that the July revenue is significantly higher than any month of the past six years. We are attributing this to a delay in the TLAG and demo delay bylaws coming into play. But for whatever reason, it is still good news.
- Just a reminder, I will be out of the office on Monday and Tuesday, as I'm headed to Falmouth for the annual MIIA Board of Directors retreat. As you may recall I serve on

the Property and Casualty board. I will be leaving Sunday afternoon, and will return on Tuesday in time to be at the meeting that evening. Please feel free to reach me by cell phone or email should you need anything.

2. Executive Director's Update

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

MOVE to approve the regular session minutes of August 15, 2017.

1 **Board of Selectmen Meeting: August 15, 2017**
2 **Present: Gibbs, Morgan, Ulfelder, Sullivan Woods**
3 **Also Present: Robinson, Jop**
4 **Minutes Approved:**

5
6 Meeting Documents:

- 7 1. Agenda
- 8 2. Agenda Background Memorandum
- 9 3. Weekly Report
- 10 4. BOS Calendar
- 11 5. Draft Minutes of June 26, 2017, July 18, 2017
- 12 6. Memo from T. Connolly Re: Mom's Day Out Parking Request
- 13 7. Letter and Resume of Amy Griffin
- 14 8. Memo from T. Connolly Re: TPC Traffic Regulation Amendment
- 15 9. Building Department PowerPoint Presentation
- 16 10. Request for Consideration to Rules and Regulations Governing Alcoholic Beverages
- 17 11. National Grid Petition
- 18 12. Memo from T. Connolly Re. Aqueduct Lease
- 19 13. Letter from Miyares and Harrington Re: Cochituate Aqueduct Title
- 20 14. Draft Request for Qualifications for HHU Feasibility
- 21 15. Draft Budget Preparation Manual
- 22 16. Draft Appointment Policy
- 23 17. Selectmen's Work Plan
- 24 18. Memo from T. Connolly Re: analysis of FY17 parking revenue
- 25 19. Various letters of commendation from Chief Pilecki
- 26 20. Letter from Town Counsel re: 892 Washington Street

27
28 **1. Call to Order**

29
30 Ms. Gibbs, Chair, called the meeting to order at 7:02 p.m. Ms. Gibbs noted the Town has launched its
31 new website and questions and concerns should be relayed to the IT Department. Ms. Gibbs also noted
32 the Town has initiated work on a new communications plan.

33
34 Mr. Morgan made a brief statement thanking the 250 citizens who participated in the Wellesley solidarity
35 vigil with Charlottesville on Sunday evening. Mr. Morgan thanked World of Wellesley and Michelle
36 Chalmers for organizing the event and Reverend Matt Wooster for his remarks.

37
38 **2. Citizen's Speak**

39
40 Mr. Peter Buhler, 10 Stearns Road, asked the Board to support efforts to establish a Housing Production
41 Plan. Mr. Buhler noted the Town is currently facing up to seven potential 40B projects and that the Town
42 is in a state of crisis. Mr. Buhler noted the 40B projects are worse than mansionization because the scale
43 of the projects and the designs erode neighborhoods. He noted the Town does not have a minute to waste
44 on the efforts and noted the neighbors are here to assist with the effort. Mr. Buhler also asked the Board in
45 responding to the Project Eligibility letters to detail the efforts the Town has made towards affordable
46 housing.

47
48 **3. Executive Director's Update**

49
50 Ms. Robinson gave a brief update noting the Town has received a Project Eligibility Letter from
51 Masshousing for 16 Stearns Road and that a site walk has been scheduled for August 24th at 10:00 a.m.
52 Ms. Robinson noted the Attorney General has accepted the general bylaws from Annual Town Meeting
53 and that the Demolition Delay bylaw is not in effect. Ms. Robinson further noted the staff had a meeting

54 on electronic permitting on Thursday the August 17 to begin to evaluate the process for establishing
55 electronic permitting.

56
57 Minutes

58 **Upon a motion by Mr. Morgan and seconded by Ms. Sullivan Woods, the Board voted (4-0) to**
59 **approve the regular session minutes of June 26 and July 18, 2017.**

60
61 Mom's Day Out

62 Ms. Sullivan Woods stated the Wellesley Square Merchants will be holding their Mom's Day Out event
63 on Friday, September 15, and Saturday, September 16th and have asked the Board's support for free meter
64 parking. The Board was supportive of extending the free parking to two days.

65
66 **Upon a motion by Mr. Morgan and seconded by Ms. Sullivan Woods, the Board voted (4-0) to**
67 **approve the free meter parking in Wellesley Square for Mom's Day Out from 10am-6pm on Friday**
68 **September 15, 2017 and Saturday September 16, 2017.**

69
70 Historic District Commission Appointment

71 The Board reviewed the appointment recommendation from the Historic District Commission to appoint
72 Amy Griffin to a three-year term. The Board was impressed with Ms. Griffin's qualifications and thanked
73 her for volunteering her time.

74
75 **Upon a motion by Mr. Morgan and seconded by Ms. Sullivan Woods, the Board voted (4-0) to**
76 **appoint Amy Griffin to the Historic District Commission for a term to expire on June 30, 2020.**

77
78 **4. Public Hearing – Amend Parking Regulations on Washington Street**

79
80 Ms. Gibbs opened the public hearing. Ms. Jop gave a brief overview of the request noting the Project of
81 Significant Impact (PSI) Special Permit and Site Plan Approval for the Tolles Parsons Center approved a
82 reconfiguration of the site entrance and exit. The new alignment alters the parking spaces on Washington
83 Street. The proposed realignment would eliminate five parking spaces and add one additional space at the
84 location of the former entrance. The eliminated spaces would allow the MWRTA bus to access the site.
85 Ms. Jop further noted that in discussions with the Tolles Parsons Center Project Manager, the PSI Special
86 Permit Conditions require the Board of Selectmen or its designee to sign off that the work is complete to
87 Town Standards. Ms. Jop suggested the realignment of the parking spaces on Washington Street and the
88 new crosswalk and pedestrian light installation be signed off by DPW. Ms. Jop verified that the Town
89 Engineer is comfortable making the determination on behalf of the Board.

90
91 Ms. Gibbs asked the Board and the public for questions. The Board questioned if the MWRTA bus would
92 stop or park at the location in front of the building. Ms. Jop noted the MWRTA bus has flag down service
93 and would only stop, not stand, at the location in front of the Tolles Parsons Center.

94
95 Ms. Gibbs closed the hearing.

96
97 **Upon a motion by Mr. Morgan and seconded by Ms. Sullivan Woods, the Board voted (4-0) to**
98 **approve the amendments to the Traffic Regulations as outlined in the public hearing notice dated**
99 **August 4, 2017.**

100
101 **Upon a motion by Mr. Morgan and seconded by Ms. Sullivan Woods, the Board voted (4-0) to**
102 **designate Mr. David Hickey, Town Engineer, as the Selectmen's designee to verify the PSI**
103 **Conditions have been completed to the Town standards.**

104
105
106 **5. Building Department Update**

107
108
109
110
111
112
113
114
115
116
117
118
119
120
121
122
123
124
125
126
127
128
129
130
131
132
133
134
135
136
137
138
139
140
141
142
143
144
145
146
147
148
149
150
151
152
153
154
155
156
157
158
159
160

Mr. Michael Grant, Inspector of Buildings, joined the Board. Mr. Grant gave a brief presentation reviewing the department's responsibilities, permit activity, departmental challenges, and steps towards improvement. Mr. Grant noted he currently has three relatively new inspectors with limited experience.

Mr. Grant discussed restructuring options to make efficiencies in the office. The Board asked Mr. Grant to discuss the requirements for new inspectors. Mr. Grant noted the inspectors must pass a state exam however; experience comes with real life work on the zoning. The Board asked Mr. Grant to discuss compliance issues. Mr. Grant noted some special permits have conditions that must be enforced after the Certificate of Occupancy has been issued and can be years out. Those conditions are the conditions that have not been enforced. The Board asked the current timeframe for issuing permits. Mr. Grant noted the current turnaround time is 10-14 business days, although the state allows 30 days. Mr. Grant noted simpler permits are taken out of order and will have shorter turnaround times.

Ms. Sullivan Woods asked if it would be helpful to have the Building Department to hold seminars for builders and real estate agents to improve submissions and to understand the new requirements like demolition delay. Ms. Sullivan Woods also suggested conducting a customer satisfaction survey to gather a baseline view of the department, with the expectation of conducting a follow up survey to compare improvements.

Mr. Morgan noted the department has been facing a lot of volume with turn over issues, and believed electronic permitting could assist with the customer volume over time. Mr. Morgan stated the Town needs to invest in training and should consider whether training can be achieved with the existing staff.

Ms. Robinson noted the need for the administrative staff, and suggested a small amount of money be added next year to have an on call administrative assistant for times when the existing staff is sick or on vacation.

6. Review Proposal to Modify Rules and Regulations Governing Alcoholic Beverages – Percent of Bar Seating

Mr. David Himmelberger joined the Board. Mr. Himmelberger stated he is representing the Smith and Wollensky restaurant group and that his clients are preparing to build out the space formally occupied by Blue Ginger. In preparing for submittal for a Common Victualler license, Mr. Himmelberger reviewed the Town's regulations concerning the service of alcohol. The regulations limit the number of bar seats. Mr. Himmelberger reviewed the areas where alcohol can be served including waiting areas, seating areas, and bar areas, noting the Town only limits the number of seats at a physical bar. Mr. Himmelberger described the growing trend for patrons to dine alone noting those dining alone prefer to blend in and eat at a bar area. Mr. Himmelberger proposed the Board consider revising their regulations to eliminate the hard cap of 10 seats at a bar and to replace it with not more than 10% of the restaurant seats shall be located at a bar. Mr. Himmelberger noted if the Board wanted to minimize the change, it could limit the change to restaurants with greater than 200 seats. Mr. Himmelberger noted currently Papa Razzi and the former Blue Ginger restaurants were the only restaurants with 200 or more permanent seats. Mr. Himmelberger reviewed the other restaurants with over 100 seats. Mr. Himmelberger noted his clients intend to have 251 seats, but would design the new space for 23 bar seats if the regulations were modified. Mr. Himmelberger asked for the Board's consideration on the proposed change.

Mr. Morgan noted he was conceptually supportive of the idea, and noted he is often a solo diner and does eat often times at the bar. Mr. Morgan raised concerns over the current enforcement of the Town's existing regulations. Mr. Morgan also encouraged the Board to hold a public hearing on the matter and invite the public and current restaurants to attend. Mr. Morgan noted that any change should be equitable to all of the restaurants.

161 Ms. Sullivan Woods noted she conceptually agreed and noted there does appear to be more meal seating
162 at a bar. Ms. Sullivan Woods questioned if perhaps additional seats would cut down on the waiting area
163 drinking. Ms. Sullivan Woods asked if Smith and Wollensky could document the proportion of alcohol
164 sales. Ms. Sullivan Woods noted the Board has a two read policy on all policy changes. She further noted
165 any changes should be equitable to the businesses.

166
167 Mr. Ulfelder asked the timeline for the client. Mr. Ulfelder noted there is some language in the existing
168 policy that appear to be reasonable regulations. He noted he was in favor of a larger cap and supporting
169 the local businesses.

170
171 Ms. Gibbs noted the Board is interested in engaging the public. Ms. Jop suggested the Board take a first
172 read at proposed modifications at their meeting on August 29, 2017 and could schedule a public hearing
173 for their meeting on September 11, 2017.

174
175 The Board agreed to the proposed timeline.

176
177 7. **National Grid Grant of Location – 29 Wynnewood Road**

178 The Board noted they would not be taking this item up this evening.

179 8. **Aqueduct Lease Update**

180 Ms. Jop noted the Board approved three of the five Aqueduct leases at their last meeting on July 31, 2017.
181 There are currently two outstanding leases. The additional lease before the Board to tonight is for the
182 portion of the aqueduct to the rear of the DeFazio Building a 346-358 Washington Street. Ms. Jop
183 reviewed the details of the bid received.

184 **Upon a motion by Mr. Morgan and seconded by Ms. Sullivan Woods, the Board voted (4-0) to**
185 **award a 5-year land lease for the parcel located at parcels (B, C, D) located at 346-358 Washington**
186 **Street to Salvatore DeFazio III in accordance with the Request for Proposals dated, June 14, 2017**
187 **and their submittal dated July 21, 2017. Said lease to commence September 1, 2017. And to**
188 **authorize staff to submit required notices and disclosure to the Central Register and DCAMM.**

189
190 9. **Update on School Building Committee and Approval of Request for Qualifications Packet**

191
192 Mr. Morgan gave a brief update on the activities of the School Building Committee. Mr. Morgan noted
193 he recommended postponing action on the issuance of the Request for Qualifications as the Town has
194 been informed by the School Committee that the Town has been advanced in the MSBA program. A
195 senior site visit has been scheduled for August 23, 2017. Mr. Morgan explained that an invitation into the
196 MSBA program would have implications on the Town process. Mr. Morgan asked that an update be
197 placed on the Board's agenda for the meeting of August 29, 2017 and Ms. Robinson and Mr. Joe
198 McDonough have been invited to attend the site visit. Mr. Morgan noted the MSBA focus will be on
199 Upham, but the MSBA will also be looking at Hardy and Hunnewell schools. Mr. Morgan noted the
200 School Committee at their most recent meeting did approve the RFQ, but plans to wait to issue it. The
201 RFQ cannot be issued without the Selectmen's approval. The Board discussed the impact to the proposed
202 Special Town Meeting, and noted a later conversation is needed once additional information is received
203

204
205 10. **Review Budget Preparation Manual**

206
207 Ms. Robinson reviewed the current draft of the Budget Preparation Manual. She noted the current version
208 includes the budget process through December, but does not include the further discussions with the
209 Boards that occurs from January to Town Meeting in order to balance the budget. Ms. Robinson noted she
210 is seeking the Board's authorization to circulate the budget submission piece more immediately to get

211 additional input. She noted meetings would be set up meetings over the next few weeks to discuss the
212 individual needs of the Board.

213
214 The Board discussed the time between the capital request submission deadline and the non-school
215 department submissions. Mr. Ulfelder noted that over the past few years there has been discussion on
216 providing Advisory a total picture of the budget as early as possible. He supported releasing the document
217 to the other boards. Mr. Ulfelder stressed the need for a bringing together of operating and capital in a
218 timely fashion to better judge whether the Town will be able to avoid an override.

219
220 Ms. Sullivan Woods was concerned the warrant submittal deadline was too aggressive. Ms. Robinson
221 noted the intent is to have the articles and motions well vetted and prepared for Town Meeting.

222
223 Mr. Mike Hluchyj, Advisory Chair, joined the Board and offered comments on the proposed manual. Mr.
224 Hluchyj asked the timeline be continued from submission through Town Meeting. He further noted his
225 sense from Advisory is that departments do not currently understand the deadlines and that the full list of
226 dates is a good road map.

227
228 The Board after a brief discussion authorized Ms. Robinson to transmit the document to all
229 boards/committees and departments for comments.

230
231

232 11. **Selectmen's Appointment Policy – First Read**

233
234 Ms. Robinson presented the Board with a new Appointment Policy for their consideration. Ms. Robinson
235 noted the policy has tried to clarify the steps the Board takes in approving appointments for various board
236 and committee positions under the BOS jurisdiction. The policy describes the procedures for
237 disseminating opportunities and receiving applications. The policy is not intended to limit the
238 recommendations from boards and committees or from them soliciting candidates.

239
240 The Board noted they would review and return comments to Ms. Robinson.

241
242

243 12. **New Business Correspondence**

244
245 There was no new business.

246
247 **The meeting adjourned at 9:17 pm.**

248
249
250
251
252
253
254
255
256
257
258

- **Acceptance of Gifts** – Included in your packet is an email from Gayle Thieme accompanied by a check for \$1,726.40 regarding a donation from the Friends of the COA of \$559 for the purpose of supplying coffee for the planned café at TPC. As you will see from Gayle’s email this donation is anticipated to cover 6 months of costs, and they will be looking for a donor to continue this practice. She has also reached out to the Finance Department to properly set up a gift account from which to manage the funds.

MOVE to accept a gift of \$1,726.40 from the Friends of the Wellesley Council on Aging to support the provision of coffee service in the café at the Tolles Parsons Center.

Robinson, Blythe

From: Thieme, Gayle
Sent: Wednesday, August 23, 2017 1:06 PM
To: Jop, Meghan; Robinson, Blythe
Cc: Strother, Sheryl; Lopes, Rachel; Bradley, Elizabeth; Clifford, Linda
Subject: Donation: Coffee at TPC
Attachments: Donation_Coffee_New Era Fund.pdf

The attached donation in the amount of \$1,726.40 was given to the Wellesley Council on Aging specifically for coffee supply for the café at the Tolles Parsons Center. The COA anticipates that these funds will cover ½ year in the TPC. We will be working with a vendor, New England Coffee, for ongoing coffee supply. I'd like the Financial Services office to set up a new account specifically for coffee so that we can monitor expenditures and report back to The New Era Fund on usage of this gift. They hope to find a donor that would be interested in supporting a full year of coffee based on estimates from COA and any additional gifts specific for this purpose would be deposited into this coffee account. We also plan to provide TPC visitors consuming coffee at the TPC the opportunity to donate to the coffee fund. We have discussed a suggested donation of 50 cents per cup.

The check is from Friends of Wellesley Council on Aging but the gift is from The New Era Fund. The two organizations work collaboratively on donations to the COA.

Please let me know if you have questions. I will await confirmation that this gift has been accepted by the BOS.

Gayle

Gayle Thieme, LSW
Director of Senior Services
Wellesley Council on Aging
781-235-3961
781-263-1529 (direct line)

FRIENDS OF THE WELLESLEY
COUNCIL ON AGING

1231

August 23, 2017

53-7231/2113
03

CHECK AMOUNT

Pay to the
Order of

Wellesley Council on Aging \$1726⁴⁰

One Thousand Seven Hundred Twenty Six and 40/100 Dollars

WELLESLEY BANK
FRIENDS OF THE WELLESLEY COUNCIL ON AGING

For

Coffee - 1/2 year



⑆ 211372310⑆

46 743102⑈ 1231

- **Appointment of Historical Commission Members**

Grant Brown, Chair of the Historical Committee has submitted a list of requested appointments to the Historical Commission along with their resumes. The Demolition Delay Bylaw is in effect and the first hearing date is scheduled for September 11th.



Wellesley Historical Commission
Grant Brown
Chair

August 24, 2017

Ms. Ellen Gibbs
Chair
Wellesley Board of Selectmen

Dear Ms. Gibbs,

Please find below the Wellesley Historical Commission's recommendations regarding open positions for our Full and Alternate Board Member positions. Per the Town's Article 17, the Commission has seven full board positions and per the Commonwealth's Part I, Title VII, Chapter 40, Section 8D, alternate members not exceeding the Commission members (7) may be appointed.

We have had a number of recent departures due to Commission members having moved out of town. We are also seeking to fill open positions. We solicited candidates via multiple public methods and outreach efforts and ultimately interviewed ten prospective members. The Commission has voted on these candidates and we have a unanimous recommendation of the below slate of candidates.

The Commission respectfully requests that the Board of Selectmen approve this group of candidates. We have endeavored to add members that will be helpful to our mission of: Education, Preservation, and Advocacy of the Town's historic resources and structures. We are including in our list of candidates two architects, a realtor, an historian, an engineer, and other knowledgeable, committed town residents. We are confident that this slate of candidates will effectively promote the Commission's mission and importantly assist in its new role of administering the Historic Demolition Review Bylaw. The addition of these new members plus the below-mentioned changes of status will result in a full slate of members (7) and alternates (7), along with one advisory member.

Proposed Member	Role	Replacing	Term
Vicki Schaffler	Full	Peter Fergusson	6/30/20
Neal Goins	Full	Helen Robertson	6/30/19
Jan Gleysteen	Full	Arvid von Taube	6/30/18
Jacob Lilley	Full	Diogo Teixeira	6/30/20
Elizabeth Shlala	Alternate	Dwight Lueth	6/30/20
Vin Loccisano	Alternate	Open	6/30/18

Please note that there are a few changes that are occurring in conjunction with this slate of proposed members:

- Peter Fergusson has decided to move from Full to Alternate member to make room for these qualified applicants
- Arvid von Taube has moved away from Wellesley and terminated his role
- Helen Robertson has moved away from Wellesley and terminated her role
- Dwight Lueth plans to move away soon from Wellesley and has terminated his role

Please find below a brief summary of the six proposed new additions to the Commission:

Vicki Schauffler

Real estate agent with Berkshire Hathaway since 1999 (which was Prudential Town and Country prior to 2014). Ms. Schauffler was a Commission member for eight years (2003-2011) and has a deep-seated appreciation for the work that we do. She grew up in Wellesley and her personal real estate practice is concentrated in older homes in the market, highlighting the benefits and uniqueness of older homes.

Neal Goins

Vice President, International Government Relations, ExxonMobil (retired). Mr. Goins began his career with ExxonMobil in 1978 and recently retired. He held multiple roles with the company culminating as a senior executive guiding the company's international relations efforts. He graduated with an undergraduate physics degree from Princeton and a PhD in geophysics from MIT. Mr. Goins has lived in Wellesley for eight years and has a long-standing interest in architectural history, having created and led architectural reviews in multiple countries.

Jan Gleysteen

Principal architect at Jan Gleysteen Architects, Inc. with over thirty years of history practicing in New England. Mr. Gleysteen has received numerous awards and is well-versed in Massachusetts review bylaws given his extensive work in surrounding towns. Mr. Gleysteen is a long-time Wellesley resident and a past Town Meeting Member. He was involved in the original drafting of the Large House Review Bylaw and has provided services related to multiple Town projects such as the new high school effort.

Jacob Lilley

Principal architect at Jacob Lilly Architects in Wellesley, Mr. Lilley has over two years of history practicing in New England. Mr. Lilly has considerable experience in designing commercial and residential projects and was a professor for many years at Boston Architectural College. Mr. Lilley has lived and worked in Wellesley for five years and is focused almost exclusively on residential architecture.

Elizabeth Shlala

Visiting scholar at Harvard University, having recently completed three years of teaching at the London School of Economics. Ms. Shlala is a professional historian, would bring a strong perspective of the role of history in modern times, and now lives in one of Wellesley's oldest homes. She is extremely knowledgeable about history in general and very interested in Wellesley's historic properties and structures. Ms. Shlala received a BS, MA (History) and PhD (History) from Georgetown University.

Vin Loccisano

Currently a patent attorney and previously intellectual property counsel, engineering and design firm founder, and engineering consultant. Mr. Loccisano is also a realtor, is four college credits shy of an architectural degree, and a builder, having recently designed and constructed an aircraft hangar in New Hampshire. Mr. Loccisano is passionate about the Commission's mission and brings wide-ranging skills to our board.

In addition to these six new individuals, I am requesting that the Board of Selectmen confirm the below changes and term renewals:

1. Peter Fergusson from Full to Alternate Member. Mr. Fergusson has indicated his willingness to switch to alternate member in order to make room for one of the new highly-qualified candidates as a full member.
2. Emily Maitin term renewal to June 30, 2020. Ms. Maitin has continued interest in the Commission's efforts and has considerable interest in preserving Wellesley's history, also serving on the Wellesley Historic District Commission, the Wellesley Historical Society, and the Wellesley Community Preservation Committee.
3. Michael Racette term renewal to June 30, 2020. Mr. Racette has served on the Commission for two years and remains committed to its mission of preserving the tangible history of the Town.

Given the impending administration of the Historic Preservation Demolition Review Bylaw, the Commission respectfully requests immediate action on these candidates.

If approved as requested, the Commission's members and their respective term dates would be:

Name	Role	Term
Grant Brown	Chairman	06/30/19
Lawrence McNally	Vice Chairman	06/30/18
Vicki Schaufler	Board Member	06/30/20
Rise Shepsle	Board Member	06/30/18
Jan Gleysteen	Board Member	06/30/18
Jacob Lilley	Board Member	06/30/20
Neal Goins	Board Member	06/30/19
Robert Carley	Alt. Board Member	06/30/18
Vin Loccisano	Alt. Board Member	06/30/18
Joel Slocum	Alt. Board Member	06/30/19
Elizabeth Shlala	Alt. Board Member	06/30/20
Emily Maitin	Alt. Board Member	06/30/20
Michael Racette	Alt. Board Member	06/30/20
Peter Ferguson	Alt. Board Member	06/30/20
Joshua Dorin	Advisory Member	N/A

Please let me know if you have any questions concerning this recommendation and request. Thank you.

cc: Jack Morgan (Vice Chair), Marjorie Freiman, Beth Sullivan Woods, Tom Ulfelder, Blythe Robinson, Megan Jop, Michael Zehner

FIRM DESCRIPTION

Serving the Boston area, Jan Gleysteen Architects, Inc. is a full service architectural firm founded on the philosophy of design excellence, sound management, technical knowledge, and a close and responsive collaboration with our clients. We pride ourselves on professional service along with creative attention to detail and costs throughout the design and building process.

Our architectural projects are based on both proven and innovative design ideas combined to provide classic elegance with an up to date aesthetic sensibility for a functional modern lifestyle. The final design is expressed through proportion, balance and scale with carefully selected materials and crafted architectural details. To respect our clients' budgets we work closely with reputable contractors to evaluate costs during the design and construction of a project.

Our work has been recognized on the local and national level with several design awards and publications. Most recently the firm was named "Best of Houzz" for the fifth consecutive year. Our designs can be found in the pages of the AIA's *Houses for All Regions*, *New Old House* magazine, *New England Home*, *Beautiful Kitchens & Baths*, *Design New England*, *Period Homes*, and *WellesleyWeston* magazine. Our Gambrel Residence was named "Home of the Year" by *Boston Globe Magazine* and our Greek Revival Residence was honored with a prestigious Bulfinch Award.

With many years of experience in the design and construction of custom homes, additions, kitchens and interiors projects, Jan Gleysteen Architects, Inc. is committed to an architecture that is both elegant in design and responsive to our clients needs.

JAN GLEYTEEN, AIA, PRINCIPAL

Jan Gleysteen is an architect with over thirty years of professional experience in the design of fine residential and commercial architecture. His projects to date include custom residential work, office buildings, corporate facilities, renovations, additions, interiors, and landscape design. He founded Jan Gleysteen Architect in New York City in 1989, and moved his practice to the Boston area in 1991. Previously Mr. Gleysteen was a project manager at the critically acclaimed firm of Kohn Pedersen Fox Associates, where for seven years he was responsible for several award winning large scale commercial and corporate office projects nationwide.

Mr. Gleysteen received the Bachelor of Arts degree from Tufts University in 1976 and the Master of Architecture degree from the Graduate School of Architecture and Planning at Columbia University in 1980, where he was a recipient of the Ware Traveling Fellowship.

Mr. Gleysteen is a member of the American Institute of Architects and the Boston Society of Architects. He was registered as an architect in the Commonwealth of Massachusetts in 1991, the State of New York in 1983, the State of New Hampshire in 2014 and has National Council of Architectural Registration Board (NCARB) certification.

Originally from England, Mr. Lilley founded Jacob Lilley Architects after five years as a Principal at Lilley-Dadagian Architects in Lexington. Prior to this he worked as a Project Director for the nationally recognized Architecture, Planning and Landscape firm of Wallace Roberts and Todd in Philadelphia. During his tenure with the firm he oversaw the high profile design of a new Visitor and Transit Center and a Courthouse addition for the City of Charlottesville, Virginia. In addition to Mr. Lilley's experience in the institutional and public realm, he has presided over the design of numerous residential custom homes.

Prior to Wallace Roberts and Todd, Mr. Lilley worked at GUND Partnership in Cambridge, Massachusetts for six years as a Senior Designer with the Independent School Studio, and as a designer for the office of Hoffman O'Brien Look Taube & Chiang in Ithaca, New York.

He received his Bachelor of Architecture from Cornell University and taught for several years at the Boston Architectural College.

2013- Present Jacob Lilley Architects, Inc.
Numerous Custom Houses

2006 -2013: Lilley- Dadagian Architects, Inc.
Chestnut Hill Academy Science Building - Philadelphia, PA
Concord Academy Athletic Center - Concord, MA
Friends Central School Master Plan Phase 2 - Philadelphia, PA
Northfield Mount Hermon Science Building Feasibility Study - Northfield, MA

2003-2005 Wallace Roberts and Todd, Philadelphia, PA
The Residences at 1401 Walnut Street- Philadelphia, PA
Charlottesville Transit and Visitors Center- Charlottesville, VA
Juvenile and Domestic Relations Courthouse Renovation and Addition- Charlottesville, VA
HANO Recreation and Community Center- New Orleans, LA
Bay Front Rock Garden Outdoor Restaurant, Miami, FL

1997-2003 GUND Partnership, Cambridge, MA
Episcopal High School Science Building - Alexandria, VA
Friends' Central School Math and Science Center - Philadelphia, PA
Friends' Central School Master Plan - Philadelphia, PA
The Taft School Hockey Rink - Watertown, CT
The Taft School Art Gallery Renovation - Watertown, CT
The Taft School Dining Hall Renovation Study - Watertown, CT
Westover School Athletic Center - Middlebury, CT
Berwick Academy Master Plan - S. Berwick, ME
Berwick Academy Library - S. Berwick, ME
Concord Academy Athletic Center - Concord, MA
Disney Vacation Club - Orlando, FL
Camp Creek - Seagrove Beach, FL

1992-1993 Hoffman O'Brien Look Taube & Chiang, Ithaca, NY
The Boces School Addition and Renovation - Ithaca, NY
Wanzer Block Office Building



Jacob Lilley, Architectural
A 102 Central Street Wellesley, MA 02459
E jacob@jlaarchitects.com
W jlaarchitects.com

Mr. Grant Brown
Chairman
Town of Wellesley Historical Commission

Dear Mr. Grant,

I was recently contact by Rise Shepsle, who indicated that the Commission was seeking the potential addition of an architect to its board, and asked if I would be interested. After a very nice chat and some contemplation, I have decided to reach out to you for your consideration.

Just to tell you a little about myself: I moved from Back Bay to Wellesley in 2012 as my wife was expecting our second daughter. We opted for a town of character, intellect, and one within close proximity to the city. Wellesley was a natural fit was and we located to Abbott Road before moving to our current house on Hundreds Circle. The move to town was also followed by the relocation of my architectural firm from Lexington to Central Street. Our Lexington lease was up and Wellesley beckoned.

Fast forward five years later and we are quickly becoming a part of the community. My kids attend public school, my wife is a member of the Wellesley Juniors league, and I obviously connect with a lot of local folks through work.

On that topic, you should know that I'm originally from England and grew up in the medieval town of Lewes on the South Coast. My own house was 600 years old with petrified trees for rafters and a garden wall dating back to the Norman invasion of 1066. This of course has been influential in developing my perspective of architecture. A perspective that extends beyond just the historic, but one that is open to the varied approaches in developing sensitive architecture within a context.

I mention this because as a firm we certainly embrace preservation when appropriate, work on many contextual traditional homes but are also forward thinking. We have a diverse range of projects spanning from a new contemporary house in Chilmark MV to a more traditional vernacular as seen in an old home renovation completed in Dover. One of our most interesting projects to date is a contemporary home in Lincoln which replaced a decrepit Henry Hoover home on John Quincy Adams property.

Please let me know if you would be interested in meeting to further this discussion?
Regards,

A handwritten signature in black ink, appearing to read 'Jacob Lilley', written in a cursive style.

Jacob Lilley , AIA

ELIZABETH H. SHLALA, PhD

Center for Middle Eastern Studies
FXB Center for Health and Human Rights
Harvard University

4 Oakland Street
Wellesley, MA 02481
781-690-2128

EDUCATION

July 2009 **Georgetown University**, Washington, D.C.

PhD, Faculty of History, supervised by Professor Emeritus John O. Voll

May 2009 **Georgetown University**, Washington, D.C.

Master of Arts, Faculty of History with full coursework completed at the Center for Contemporary Arab Studies (MAAS)

July 2008 **European University Institute, Robert Schuman Centre for Advanced Studies**, Italy
Certificate for Session IV of the Euro-Mediterranean Consortium for Applied Research on International Migration (CARIM)

May 1997 **Georgetown University**, Washington, D.C.

Bachelor of Science in Foreign Service, School of Foreign Service

September 1995-June 1996 **Università di Firenze**, Italy

Junior Year Abroad

SELECTED FELLOWSHIPS AND AWARDS

Present **FXB Fellow, Center for Health and Human Rights**
Harvard University

2015- present **Visiting Scholar, Center for Middle Eastern Studies**
Harvard University

2015 **Teaching Prize, International History Department**
London School of Economics and Political Science

2014 **Martin Abel González Teaching Prize, International History Department**
London School of Economics and Political Science

2012-2015 **Teaching Fellow**
London School of Economics and Political Science

2012-2015 **Visiting Research Fellow**
London School of Economics and Political Science

2002-2009 **Georgetown University Graduate Tuition Merit-Based Scholarship**
Graduate School of Arts and Sciences, Georgetown University

July 2008 **CARIM School on Euro-Mediterranean Migration and Development Scholarship**
European University Institute, Robert Schuman Centre for Advanced Studies

2006-2007 **Fulbright-Hayes Fellowship, Doctoral Dissertation Research Abroad Program (Egypt, Italy and UK)**
U.S. Department of Education

- 2005-2006 **Visiting Scholar**
History Department, Columbia University
- 2004 **Phi Alpha Theta Lifetime Membership**
History Honor Society, Pi Beta Chapter
- Summer 2003 **Foreign Language and Area Studies (FLAS) Fellowship**
U.S. Department of Education
- October 2002 **AMSS Conference Best Graduate Paper Award**

GRANT

Co-Investigator, 'Health Effects of Migration on Sri Lankan Domestic Workers to the Middle East' (with Hiranthi Jayaweera.) **The Open Society International Migration Initiative in Asia and the Middle East** (January 2014- April 2015)

TEACHING AND ADVISING EMPLOYMENT

LSE Fellow, London School of Economics and Political Science (2012-2015) & Guest Teacher (2010-2012)

My contractual responsibilities involved me in all aspects of university teaching at the undergraduate and graduate levels, from lecturing and supervising to administration and examining. I attended and voted at all staff meetings. I solely taught:

- *Representing the Past: Historiography and Historical Methods;*
- *What is History? Methods and Debates;*
- Master's level core course *HY423: Empire, Colonialism, and Globalisation;*
- *From Empire to Commonwealth: war, race, and imperialism in British History, 1780 to the present day.*

Teaching Assistant, Barnard College (January-May 2006)

- *American Women in the Twentieth Century* (Professor Rosalind Rosenberg)

Teaching Assistant, Georgetown University (August 2003-May 2005)

- *History of the Arab-Israeli Conflict* (Professor Emeritus John D. Ruedy)
- *Dictatorships in History*
- *History of Africa* (Professor Emeritus John O. Voll)
- *World History*

RESEARCH EMPLOYMENT

FXB Fellow, Center for Health and Human Rights, Harvard University (present)

Expert Contributor, Oxford Analytica (present)

Research Associate, Oxford University, Centre on Migration, Policy, and Society (COMPAS), (September 2011-2016)

Consultant, World Bank Group, Human Development Group Middle East and North Africa, (Autumn 2010)

Research Associate, Georgetown University, Institute for the Study of International Migration (ISIM), (2008-2010)

Ethnographic Researcher, Goldsmith's College, (2007-2008)

Editorial Assistant, *Islam and Christian-Muslim Relations*, Georgetown University, Center for Muslim-Christian Understanding (2001-2006)

Examiner, Department of History, Georgetown University (2004-2005)

SCHOLARLY PUBLICATIONS

Books and Chapters

The Late Ottoman Empire and Egypt: Hybridity, Law and Gender (in production with the School of Oriental & Asian Studies/ Routledge Middle East series: *forthcoming* August 2017).

"Islamic Female Sexuality and Gender in Modern Feminist Interpretation," *Judaism and Islam in The Library of Essays on Sexuality and Religion series*. Stephen Hunt, ed. (London: Ashgate, October 2010).

Articles

"The Right to Health: Sri Lankan Migrant Domestic Workers in the GCC," *Special Issue of Muslim World Journal of Human Rights Gender, Islam and Human Rights* co-author Hiranthi Jayaweera Volume 13, Issue 1 (Jun 2016).

<http://www.degruyter.com/view/j/mwjhr.ahead-of-print/mwjhr-2016-0010/mwjhr-2016-0010.xml>

"The De Rossetti Affair: Legal Pluralism and the Role of Identity at the Crossroads of Empires," *British Journal of Middle Eastern Studies* (July 2015).

<http://www.tandfonline.com/eprint/BPT4NEuq65kaPVIHCyN/full>

"Islamic Female Sexuality and Gender in Modern Feminist Interpretation," *Islam and Christian-Muslim Relations* (April 2005): 129-140.

Book entries

Contributor to Eric Martone, ed. *Italian-Americans: The History and Culture of a People* (USA: ABC-CLIO Greenwood, *forthcoming* December 2016).

Research Reports

"Research Report: Health Effects of Migration on Sri Lankan Domestic Workers to the Middle East" co-author Hiranthi Jayaweera. Asia and the Middle East for the Open Society International Migration Initiative (November 2015).

https://www.compas.ox.ac.uk/media/PR-2015-Health_Sri_Lankan_Migrant_Domestic_Workers1.pdf

"The Influence of Skilled Migration on the Implementation of the Healthcare System in the United Arab Emirates with a Case Study of Abu Dhabi," Institute for the Study of International Migration (ISIM), Edmund G. Walsh School of Foreign Service and the Law Center at Georgetown University (2012).

"Italians Abroad at the Turn of the Twentieth Century," Institute for the Study of International Migration (ISIM), Edmund G. Walsh School of Foreign Service and the Law Center at Georgetown University acknowledged in Susan F. Martin, *A Nation of Immigrants* (Cambridge University Press, 2011).

CONFERENCE PRESENTATIONS & DISSEMINATION

April 2017 Book talk on 'The Late Ottoman Empire and Egypt: Hybridity, Law and Gender' at the Center for Middle Eastern Studies, Harvard University

- March 2017 FXB Work-in-Progress Series at Harvard T.H. Chan School of Public Health
- May 2016 Global Health and Migration in the Middle East Panel sponsored by the Center for Middle Eastern Studies at Harvard University
- Feb. 2016 'Making History' BBC Radio 4 interview
<http://www.bbc.co.uk/programmes/b0714nhw>
- April 2015 Centre for Women's Research CENWOR (Colombo, Sri Lanka) Invited Research Report
- Feb. 2015 Seminar on the History of the Near and Middle East, Department of History, SOAS (London) Invited Paper
- July 2014 International Conference on Women, Migration and Development: Investing in the Future, Overseas Development Institute (ODI) (London) Invited Panel Presentation
- June 2014 Making Letters Making Meaning Workshop, Institute for Historical Research
- April 2014 Writing Women's Lives: Auto/biography Life Narratives, Myths and Historiography, Women's Library and Information Center Foundation and Yeditepe University (Istanbul)
- Nov. 2012 International History Staff Research Seminar, LSE, Invited Paper
- March 2012 International History Research Seminar, LSE, Invited Paper
- July 2010 First Annual Gulf Research Meeting, Gulf Research Centre at Cambridge, University of Cambridge, The Impact of Migration on Gulf Development and Stability
- July 2009 Anglo-American Conference of Historians, Cities, Institute of Historical Research
- Nov. 2008 Women's History Scotland Conference, Gendering imperialism: home, colony and the construction of gender identities, University of Edinburgh, Territories of Empire
- June 2008 Seventeenth Annual World History Association Conference, University of London, Queen Mary College, Mile End campus, Crossroads and Corridors panel
- May 2008 11th Annual Mediterranean Studies Congress at Leuphana Universitat, Lunenburg, Germany co-sponsored by the University of Massachusetts Dartmouth and the University of Kansas, Mediterranean Perceptions and Relations panel
- March 2006 Seventh Mediterranean Social and Political Research Meeting organized by the Mediterranean Program of the Robert Schuman Centre for Advanced Studies at the European University Institute, Debating the Middle Eastern Family workshop

ACADEMIC SERVICE

Editorial Board Member, *Journal Contemporary Levant* (present)

ShariaSource, Contributor (present)

Solicited Book Reviewer for Routledge Law: Research Monograph Series (Fall 2013)

REFERENCES

John O. Voll, Professor Emeritus of Islamic History
Georgetown University
ICC 260 3700 O Street
N.W. Washington, DC 20057
(202) 687 8375
vollj@georgetown.edu

Janet Hartley, Professor of International History & Head of Department
London School of Economics and Political Science
Houghton Street
London WC2A 2AE
+44 020 7955 7104
j.m.hartley@lse.ac.uk

Nigel Ashton, Professor of International History & Previous Head of Department
London School of Economics and Political Science
Houghton Street
London WC2A 2AE
+44 020 7955 7104
n.ashton@lse.ac.uk

Susan F. Martin, Donald G. Herzberg Professor Emeritus of International Migration
Georgetown University
3100 Harris Building
N.W. Washington, DC 20057
[202 687 2153](tel:202-687-2153)
martinsf@georgetown.edu



Neal Rodney Goins
Vice President (retired)
International Government Relations
Exxon Mobil Corp.

Neal Rodney Goins, Ph.D., was appointed Vice President of International Government Relations for Exxon Mobil Corporation in November 2009, leading a group of senior diplomats to guide the Corporation's overseas work. Raised in Latin America where his father worked for USAID, Dr. Goins received his undergraduate degree in physics with honors from Princeton University in 1973, and a Ph.D. in geophysics from the Massachusetts Institute of Technology in 1978 before joining Mobil Corporation that same year.

During his career at Mobil, Dr. Goins held various positions in R&D, operations, management, and corporate planning from 1978-1993. Living in Lagos, Nigeria, he managed Mobil's Nigerian exploration business from 1994-1997, and was subsequently appointed as Principal Geoscientist of the Corporation from 1997-1999, responsible for global application of geoscience technology and capabilities. Following the merger of Exxon and Mobil, Dr. Goins held various leadership roles in the new Exxon Mobil Corporation, including serving as President of ExxonMobil Ventures Mexico from 2005-2009.

Dr. Goins is a member of the Council on Foreign Relations, and a leader in fundraising efforts at Princeton and Middlebury College. He has served on various boards and executive committees including the U.S. Department of State Advisory Committee on Economic Policy; the US Chamber of Commerce International Policy Committee; Children's National Hospital in DC; the U.S. Council for International Business; the World Affairs Council of America; the International Energy Forum (Riyadh); and the Meridian International Center.

While in Mexico, he also served as President of the American Chamber of Commerce Mexico, and is a former board member of the Woodrow Wilson Center Mexico Institute; the American School and American British Cowdray Hospital, both in Mexico City; the Institute of the Americas Energy Program Advisory Committee at the University of California, San Diego; and the Consejo Ejecutivo de Empresas Globales.

During his early technical career, Dr. Goins served as First Vice-President of the Society of Exploration Geophysicists (SEG), Technical Program Chairman for a joint China/SEG meeting in Beijing, and also as Associate Editor of the journal *Geophysics*. He has participated in Academic Program Review committees at MIT and the University of Texas, is the author of more than 40 peer-reviewed papers on geoscience, and holds several patents.

Dr. Goins has lived in Wellesley for eight years with his wife and two daughters.



Arvid von Taube <conrail@gmail.com>

Wellesley Historical Commission Members

Elizabeth Shlala <eshlala.leo@gmail.com>

Tue, Jun 20, 2017 at 11:53 AM

To: chair@wellesleyhistoricalcommission.org

Dear Arvid,

I am reaching out to you as you search for new members on the Wellesley Historical Commission. I am a historian and I recently bought a historic home in Wellesley. I am keen to get involved in the community and to preserve/promote/protect Wellesley's history. I have a MA & PhD in History from Georgetown University. I am currently at Harvard as a visiting scholar at the Center for Middle Eastern Studies and a fellow at Harvard's FXB Center for Health and Human Rights where I research and write on historical and contemporary migration issues. I lived for 10 years in London, arguably the best city in the world for balancing tradition and modernity. I have a history book coming out this summer.

Please let me know what further information you need and if I might be able to add value to the WHC mission.

Thanks &
Best wishes,

Elizabeth Shlala

4 Oakland Street
[781-690-2128](tel:781-690-2128)

—
Elizabeth H. Shlala, PhD

Vin Loccisano
4 Edge Hill Road
Wellesley, MA 02481
617.866.8850 vlocci@gmail.com

OGIN, Inc. (Formerly FloDesign Wind Turbine) Waltham, MA; Silkeborg, Denmark

Chief Patent Counsel, 2011-Present

- Responsible for identifying critical intellectual property in an early-stage startup and rapid development of a supporting IP portfolio to enable \$260M in venture funded Series B, C and D fundraising.
- Implemented internal IP process to identify, document and protect enabling technology on an international level. Provided education and training to a rapidly growing international organization on the value of IP and the essential nature in protecting it accordingly.
- Managed engineering technology development by identifying enabling third party technology and leading engineering teams to internally implement these solutions while avoiding IP infringement claims.
- Embedded IP function within the engineering department to provide early stage freedom to operate analysis of engineering concepts.
- Broad non-IP support for various financing; export control restrictions; ITAR and EAR compliance; legal and environmental compliance; cost and risk sharing; terms and conditions of sale and government negotiations.

SCHLUMBERGER 77,000 employees, \$109.9B market cap, www.slb.com. NYSE: SLB

Schlumberger Technology Corporation Cambridge, MA; Clamart, France; Cambridge, UK; Abu Dhabi, UAE

Managing Intellectual Property Counsel, Research, 2010-2011,

- Held a variety of international assignments including support of all Schlumberger research centers having a \$1.1B yearly operating budget.
- Personally responsible for all complex contractual matters within research centers. This includes M&A IP due diligence and structuring (\$350M); global technology partnerships (\$195M); the drafting and negotiating of international licensing, joint development and sponsored research agreements (\$250M); federal funding and grants; and litigation oversight.
- Served as Board Member for portfolio companies and acquisitions and worked with inside and outside counsel on matters of due diligence, IP, and development of corporate financing and exit strategies.
- Implemented a comprehensive research IP strategy and process across all research centers to align the research IP portfolio with the requirements of the commercial Schlumberger segments.
- Manage internal legal staff of 40 and outside counsel in support of 2,900 pending and 12,000 granted patent applications.
- Implemented an IP specific concurrent lifecycle management process (CLMP) for all high profile research projects. This CLMP is a first for Schlumberger research centers.

Schlumberger Oilfield UK, Plc.

Board Director / Intellectual Property Counsel, 2005-2010, Stonehouse, UK; Trondheim, Norway; Moscow, Russia

- IP counsel for worldwide drilling technology and battery technology, which represented a \$2.2B business.
- Schlumberger Oilfield UK, Plc is a manufacturing center and an engineering and sustaining center. To support these commercial products and sustaining activities, I was directly responsible for prioritizing and preparing 70-80 new patent applications each year; conducting freedom to operate and infringement opinions; strategic in and out licensing of approximately \$255M in relevant technology; drafting JDA and sponsored research projects with UK, French, Chinese, Norwegian and Russian entities, and managing patent infringement litigation.
- Interim CEO/ Board member for targeted European acquisitions (UK, Russia, Norway). I served to stabilize key personnel, integrate these entities into the Schlumberger legal structure and ultimately transition leadership to a chosen successor. This included capturing unrecognized IP, leading engineering and sustaining operations, and attending to daily operation concerns. Daily management of over 100 engineering and operations staff and 250+ shop floor employees.
- Served as lead counsel for multiple international M&A transactions in support of Schlumberger's immediate commercialization needs.

LAHIVE & COCKFIELD LLP, Boston, MA (now Nelson Mullins, <http://www.nelsonmullins.com>)

Associate, 2001-2005

- Drafted and prosecuted patent applications in a wide variety of mechanical, electrical and software arts. Examples of representative fields include: fuel cell technology; alternative energy systems; communications and location-determining systems; image recording and processing; computer hardware; materials processing; medical devices and automotive components.
- Other responsibilities: drafting briefs; researching and counseling clients for patent, trademark and copyright litigation; prosecuting trademark applications; and counseling clients on trademark selection.

PRIOR EXPERIENCE

SIMULATION DESIGN AND ENGINEERING

Owner and Founder, 1999-2001, Roslyn, NY

- Founder of an engineering research and design firm, specializing in anti-terrorist protection, threat assessment and global business planning. Projects included *HUMMER*™ redesign and export utilizing a self-insured leaseback business model.

PORSCHE RACING AUTOMOBILES

Engineering Program Manager, 1998, Stuttgart, Germany

- Outside engineering consultant responsible for project coordination and engineering support within an interdisciplinary environment. Oversaw an engineering staff with a \$2.4 million dollar budget during the completion of a nine month R&D project.

EDUCATION

SUFFOLK UNIVERSITY LAW SCHOOL, Boston, MA

Juris Doctorate, 2001, *cum laude*

Dean's List, Suffolk Jurisprudence Award, High Technology Concentration with Distinction

HOFSTRA UNIVERSITY SCHOOL OF LAW, Nice, France, 1999

Summer Law student under US Supreme Court Justice Antonin Scalia

LEHIGH UNIVERSITY, Bethlehem, PA

B.S. Mechanical Engineering, 1997

Minors in Computer Science and Electrical Engineering

President of the Lehigh Chapter of the Society of Automotive Engineers (SAE)

SPEAKING ENGAGEMENTS

- Intellectual Property and the Start-Up Company, IP Law Group, New York, NY, *primary presenter*
- IP Due Diligence in M&A Transactions, virtual presentation, 2010, *guest lecturer and panel member*
- Leveraging Intellectual Property in Acquisitions and Licensing Negotiations, Windsor, England, 2009, *guest lecturer*
- The Business Aspects of Intellectual Property, London, England, 2009, *guest lecturer*
- Intellectual Property in the Oil and Gas Industry, Paris, France, 2009, *guest lecturer*
- Technology Licensing, Stavanger, Norway, 2008, *guest lecturer and panel member*

MEMBERSHIPS

USPTO Patent Bar Registration, Massachusetts Bar registration, American Intellectual Property Law Association, Boston Patent Law Association, American Bar Association

ADDITIONAL CREDENTIALS

Commercial aircraft and helicopter pilot/owner. Former professional race car driver and ASE Master Mechanic.

Entrepreneur of the Year 1995, 1996, 1997 - Musser Center for Entrepreneurship

Lehigh Valley Engineer of the Year, 1996, 1997 - Lehigh Valley Center for Engineering



Arvid von Taube <conrail@gmail.com>

Demolition Review Bylaw at Town Meeting on Monday, April 24th at 7:00PM

Vin Loccisano <vlocci@gmail.com>

Sun, May 21, 2017 at 6:26 PM

To: Arvid von Taube <conrail@gmail.com>, gahb@hotmail.com

Arvid, Grant

First off, thank you for your work on the demolition delay bylaw and congratulations on passage. I view its passage as incredibly beneficial to many Wellesley neighborhoods.

I'm writing to inquire about vacancies in the Historical Commission.

From a credential perspective, I'm a mechanical engineer with an architecture minor who has practiced in both fields in varying capacities over the years. I've been fortunate to personally remodel several homes, have built a large commercial building of my own design, and have served as general contractor in a variety of additions and remodels through the years. I've also held plumbing, gas-fitter and electrical licenses (in the state of PA) and am versed in a variety of construction techniques and finishes. For what it may be worth, I'm also a licensed real estate broker. My real estate practice is limited to personal purchases and sales yet these limited transactions have opened my eyes to the drivers and often competing incentives of the industry. Additionally, I presently practice as an attorney which brings with it a decent set of research skills and what I hope is a willingness to hear both sides of an often controversial set of arguments.

Having said all this, I expect my personal interest in the position is just as important.

Briefly, I'm an advocate of well-executed architecture and design. This holds as true for the multi-million dollar home as it does for the salt shaker on its kitchen table. I've found the incremental costs of doing it "right" vs "good enough" are generally trivial and the former leaves a positive lasting impression on all of those who interact with the building. While I understand the economic motivation for the "tick the box" approach that is prevalent in so much new construction I feel that the character of a neighborhood cannot easily be recreated once lost. By choice, and sometime against better judgement, my family and I have elected to live in a 1940's stone colonial. I view my time here as equal parts owner and caretaker. I hope to apply this same sentiment to a position on the Historic Commission.

I welcome the chance to speak in greater detail should you be interested.

Many thanks for your time,

Vin Loccisano
617-866-8850

[Quoted text hidden]

3. Discuss FY19 Budget Guidelines & Draft Budget Preparation Manual

As in past years, the Finance Director has put together a first look at the Town's overall financial picture following the close of the prior fiscal year. Included in your packet is a memo and set of spreadsheets from Sheryl Strother, as well as options for what operating budget guidelines would look like for FY19 based upon what we know today. As you will see, at this juncture, maintaining the operating budget guidelines used for FY18 would result in a deficit, unless other critical factors such as health insurance or capital projects were to change. We'd like to review this information with you on Tuesday night and learn what other information you may need to have in order to make a decision on guideline at the last meeting in September. Sheryl's PowerPoint on this topic is also included.

Secondly, we would like to have further discussion on the budget preparation manual as we work towards finalizing this as well. As requested, department heads were asked to forward the manual to any of their chairs who may not have received it. At the time the FNM was compiled on Friday, we received the attached email from Andrea Ward of Advisory with her thoughts on the due dates for operating budgets.

NO MOTION

TOWN OF WELLESLEY



MASSACHUSETTS

OFFICE OF FINANCIAL SERVICES

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

SHERYL STROTHER
FINANCE DIRECTOR/TOWN ACCOUNTANT

FACSIMILE: (781) 239-1043
TELEPHONE: (781) 431-1019 EXT. 2214
e-mail ssrother@wellesleyma.gov

To: Board of Selectmen
From: Sheryl Strother
Re: 2017 Results, 2018, and 2019 budget planning

8/24/17

Attached please find the {draft} Financial presentation for the Board of Selectmen's Tuesday, August 29th meeting.

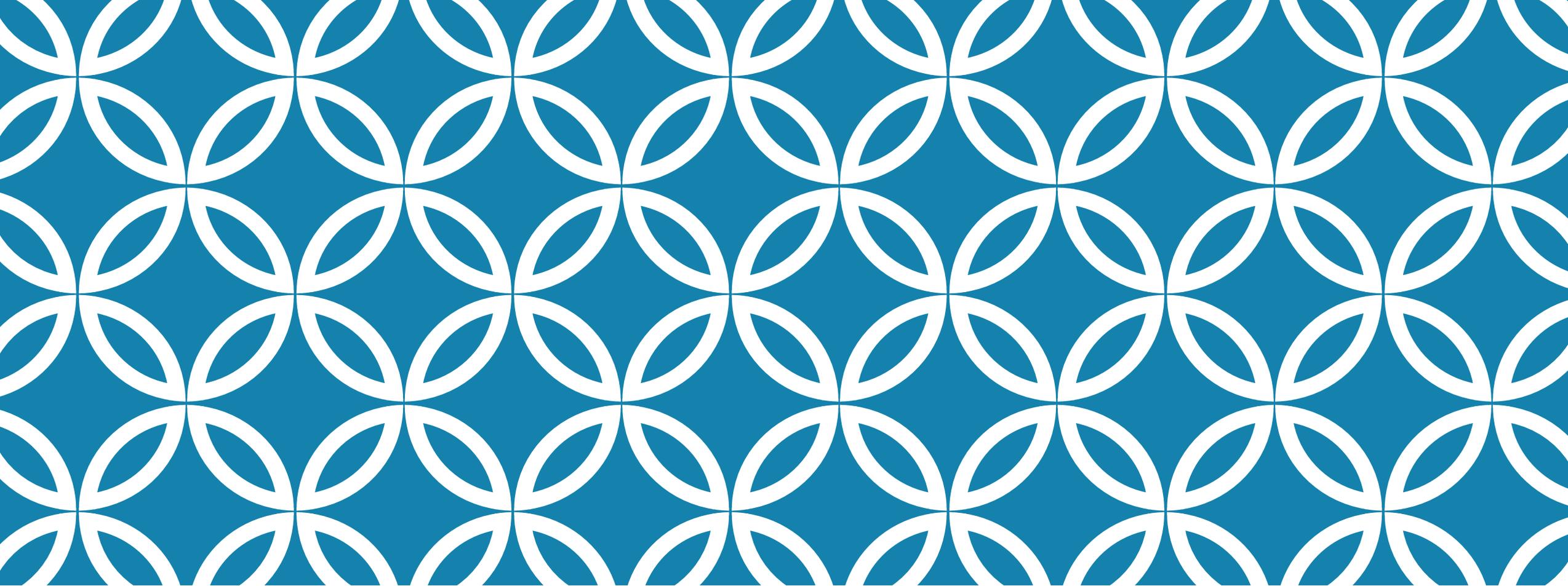
As usual, operating results from the fiscal year just ended (2017) and feedback on current year (2018) operations will be provided. 2019 revenues will be projected, and several scenarios will be modeled to start discussions on the Board's operating guidelines and capital instructions for the next fiscal year (2019). Please note that 2017 results are unaudited at this point and free cash is not yet certified.

Financial reserves at 6/30/17 remain steady and within the 8-9% range; even with the one-time use of the additional \$1.5 million in free cash to reduce the cash capital impact in the 2018 budget. Expense turnbacks were slightly less than the prior year, but revenues were strong.

All collective bargaining agreements have been settled for 2018, except Patrolmen and Superior Officers. 2018 revenues are tracking as expected so far. Health plan enrollments have increased and need to be monitored during 2018, particularly as the new school year hiring begins. The impact of demolition delays and the rapid influx of 40B applications may place strains on the current year budget. The timing and structure of the HHU Elementary School projects will continue to evolve in the next several months.

New growth in tax revenue of \$1.8 million (5-year average) is assumed for fiscal 2019. State and Local receipts are projected to increase modestly. It is unlikely that more than the customary \$2,500,000 in free cash will be available to balance the 2019 budget. Past service liabilities (Pension and OPEB) have been modeled according to the most recent actuarial valuations, but a new Pension valuation is due soon. Cash capital requests have increased significantly in recent years, warranting increased attention, prioritizing, and other funding strategies. The possibility of issuing more inside the levy borrowing must be explored. The current Health Insurance plans expire at the end of fiscal 2018 and new solutions will need to be negotiated with the Town's employees and their unions. There are several large capital projects that may need to be financed via debt exclusions, which may in turn affect the appetite for operating overrides. All of these issues limit the guidelines that will ultimately be issued for 2019.

The final page of the presentation models the impact of various operating guidelines and cash capital thresholds for fiscal 2019. Note that the Health Insurance assumption remains constant at a 7% increase as negotiations are just beginning. The TWFP guidelines of 2.5% Town and 3.5% school yield a sizeable loss. Since annual Town Meeting, the Superintendent has expressed the need for a larger guideline. Scenario #2 shows the additional negative impact of increasing the School guideline to 4%. As indicated in scenario #3, the rate of growth in cash capital must be addressed and projects must be prioritized. Internal discussions have begun with the department heads from the Schools, DPW, and FMD to prioritize overlapping projects or consider other funding mechanisms. Finally, Scenario #4 contemplates these same capital reductions and reduced operating guidelines to get to a balanced budget.



FINANCIAL RESULTS AND OUTLOOK BOARD OF SELECTMEN

8-29-17

GOOD NEWS FROM 2017

Revenue

- Local receipts decreased slightly (3%) from 2016
- State Receipts on target

Expense Turnback

- 7% decrease, but still healthy \$1.5 million

Revenue – Expenditures is approximately \$3.4 million

Reserves remain in the 8-9% range

REVENUE DETAILS

	Actual <u>FY12</u>	Actual <u>FY13</u>	Actual <u>FY14</u>	Actual <u>FY15</u>	Actual <u>FY16</u>	Actual <u>FY17</u>	Budget <u>FY18</u>	Budget <u>FY19</u>
Local Receipts								
Motor Vehicle Excise	\$ 4,161,899	\$ 4,247,760	\$ 4,755,333	\$ 4,897,256	\$ 5,527,721	\$ 5,444,593	\$ 5,100,000	\$ 5,270,000
Investment Income	340,042	202,870	162,784	181,182	408,006	409,376	350,000	450,000
Licenses and permits	1,767,142	1,725,928	2,709,085	2,536,758	2,711,607	2,427,040	2,500,000	2,500,000
RDF	794,025	632,880	608,577	612,425	697,654	765,578	625,000	625,000
Pilot payments	424,432	226,459	226,439	76,442	76,475	76,470	76,000	76,000
Parking Fines & Forfeits	556,015	484,075	527,202	568,136	567,584	475,013	570,000	570,000
Meals tax, hotel/motel	510,083	607,223	626,821	660,509	709,348	730,044	700,000	700,000
Recreation transfer	123,356	92,204	65,947	109,792	48,606	68,503	50,000	50,000
Penalties, Interest on Taxes	236,223	181,578	258,566	323,879	362,831	489,351	300,000	300,000
Rentals	115,482	158,556	129,948	162,172	211,299	217,421	164,000	164,000
Fees	104,656	102,953	80,024	110,087	103,969	128,728	105,000	105,000
Departmental	275,446	220,913	165,098	169,754	158,346	61,429	160,000	160,000
Medicare part D	-	217,327	-	-	-	-	-	-
All other	90,143	635,642	103,011	36,174	198,154	148,984	78,000	73,000
Total	\$ 9,498,944	\$ 9,736,368	\$ 10,418,835	\$ 10,444,566	\$ 11,781,600	\$ 11,442,530	\$ 10,778,000	\$ 11,043,000

STATE RECEIPTS

	<u>Final 2014</u>	<u>Final 2015</u>	<u>Final 2016</u>	<u>Final 2017</u>	<u>Budget 2018</u>	<u>State Final 2018</u>
State Aid						
Chapter 70	\$ 7,526,408	\$ 7,789,132	\$ 7,916,157	\$ 8,198,827	\$ 8,343,560	\$ 8,399,961
	\$ 7,526,408	\$ 7,789,132	\$ 7,916,157	\$ 8,198,827	\$ 8,343,560	\$ 8,399,961
other school	\$ 7,527	\$ 2,591	\$ 1,469	\$ -	\$ -	\$ -
	\$ 7,533,935	\$ 7,791,723	\$ 7,917,626	\$ 8,198,827	\$ 8,343,560	\$ 8,399,961
Lottery, General, Supplemental Quinn Bill	\$ 1,121,617	\$ 1,152,722	\$ 1,194,220	\$ 1,245,571	\$ 1,294,148	\$ 1,294,148
All other	96,703	81,197	\$ 89,518	68,904	69,960	65,540
Total	\$ 8,752,255	\$ 9,025,642	\$ 9,201,364	\$ 9,513,302	\$ 9,707,668	\$ 9,759,649
State aid to Libraries	\$ 270,000	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 9,022,255	\$ 9,025,642	\$ 9,201,364	\$ 9,513,302	\$ 9,707,668	\$ 9,759,649
Assessments	\$ 1,170,420	\$ 1,170,049	\$ 1,220,044	\$ 1,226,317	\$ 1,239,372	\$ 1,239,371
Net	\$ 7,581,835	\$ 7,855,593	\$ 7,981,320	\$ 8,286,985	\$ 8,468,296	\$ 8,520,278

TURNBACK DETAILS

	<u>2016 Turnback</u>	<u>2017 Turnback</u>	<u>2017 details</u>
<u>Department</u>	<u>Amount</u>	<u>Amount</u>	
Facilities and PBC	\$ 486,477	\$ 232,476	Staffing in both
Schools	\$ 459,438	\$ 107,885	
DPW	\$ 192,464	\$ 244,876	
All other Public Safety	\$ 96,644	\$ 141,791	
Compensated absences	\$ 81,310	\$ 19,571	
IOD Insurance	\$ 79,450	\$ 46,199	
Risk Management	\$ 43,118	\$ 72,768	
All other - including Reserve Fund	<u>\$ 419,763</u>	<u>\$ 676,174</u>	Debt Service(\$126K), Legal(\$89K)
	\$ 1,858,664	\$ 1,541,740	

OUTLOOK FOR 2018

Local receipts will exceed budget

State receipts are a concern

Health Insurance Enrollment has increased

HHU Status/plan, Demolition delay, 40B's

Turnback is always influenced by weather, utility costs,
and unforeseen issues

CONCERNS FOR 2019

- Local receipt projections can increase 2.5% for 2019
- New Growth continuing or slowing?
- State budget concerns – hold flat!
- Health Insurance changes to be negotiated. Increased costs?
- Significant increase in capital requests- No more one-time free cash
- Several very large borrowed capital projects
- Patrol and Superior Officers Contracts not settled

CASH CAPITAL TREND

<u>Department</u>	<u>FY11</u>	<u>FY12</u>	<u>FY13</u>	<u>FY14</u>	<u>FY15</u>	<u>FY16</u>	<u>FY17</u>	<u>FY18</u>	<u>FY19</u>
Selectmen	216,975	219,974	231,936	206,457	262,238	334,486	349,913	364,009	340,289
Public Works	1,300,000	1,332,700	1,322,500	1,524,000	1,611,000	1,528,000	1,954,000	2,173,000	2,524,000
Facilities Town	290,850	320,950	282,333	330,000	570,600	785,000	676,500	322,000	690,000
Facilities School	243,747	127,108	611,250	811,200	929,400	790,000	1,073,500	1,553,000	1,508,000
Schools	569,714	898,510	962,554	803,134	791,030	856,066	784,920	2,009,253	1,331,735
Library	34,215	34,000	40,500	43,000	46,000	115,700	131,300	100,612	171,800
Natural Resources	50,500	75,000	75,000	75,000	65,500	55,500	77,000	141,500	174,000
Morses Pond	50,500	-	-	-	-	-	-	40,000	51,000
Grand Total	2,756,501	3,008,242	3,526,073	3,872,341	4,282,768	4,501,752	5,152,079	6,703,374	6,790,824

CASH CAPITAL GRAPH



THOUGHTS ON GUIDELINES

Projected Sources & Uses of Funds

	Assumed		TWFP		Scenario 2		Scenario 3		Scenario 4	
	FY18	Growth	FY19	Growth	Alt FY19	Growth	Alt FY19	Growth	Alt FY19	
Sources										
Property Taxes	\$ 123,394,791		\$128,279,661		\$ 128,279,661		\$ 128,279,661		\$ 128,279,661	
Override	-		-		-		-		-	
State Aid	9,707,668	0.0%	9,707,668	0.0%	9,707,668	0.0%	9,707,668	0.0%	9,707,668	0.0%
Local Revenue	11,778,000	2.3%	12,043,000	2.3%	12,043,000	2.3%	12,043,000	2.3%	12,043,000	2.3%
Free Cash	2,583,737		2,500,000		2,500,000		2,500,000		2,500,000	
One time Free Cash for Capital	1,500,000		-		-		-		-	
Other	171,624		44,059		44,059		44,059		44,059	
	<u>149,135,820</u>		<u>152,574,388</u>		<u>152,574,388</u>		<u>152,574,388</u>		<u>152,574,388</u>	
Uses										
Schools	71,950,648	3.5%	74,468,921	4.0%	74,828,674	3.5%	74,468,921	2.5%	73,749,414	
Other Town Departments	36,164,427	2.5%	37,068,538	2.5%	37,068,538	2.5%	37,068,538	1.5%	36,706,893	
	<u>108,115,075</u>		<u>111,537,458</u>		<u>111,897,212</u>		<u>111,537,458</u>		<u>110,456,308</u>	
Cash Capital	6,703,374		6,790,824		6,790,824		5,800,000		5,800,000	
Debt Service (Inside)	4,000,000		4,000,000		4,000,000		4,100,000		4,100,000	
Pension	6,621,863		6,861,373		6,861,373		6,861,462		6,861,462	
Health Insurance	15,930,198	7.0%	17,045,312	7.0%	17,045,312	7.0%	17,045,312	7.0%	17,045,312	7.0%
OPEB	3,432,000		3,432,000		3,432,000		3,432,000		3,432,000	
Other Employee Benefits	2,770,174	2.5%	2,839,428	2.5%	2,839,428	2.5%	2,839,428	2.5%	2,839,428	2.5%
State & County Assmts	1,239,372	2.5%	1,270,356	2.5%	1,270,356	2.5%	1,270,356	2.5%	1,270,356	2.5%
Abatements	671,274	0.0%	671,274	0.0%	671,274	0.0%	671,274	0.0%	671,274	0.0%
Other	(347,510)		-		-		-		-	
	<u>41,020,745</u>		<u>42,910,568</u>		<u>42,910,568</u>		<u>42,019,833</u>		<u>42,019,833</u>	
	<u>149,135,820</u>		<u>154,448,026</u>		<u>154,807,779</u>		<u>153,557,291</u>		<u>152,476,140</u>	
Projected Surplus/(Deficit)	<u>\$ -</u>		<u>\$ (1,873,638)</u>		<u>\$ (2,233,391)</u>		<u>\$ (982,903)</u>		<u>\$ 98,248</u>	

DRAFT

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 forms the basis for its annual operating and five-year capital request.

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 is charged with bringing forth a balanced annual town-wide budget (in addition to articulating a longer term town-wide financial plan (TWFP)) that maintains this fiscal strength. Guidelines are an important method of allocating the resources available after providing for long term financial responsibilities.

The current method of allocating available resources begins 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 Budget Program. In order to accurately create (1) the "Sources and Uses" format required by Article 19.16.1, (2) the Town-Wide Financial Plan, and (3) the Five Year Capital Budget Program, the Finance Department, under the direction of the Board of Selectmen and Executive Director, has 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 Article 19.42 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".

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.

INDEX

Introduction	P. 1
1.0 Personal Services	P. 1
1.1 Overview	P. 1
1.2 Pay Weeks	P. 2
1.3 Employee Job Classes	P. 2
1.4 Vacated Positions	P. 3
1.5 Salary Tab	P. 3
1.6 New Employees	P. 4
2.0 Expenses	P. 4
2.1 Overview	P. 4
2.2 Categorizing Expenses	P. 4
2.3 Centralized Expenses	P. 5
2.4 Budgeting for IT Equipment	P. 5
2.5 Encumbrances	P. 5
2.6 Revolving Funds	P. 6
3.0 Narratives	P. 6
3.1 Narrative Overview	P. 6
3.2 Mission Statement	P. 6
3.3 Organizational Structure	P. 6
3.4 Previous Accomplishments	P. 6
3.5 Department Goals	P. 6
3.6 Operating Budget Summary	P. 7
3.7 Revenue Explanation	P. 7
3.8 Out of Guideline	P. 7
Budget Submission Timeline	P. 8
Operating Budget Checklist	P. 9
Capital Budget Checklist	P. 10
Appendix A	P. 11
Appendix B	P. 12

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 make this determination 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, but this may not always be the case. Guidelines will also be provided for operating expenses and may or may not be the same as for personal services.

All departments must create budgets that meet the stated guidelines after all factors (contracts, steps, longevity, merit pay, etc.) are taken into consideration. Departmental initiatives that cause requests to exceed guideline should be quantified and vetted during the budget cycle discussions. The Board of Selectmen may or may not recommend an override for initiatives that cannot fit within 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 set percentage increase, recommended by the HR Board, which is based upon analysis of market conditions.
- 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 whose compensation is set by their respective Board.

1.1.1 Budget templates

Locate the 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 allows department heads and their boards to spend more time budgeting for the fiscal year instead of changing formatting details and entering previous year actuals. From there, find the folder labeled "FY19 Operating Budgets" and locate the 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. The template is made up of three tabs: Salaries, Personal Services & Expenses, and Summary. In these three tabs, the salary tab 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 the template to ensure all the items are linking correctly once you have finished working. Do not forget to periodically save the template while updating it. This will prevent any changes from being lost.

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 completed. 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 may be eligible for longevity increases as well. Please consult the (40 Series) longevity table to the right and add longevity increases to the budget where appropriate.
- **50/60-series employees** are salaried “town” staff 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 removes the funds from these 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 the 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 will not be determined 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 must 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 estimate 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 increases 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 are encouraged to budget vacant positions at the mid-point of the salary range. If a department has a long-time employee who was at the top of the range in their job class that has recently retired, replacing the position with a less senior employee may generate a savings. 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 helping control the growth rate in a department's budget.

1.5 Salary Tab

The salary tab of the operating budget is where all of the personal services calculations will be entered. Please list all employees by name and title. Then show each employee's current year weekly salary followed by his/her starting weekly salary amount in the budget request year. Itemize any additional stipends and add to a total weekly pay amount. For union or 40 series employees who 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 the weekly amount and multiply that by the number of the pay weeks for that fiscal year. If there is a mid-year step, it will be necessary to calculate how many weeks the employee will be at the first weekly salary and how many weeks 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 or steps followed by a union employee with an education stipend and a mid-year step increase. Please also keep in mind that 40-series employees and union employees are eligible for a step increase six months after they begin working for the town. This six-month anniversary then becomes the one-year anniversary for subsequent 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	1,035	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 therefore require additional steps. First, the Human Resources (HR) Board must approve any new position by December 1st. This process requires enough lead time for HR to evaluate the position, prepare job descriptions and go through its internal process. Second, the Advisory Committee must 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, please provide a prorated benefits cost. The benefited amount, along with merit pay, will be removed prior to Town Meeting and budgeted with other like costs. However, operating budgets must be evaluated versus guideline with benefits included in the department total.

In order to assist departments with planning for a new position, a new form has been included (Appendix B) which should be used to project work space and tools needed by a new employee. Examples of this include: a new computer, phone, office supplies, and anything else relevant for that employee to complete his/her specific job. This form should be completed, signed by the department head or board chair, and submitted with the operating budget. It is pre-populated with typical items and average costs. The items listed on the new employee form should also appear in the operating budget in both the personal services and expense part of the 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 the budget can be found on the middle tab of the operating budget template titled "Personal Services & Expenses." On this tab, please add all the necessary items that are not related to salaries. This section includes office supplies, conferences, training and development, travel and anything else the department might need to fulfil its mission. The expense part of the 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 the expense budget. Please research costs by calling vendors and evaluating past expenditures to develop a defensible budget. Departments should also be prepared to answer questions from Advisory and provide calculations and backup for specific line items.

2.2 Categorizing Expenses

Expenses should be placed with the corresponding account title and explanation. 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 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 will create new Munis codes if the situation merits it. Please see appendix "A" for a list of commonly used expense charge codes. When adding a new expense line, please refer to this list to see what is available. The Explanation part of the 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 attend

in the coming year. Please provide as much specificity as possible to better inform those who review the departmental budgets.

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 centralized Legal, Liability Insurance, and Compensated Absences budgets. Each year, HR will disseminate the IRS per mile employee reimbursement rate to be used when estimating annual mileage. Employee benefit costs such as Health Insurance, Unemployment, Medicare, Pension, and OPEB are budgeted centrally.

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 the expense tab that represents the most recently completed year, please 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, the most recently completed year would be FY17. The total encumbrance to be updated in FY17 would then be what was actually spent in FY18, not the total amount that was originally encumbered. Therefore, if \$500 was originally encumbered from FY17 but only \$400 was spent, \$400 would be recorded in the FY17 column.

3.0 Narratives

3.1 Narrative Overview

All departments must submit narratives to the Advisory Committee and the Finance Department with the budget requests. The narrative is a department's opportunity to discuss 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 Statement section of the departmental narrative should describe the department's purpose, the services it provides, and manner in which services are to be delivered. Well-crafted Mission Statements can be communicated at a high level and don't necessarily need to be lengthy.

3.3 Organizational Structure

The department overview/organizational structure will describe the leadership and reporting structure of the department, responsibilities of the various positions, and will include the number of employees.

3.4 Previous Accomplishments

In this section, the department should discuss goals and initiatives completed during the past year and how those achievements have benefitted the Town. This space can be used to describe completed projects and their impact, 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 describe 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. Should any of your goals result in a financial impact to another board or department, please be specific about the operational and financial impact.

3.6 Warrant Article Requests

Please give consideration to other initiatives that are not typically included in an operating budgets or the capital budget for which you are considering making a request. These might either be cross-departmental projects, or isolated items for which funds are needed next year. Please include a list of the items and the project budget required so that they can be included as we determine the total amount of funds to be requested at Town Meeting and the ability to finance those.

3.7 Operating Budget Summary

The next two sections should be summaries of the 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.

3.8 Revenue Explanation

As part of departmental operations, 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 total for the current year, and an estimate for the coming year.

Existing departmental revolving funds should be listed and any newly requested funds should be highlighted. New revolving funds must be supported by new revenue sources, rather than redirecting existing resources.

3.9 Out of Guideline

The final section of the operating budget narrative provides the opportunity for the department to request more resources and explain in further detail why it cannot comply with guidelines, if that is 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 expense budgets that push their budgets over guidelines. The total financial impact of this 'over guideline' initiative should be clearly quantified. 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 number of questions that relevant parties might have and makes for a much less complicated request process.

Capital Request Process

Boards submit a detailed five-year capital plan annually. Capital requests should support the department's strategic direction, and the financial and operational impact of each requested capital purchase should be quantified. Because financial resources are limited, Boards should consider prioritizing capital needs and should fully research the cost of each item.

There are currently no numeric capital "guidelines", but consideration should be given to smoothing the department's capital request impact over several years to facilitate affordability, particularly in departments requesting large amounts of cash capital. Thorough preparation will help the Department explain and advocate for its needs, both within the Town's Levy or as a separate referendum. The Board should work with the Finance Director and Executive Director to evaluate different funding strategies.

The capital request forms have been included. Please refer to the checklist and remember to prioritize. Quotes and pictures are extremely helpful.

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 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
- September 30th - ATM draft warrant articles due from all Departments/Boards
- October 6th – HR Board provides guideline for 40/50/60 series
- October 13th – Capital budget requests submitted to Finance from all departments
- Late Oct/Early Nov – Special Town Meeting
- November 17th – Operating budgets due from Selectmen’s departments
- November 20th – Finance begins budget compilation & tax classification hearing
- November 30th – Final day to submit warrant articles for ATM
- December 4th – Operating budgets due to Finance from non-school departments
- December 9th – Selectmen’s budget workshop
- December 15th – School operating budget due
- December 18th – Determine budget gap & begin closing 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

Robinson, Blythe

From: Andrea Ward
Sent: Friday, August 25, 2017 7:24 AM
To: Robinson, Blythe; Jop, Meghan
Cc: Mike Hluchyj
Subject: Re: Calendar Question

Hi Blythe,

Thanks for the information about the Inter-Board meeting. We've got that tentatively down and will wait to hear more, along with some other dates that you might be scheduling (e.g., Town Wide Financial Plan presentation).

The dates you are currently proposing for budget submission (December 4 for non-schools and December 15 for schools) will work for Advisory. Depending of course on whether there is a STM and what the schedule for that is, we can start having some of the departments (particularly those that typically are under Guidelines, like Police/Fire, Public Works, FMD) present in November. Then once the budgets are submitted we will fill in the rest of the departments for December and January. We typically get a School Dept. overview early in the season (we are in the process of scheduling that right now, hopefully for the end of September), and then a full budget presentation later in the winter.

Hope that answers your question -- let me know if you need any more information.

Best,

Andrea

From: Robinson, Blythe
Sent: Wednesday, August 23, 2017 11:53:54 AM
To: Jop, Meghan; Andrea Ward
Cc: Mike Hluchyj
Subject: RE: Calendar Question

Hi Andrea,

Right now the 28th is the date for the Inter-board, though I hear that there is a middle school event that night so we need to confirm.

Would you also be able to let me know what the schedule of work is for Advisory for the fall? There is much debate going on about when operating budgets ought to be turned in, and as you can imagine, an interest in holding off to almost mid-December. Not having been here last year, I was concerned that this might put Advisory a bit behind if they have to wait for them when they could be meeting with boards/departments.

Right now our schedule calls for turning in non-school budgets by December 4th, and School by the 15th. Some want to see non-school due more like December 12th.

Thanks for letting me know!

4. Update on Hardy, Hunnewell and Upton Elementary Schools

Included in your packet is a memo from Joe McDonough regarding the August 23rd senior site visit by the MSBA and the recent developments to the overall HHU project. Joe has outlined some options for the Board to begin to consider ahead of a joint meeting with the School Committee that will take place at our September 11th meeting. Ellen, Jack and I were all in attendance at the MSBA site visit and can provide some additional thoughts on how that went.

NO MOTION



MEMORANDUM

DATE: August 24, 2017 **FMD-M-18386**
TO: Blythe Robinson
FROM: Joseph F. McDonough, P.E. 
CC: File
SUBJECT: MSBA Senior Study Site Visit - HHU
Filing No.: WPS18.05, .13, .14, .17, .38

As requested, I've prepared this memo to summarize the most recent developments in the Hardy Hunnewell Upham project, in which the Massachusetts School Building Authority (MSBA) notified the Town of its intent to visit the three schools on August 23rd as part of their *Senior Studies*.

Background

Statements of Interest (SOIs), comprehensive applications required as the first step in the MSBA's program to partially fund projects, have been submitted for the HHU projects each year since 2013. *These SOIs were submitted in the "core" program for major renovations and new construction versus the accelerated repair program (ARP) which is limited to boilers, roofs and windows.* In each of the first four years, the Town was notified by the MSBA that they would not be invited into its *Eligibility Period*, the first official phase of their program. This was not surprising to many of us familiar with the MSBA's program, as it is very competitive and only a small percentage are invited into it. Feedback the Town had been receiving for the last several years was that MSBA was more likely to invite Towns that had schools with severe overcrowding issues, or in which the buildings were structurally unsound or otherwise jeopardized health and safety – of which the HHU buildings met neither of these criteria.

The three Town committees that have evaluated HHU over the past 5 years have considered proceeding with and without potential MSBA funding. When there are multiple SOIs for a district, as in Wellesley, the MSBA requires that the district identify a "priority" project. In 2017 the Upham school was identified as the priority. The most recent committee, the HHU MPC, had recommended that the Town begin a feasibility study without MSBA involvement, but that we continue to submit SOIs, in the unlikelihood that we be invited into the program.

So it was quite unexpected when Superintendent David Lussier was notified by email on August 14th by MSBA that they wanted to perform *Senior Study Site Visits* at the three HHU schools. ***While these visits do not in any way ensure that the Town will be invited into***

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



MEMORANDUM

the Eligibility Period, they do represent a level of progress not seen in any of the previous five years of SOI submissions – which is positive.

MSBA Process and Senior Study Site Visits

The process that the MSBA uses starting with the SOI and on until after projects are built is lengthy and detailed; however, the MSBA has an excellent website with useful information on all aspects of the process. A good place to start is:

http://www.massschoolbuildings.org/Working_With_Us/Getting_Started/districts

In fact, their website includes this information regarding Senior Study Site Visits:

“The MSBA is performing "Senior Study" site visits at some of the district identified priority schools for which a Statement of Interest ("SOI") has been submitted. Conducting a Senior Study is part of the due diligence phase of the MSBA's newly reformed school renovation and construction grant program. During the due diligence phase, the MSBA may perform several different types of assessments depending on the school building deficiencies that the district has identified in its SOI. The MSBA assessments typically include review of the SOI and documents submitted in support of the SOI, review of historical enrollment trends, review of educational programs, and/or site visits to the school facility.

A Senior Study is a site visit to the school facility which the district has identified as its priority SOI. During the Senior Study, a team from the MSBA, which includes architects and engineers with many years of school facility and educational programming experience, will tour the school facility. The Senior Study seeks to examine both the physical condition of the school facility as well as programmatic issues that affect the delivery of the required educational program. Before touring the school facility, the MSBA team will briefly interview the superintendent, principal, facilities manager, and other school personnel to:

- *Identify goals for and concerns about the school facility*
- *Confirm information about school building deficiencies that were stated in the SOI*
- *Understand how any physical condition issues adversely impact the delivery of the educational program*
- *Learn about the school district's routine and capital maintenance programs and practices*

While touring the facility, the MSBA team will:

- *Evaluate the physical condition of the facility, including major building systems (e.g., building envelope, HVAC, electrical distribution, interior finishes)*
- *Assess overcrowding or capacity issues*
- *Assess the ability of the facility to support the required educational program*

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



MEMORANDUM

- Assess design factors such as availability of natural light which make a school's environment conducive to learning
- Examine site considerations
- Evaluate the school district's maintenance of the facility

The information acquired during the Senior Study will help the MSBA to determine the next steps in the process. The MSBA's goal is to collaborate with the district to find the right-sized, most fiscally responsible and educationally appropriate solution to the facility's problems. **The Senior Study is not approval of a project. It is part of the due diligence phase of the MSBA's new process.**

The MSBA's new program is a non-entitlement competitive grant program, and grants are distributed by the MSBA Board of Directors based on need and urgency, as expressed by the community and validated by the MSBA. Funding for the program is capped at \$500M per year, with up to \$2.5 billion available for school construction and renovation projects over the next five years."

August 23rd Senior Study Site Visit

The MSBA and their team of consultants met with Town and WPS representatives and toured all three schools. The MSBA delegation included Director of Capital Planning Mary Pichetti, Director of Program Management Diane Sullivan, an MSBA architect and two architects from consultant STV. At the start of the tour, Town representatives asked a variety of questions related to the MSBA process and our SOIs. I was not present for this part of the tour, so I can't summarize all of the discussion in detail, but two relevant issues were:

- About 44 of the 83 SOIs received for 2017 will have Senior Studies performed
- MSBA is willing to look at more than just the identified "priority" school (Upham) as part of a multi-school or consolidation solution.

The tour lasted about 2-1/2 hours and the MSBA representatives indicated at the end that they were very impressed with the completeness and detail in the Town's SOI's and our preparations for the tours. They added that we should expect to hear some type of *verbal* notification with respect to our SOIs from MSBA sometime in November. ***This is presumably based on the tentatively scheduled "FAS" (Facilities Assessment Subcommittee) meeting on November 15, 2017, when the FAS will make SOI Core program invitation recommendations to the MSBA Board.*** The MSBA also said at the tour conclusion that if any significant changes occur in the three HHU schools between now and November we should notify them, through the School Superintendent.

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



MEMORANDUM

Next Steps

As indicated, we could hear unofficially (verbally) from MSBA as early as mid-November; however, according to information found on the MSBA's website (recent Board minutes), the earliest that the Town would officially hear about our 2017 SOIs would be at the MSBA Board meeting on December 13, 2017. Keep in mind that these are tentative dates that could move to January as has happened in prior years.

During an August 15th meeting with School and Town officials in the Superintendent's Office, the following scenarios were discussed as ways in which the Town might proceed with respect to HHU in light of the recent MSBA developments:

Option 1: Delay Feasibility Study Until After MSBA Notification

Under this option the Town would not proceed with any additional work on the planned feasibility study; rather we would wait until after formal notification from MSBA in December or January. If selected (Option 4) we would follow MSBA procedures. If not selected, we would prepare a new schedule for the Town-funded feasibility study, for which the RFQ was initially planned to be released on August 23rd. We would likely release the RFQ in January 2018; which should allow us to select an architect by the 2018 Annual Town Meeting (ATM). This is the "safest" route as it would not adversely impact our chances of getting invited into their program. There seems to be some risk in proceeding on a "dual track" approach (Option 3), by continuing concurrently with the RFQ process, such that MSBA could feel we weren't following their process.

Option 2: Proceed with "Proof of Concept" Phase of Feasibility Study Only

Under this option the Town would proceed independently from the MSBA on the "Proof of Concept" work, while the MSBA is vetting our SOI after Senior Study. We may need to call the work "additional master planning" rather than the first phase of a feasibility study. [MSBA indicated during their August 23rd visit that acceptable activities during the interim period while we await notification on our SOIs might include educational programming and site investigations.] Schedule and funding would need to be evaluated in light of the revised scope of work.

Option 3: Continue with Feasibility Study as Planned – with One-Month Delay

This option proposes to continue with the planned feasibility study without any MSBA funding assumed, except that it would be delayed by about one month in the hope that the Town would receive some unofficial feedback from the MSBA at the August 23rd site visit that would help us get a better sense of our chances of being invited into the MSBA program. There is risk that MSBA would feel we are ignoring their process and therefore, our chances of being invited might be reduced. The benefit is time – we would largely stay

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



MEMORANDUM

on track of the schedule to have an architect on board for a fall 2017 STM.

Option 4: Get MSBA Invitation into Program

If we are fortunate enough to be invited into their program in December or January, we would need to follow their program. Key phases in their 8-module process are:

1. Eligibility Period – up to 270 days
2. Feasibility Study – probably one year
3. Schematic Design
4. Funding the Project
5. Detailed Design
6. Construction
7. Completing the Project

These options will need to be reconsidered in light of the information gleaned from the August 23rd MSBA visit. We will likely have a definitive response from MSBA to our SOIs by November or December; however, there remains the question of whether the Town should continue with any other HHU related work in the three-month period between now and then. For example, the Town could consider using remaining available funds from the \$200k appropriation for the HHU MPC work on tasks such as: performing site survey work, swing space assessment, or possibly generating conceptual architectural renderings (3D) of what new schools might look like on the three sites in various locations. It would seem appropriate that the Selectmen and School Committee jointly discuss next steps.

Please let me know if you'd like to discuss this memo.

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

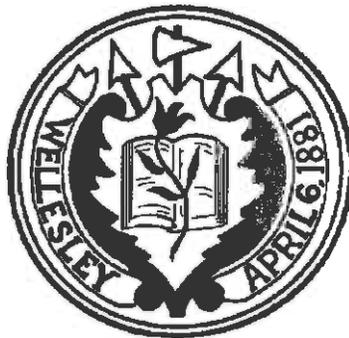
5. Selectmen Policies

Included in your packet are three policies for the Board's consideration. The alcohol regulations are intended to be a first read, whereas the Complete Streets and Appointments Policy would be second reads, potentially ready for action.

- **Modification to Common Victualler Alcohol Regulations (First Read)**
In light of the input provided by Attorney Himmelberger regarding the anticipated application by Smith and Wollensky for an alcohol license for their restaurant, we have developed a draft with proposed modifications to the regulations. Specifically, the draft eliminates the restriction of not more than 10 seats at the bar, and leaves in the provision that not more than 10% of seats overall in a restaurant may be at the bar. We have reviewed this draft with the Police Department and they have no objections and no further recommended changes.

NO MOTION

**TOWN OF WELLESLEY
COMMONWEALTH OF MASSACHUSETTS**



**RULES AND REGULATIONS
GOVERNING
ALCOHOLIC BEVERAGES**

Revised ~~April 30, 2012~~

It is understood that the Rules and Regulations contained herein are in compliance with and subject to the Rules and Regulations of the Commonwealth of Massachusetts

Alcoholic Beverages Control Commission.

These regulations, promulgated on June 14, 2006,

And amended to include Special Licenses on June 16, 2008,

April 30, 2008

shall supersede all previous regulations issued by
the Town of Wellesley.

Local Licensing Authority: Wellesley Board of Selectmen

Table of Contents

Policy Statement	3
History	4
Definitions	7
I. Types of Licenses	9
II. Management and Control	10
III. Service to Patrons	11
IV. Insurance	12
V. Exercise of License	13
VI. Hours of Operation	13
VII. Inspections	13
VIII. Private Functions	14
IX. Design of the Licensed Premises	14
X. Licensing of Exterior Premises	15
XL Prices	16
XII. General Operating Requirements	17
XIII. Violation of Rules and Regulations	18
XIV. Schedule of Annual Fees	18
XV. Applications	19
XVI. Duration and Renewal of License	19
XVII. Transfers	20
XVIII. Public Hearing	20

**TOWN OF WELLESLEY, MASSACHUSETTS
BOARD OF SELECTMEN**



**RULES AND REGULATIONS GOVERNING
THE OPERATION OF ESTABLISHMENTS LICENSED TO SELL
ALL ALCOHOLIC BEVERAGES OR WINE AND MALT
BEVERAGES ONLY**

POLICY STATEMENT

The issuance of an All Alcoholic Beverages Restaurant License or a Wine and Malt Beverages Only License is an accommodating and incidental part of a Common Victualler's primary business endeavor of serving food to the public in a restaurant.

It is the intention of the Board of Selectmen that each license allow for the economic viability of a quality restaurant to succeed in creating an attractive environment for patrons to gather together in a socially responsible and hospitable setting to eat, converse, and exchange ideas. It is the further intention of the Board to enhance the dining experience of individuals patronizing Wellesley restaurants. It is not the Board's intention to license restaurants where fast food is a significant aspect of the business, or restaurants that have drive-through service.

The Board also recognizes that the service of alcoholic beverages by non-profit clubs to their members supports the social objectives of the clubs, while limiting the service of alcoholic beverage to club members and their guests. Likewise, the service of wine and malt beverages to those college students who are of legal drinking age, by educational institutions in their dining halls, can benefit colleges and their students by providing a social and hospitable environment in which college students can gather.

The Board of Selectmen will consider when deciding upon a license application the foregoing factors and any other matters thought appropriate including, by way of description but not limitation: proximity to residential neighborhoods, proximity to schools, playgrounds, and other places where children gather, proximity to other licensed establishments, traffic, parking, noise factors, night lighting factors, appropriateness of

menu, and other aesthetic considerations, including the physical layout of the interior of the establishment.

HISTORY

Licenses for Restaurants and Inns

Massachusetts General Law Chapter 138, originally passed in 1933 just after the end of prohibition, governs the sale and licensing of alcoholic beverages in the Commonwealth. Section 11 of the statute provides in pertinent part that the secretary shall cause to be placed on the official ballot used in the cities and towns at each biennial state election the following subdivided question:

D. Shall licenses be granted in this city (or town) for the sale of all alcoholic beverages by hotels having a dining room capacity of not less than fifty rooms?

Every two years from 1934 through 1966, the voters of Wellesley voted "No" on the above question. In 1968, Wellesley voted "Yes" on Question D by a vote of 6,298 to 6,259. As required by the statute, the question was placed on the state election ballot in 1970 and 1972. It passed in 1970 by a vote of 6,131 to 3,467 and in 1972 by a vote of 8,676 to 5,662 thus authorizing the issuance of alcoholic beverage licenses to inns.

Additionally, in 1972 the following question from MGL Chapter 138, § 11 was placed on the ballot:

E. Shall licenses be granted in this city (or town) for the sale therein of alcoholic beverages by restaurants and function rooms having a seating capacity of not less than one hundred persons?

This question passed by a vote of 8,709 to 3,273. It passed again in 1974 by a vote of 6,399 to 4,272 and in 1976 by a vote of 8,749 to 3,205 thus authorizing the issuance of alcoholic beverages licenses to restaurants and function rooms having a seating capacity of not less than one hundred persons.

Licenses for Clubs and College Dining Halls, and Special Licenses

In 1983, upon the request of the Town of Wellesley, the Massachusetts Legislature approved Chapter 635 of the Acts of 1982, An Act Authorizing the Issuance of Certain Licenses in the Town of Wellesley for the Sale of Alcoholic Beverages. The Act authorized the Town of Wellesley to issue licenses for all alcoholic beverages to the Italo-American Club of Wellesley, Inc., the Wellesley College Club of Wellesley College and to the Wellesley Country Club, and on the premises of any other clubs, which are not organized for commercial purposes, as defined in section one of Chapter 138 of the General Laws; and special licenses to Babson College and Wellesley College for the dispensing of wines and malt beverages in dining halls maintained by them, and to other incorporated educational institutions authorized to grant degrees for the dispensing of such beverages in dining halls maintained by such institutions; and to the responsible manager of any nonprofit organization conducting any indoor or outdoor activity or enterprise for the sale of all

alcoholic beverages or wine and malt beverages, or any of them.

The Act directed that a question be placed on the ballot, and that authorization for said licenses would take effect upon an affirmative vote at three consecutive elections. The question passed by a vote of 2,693 to 1,738 during the town election of 1983, by a vote of 7,688 to 5,588 during the state election of 1984 and by a vote of 5,245 to 4,515 during the state election of 1986.

Licenses for Restaurants Having Fifty or More Seats

In 2011, the Town of Wellesley undertook an effort to attract small businesses, particularly to commercial areas, as part of its Wellesley Square Initiative. Merchants, residents and government officials believed that smaller restaurants could move into some vacant properties, and might encourage visitors to enjoy a meal while shopping in the Town. In addition, an opportunity would be created for smaller, existing restaurants to offer alcoholic beverages with meals. Area communities such as Needham, Westwood and Lexington had benefited from special acts of the legislature, so-called home rule petitions, that permitted those towns to issue alcoholic beverage licenses to restaurants of fewer than 100 seats.

In 2012, upon a request of the Town of Wellesley and following a favorable vote at the Special Town Meeting of November 14, 2011, the Massachusetts Legislature approved Chapter 25 of the Acts of 2012, An Act Authorizing the Town of Wellesley to Place a Certain Question Relative to the Sale of Alcoholic Beverages on the Town's Election Ballot.

Chapter 25 reads as follows:

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same as follows:

SECTION 1. Notwithstanding section 11 of chapter 138 of the General Laws or any general or special law to the contrary, the licensing authority in the town of Wellesley may grant to restaurants and function rooms with seating capacities of 50 or more licenses for the sale of all alcoholic beverages to be drunk on the premises under section 12 of said chapter 138, subject to the maximum number of such licenses as authorized by section 17 of said chapter 138.

SECTION 2. In addition to those licenses authorized pursuant to section 1, notwithstanding section 11 of chapter 138 of the General Laws or any general or special law to the contrary, the licensing authority in the town of Wellesley may grant to restaurants and function rooms with seating capacities of 50 or more not more than 6 licenses for the sale of wines and malt beverages to be drunk on the premises.

SECTION 3. The authority to grant licenses authorized by sections 1 and 2 shall be in addition to those licenses authorized in chapter 635 of the acts of 1982.

SECTION 4. Notwithstanding section 11 of chapter 138 of the General Laws as to the time and manner of voting on the question, this act shall be submitted for its acceptance to the voters of the town of Wellesley at an annual or special town election in the form of the following question:-

"Shall an act passed by the general court in the year 2012, entitled 'An Act authorizing the town of Wellesley to place a certain question relative to the sale of alcoholic beverages on the town's election ballot', be accepted?"

If a majority of the votes cast in answer to the question is in the affirmative, the town of Wellesley shall be taken to have authorized the granting of licenses for the sale of all alcoholic beverages and wines and malt beverages to be drunk on the premises.

SECTION 5. This act shall take effect upon its passage.

The question passed by a vote of 2,749 to 457 at the town election of March 13, 2012.

DEFINITIONS

Abutter: Owner of the property located within a 300-foot radius of the nearest point of the licensed property.

Alcoholic Beverage: As used in these regulations, the term alcoholic beverage shall include wine and malt beverages unless otherwise indicated.

Assistant Manager: Any person charged by the licensee to operate, manage and control the licensed premises in the absence of the manager.

Bar: A counter, window, or area other than a table, booth or sushi bar, where patrons sit to be served. Bars shall have stools where patrons may be served a meal, or where they may be served alcoholic beverages while waiting to be seated.

Club: An organization which is duly chartered and in good standing with the Commonwealth of Massachusetts and the Town of Wellesley.

Common Victualler License: A license, granted an applicant, if at the time of his application, he has upon his premises the necessary implements and facilities for cooking, preparing, and serving food for strangers and travelers. (MGL c.140, § 6)

Exterior Premise: Any outdoor location under the control of the licensee, such as a patio, deck, porch, or other area outside of and contiguous to the main building and open to the elements.

License: Unless otherwise indicated, the term "license" shall refer to an All Alcoholic Beverages Restaurant License or a Wine and Malt Beverages Only License.

Licensed Premises: The specific area in which the licensee is licensed to sell alcoholic beverages. Sale, service and consumption of alcoholic beverages outside of the licensed premises are not permitted.

Licensee: The holder of a license issued by the licensing authority under MGL c.138, § 12, or Chapter 635 of the Acts of 1982 to sell All Alcoholic Beverages or Wine and Malt Beverages Only.

Licensing Authority: The Board of Selectmen of the Town of Wellesley.

Manager: The person charged by the licensee to operate, manage and control the licensed premises. The name of the manager shall appear on the license.

Premises: The property owned or controlled by the licensee in which the licensed premises are a part.

Restaurant: A business that sells food to the public, intended to be consumed inside the premises, holding a Common Victualler License under the provisions of MGL c.140, § 6.

Service Bar: A counter or window where waiters and waitresses receive alcoholic beverages to be served to patrons. Patrons shall not be permitted to receive alcoholic beverages at a service bar.

Special License- a temporary license issued pursuant to Chapter 635 of the Acts of 1982 to the responsible manager of any nonprofit organization conducting any indoor or outdoor activity or enterprise for the sale of all alcoholic beverages or wine and malt beverages, or any of them.

Sushi Bar: A food bar or counter where seating for patrons is provided and where sushi or other raw style foods including but not limited to sushi, sashimi, ceviche, or raw shellfish is prepared by a chef at the bar or counter and served to and consumed by patrons.

Transfer: A change in ownership and/or location of a licensed premises.

War Veterans' Organization: A war veterans' organization that is incorporated by the Congress of the United States and in good standing with the Town of Wellesley.

I. TYPES OF LICENSES

The Town of Wellesley issues the types of alcoholic beverages licenses listed below. All licensees shall comply with Chapter 138 of the Massachusetts General Laws, Chapter 204 of the Code of Massachusetts Regulations, and Chapter 635 of the Acts of 1982 as they relate to the specific type of license.

Common Victuallers-All Alcoholic Beverages and Wine and Malt Beverages Only

No license will be issued or transferred to any restaurant unless the applicant is the licensee named in a Common Victualler License issued by the Town of Wellesley for the premises to be licensed.

No license shall be issued to any restaurant unless the restaurant has a seating capacity of not less than fifty. Seating on exterior premises shall not be counted in determining seating capacity, and no more than ten bar stools or bar seats shall be counted towards seating capacity.

Alcoholic beverages may be sold and/or served at sushi bars, and seats at a sushi bar shall be used in computing whether or not the facility complies with the minimum seating capacity as set forth in Chapter 25 of the Acts of 2012. However, notwithstanding any other provision of these regulations, alcohol may be served and/or consumed at a sushi bar only in conjunction with and incidental to the consumption of sushi, which has been prepared and served at the sushi bar.

Innholders - All Alcoholic Beverages

No license will be issued or transferred to any inn unless the applicant is the licensee named in an Innholder License issued by the Town of Wellesley for the premises to be licensed.

Clubs - All Alcoholic Beverages

Clubs and War Veterans' Organizations that are duly chartered and are in good standing with the Commonwealth of Massachusetts and the Town of Wellesley may apply for a license pursuant to Chapter 635 of the Acts of 1982 for service to members and guests.

Clubs and War Veterans' Organizations shall be subject to the Rules and Regulations of the Town of Wellesley, except ill., sections 1, 2, 3 and 4, V., and IX., sections 2 and 6.

Clubs and War Veterans' Organizations shall comply with the following rules and regulations concerning guests:

- a) No guest, other than one attending a function, may be on the premises unless introduced by a member immediately upon arrival at the licensed premises, and

no guest shall be on the premises unless the member who introduced him/her is also on the premises:

b) All functions must be sponsored by a member, and no person shall attend any function except upon the invitation of the member.

Dining Halls of Incorporated Educational Institutions

Chapter 635 of the Acts of 1982 authorizes the Town of Wellesley to grant special licenses to Babson College and Wellesley College, and to other incorporated educational institutions, for the dispensing of wines and malt beverages in dining halls maintained by them.

Dining halls of incorporated educational institutions shall be subject to the Rules and Regulations of the Town of Wellesley, except III., sections 1, 2, 3 and 4, V., and IX., sections 2 and 6.

Special Licenses

Special licenses may be issued to managers of any nonprofit organization conducting an indoor or outdoor activity. No special license shall permit sales on more than 30 days, nor may any person be granted special licenses permitting sales on an aggregate of more than 30 days in any calendar year. The holder of a special license shall be subject to the Rules and Regulations of the Town of Wellesley, except III., sections 1-6, V., VIII., XVI., XVII., and XVIII.

II. MANAGEMENT AND CONTROL

1. No application from a corporation shall be approved unless the corporation, by certified vote of its Board of Directors, has appointed a manager who is a United States citizen and who has been vested with full authority, management and control of the licensed premises.
2. Upon receipt of an application for an original license or a renewal of a license, or in the case of a new manager or assistant manager, upon being advised of the new manager's or assistant manager's identity, the licensing authority will conduct a background check of any proposed licensee, manager or assistant manager, such check to include a review of any existing criminal record. The licensing authority may reject any application where the proposed licensee's, manager's or assistant manager's criminal record or reputation indicates theft, unlawful drug use or distribution, association with known felons or individuals involved in organized crime, a propensity for violence, or other behavior that, in the opinion of the licensing authority, might put the public at risk.
3. The manager shall have complete responsibility for the proper operation, management and control of the licensed premises. Every licensee shall submit to the licensing authority the full name, residential address, and business and home telephone numbers of the manager prior to his/her appointment to that position. Any change in manager must

be approved by the licensing authority prior to the appointment of the new manager by the licensee. The manager shall be on the licensed premises at least fifty percent of the time the licensed premises are open for business.

4. The manager shall at all times maintain order and decorum in the licensed premises and in the premises generally, and shall cooperate in every respect with town officials including, but not limited to, representatives of the licensing authority, the police and fire departments and the Board of Health, in ensuring public safety and convenience both within the licensed premises and the premises as a whole.

5. No licensed establishment shall be open for business unless a manager or assistant manager is on duty and on the premises. The license shall be posted in public view, and a plaque bearing the name of the on duty manager or assistant manager and his/her title, in letters no smaller than one inch, shall be posted within one foot of the license at all times when the licensed premises is open for business. In the case of a special license, the nonprofit organization's responsible manager, as named on the application, or an assistant named on the application, must be present whenever alcoholic beverages are being served.

6. The premises must be kept clean, neat and sanitary at all times.

7. No manager, assistant manager or employee of the licensee shall consume any alcoholic beverages or illegal drugs, or be under the influence of alcohol or illegal drugs, while on duty, or during the eight hour period preceding the beginning of his or her shift. Nothing in this section shall prohibit a manager or assistant manager, or an employee twenty-one years of age or older and acting with a manager or assistant manager's permission, from tasting wine intended to be served to patrons.

8. The manager, and each and every assistant manager, shall successfully complete an alcoholic beverage server-training program satisfactory to the Town prior to their appointment. Such training shall be required for all bartenders at all establishments with a bar. All other employees who serve alcoholic beverages, and all persons who serve alcoholic beverages pursuant to a special license, shall receive, at a minimum, in-house training similar to that completed by the manager and assistant manager. No manager, assistant manager or employee is authorized to sell or serve any alcoholic beverage to any patron within the licensed premises until the licensee has delivered to the licensing authority a statement as to each such manager, assistant manager or employee, certifying the successful completion of his or her training as herein required.

III.SERVICE TO PATRONS

1. Licensees may serve alcoholic beverages only to customers who intend to dine on the licensed premises, and menus shall reflect the requirement that wine and malt beverages and all alcoholic beverages may only be ordered in conjunction with the consumption of a full meal ordered from the menu of the licensed premises. The licensing authority

reserves the right to determine and further define what constitutes a full meal consistent with its policies.

2. Food service shall be available at all seats within the licensed premises, except in the case of private functions or in those designated areas where patrons assemble to await being seated.

3. In those designated areas where patrons assemble to await being seated, alcoholic beverages may be served and sold, provided that not more than two standard size drinks shall be served to any patron within a waiting area. As it is the intention of these regulations that the sale, service and consumption of alcoholic beverages shall be made to those patrons intending on dining, the manager shall take reasonable measures to ensure that patrons who are served intend to dine.

4. Licensees may, upon the approval of the licensing authority, provide a bar with stools or seats where patrons may be served a meal or be served alcoholic beverages while waiting to be seated. Managers shall take reasonable measures to ensure that patrons who are seated at a bar intend to dine, and that no patron is provided more than two standard size drinks while waiting to dine. Bar seats or stools shall be limited to a maximum of ten percent of total seating, ~~but not more than ten bar seats or stools. Alcoholic beverages may be served at a counter built prior to April 1, 2006 that has more than ten stools affixed to the floor provided that no more than ten patrons are served alcohol at one time.~~

5. Licensees may, upon the approval of the licensing authority, provide a service bar for use by the wait staff. Service bars shall not have stools. Only staff, in the course of serving patrons either eating a full meal, or waiting to be seated, may receive alcoholic beverages from a service bar.

6. The location of bars and service bars shall not be changed unless an amended plan showing the proposed change is submitted to and approved by the licensing authority.

7. No patron shall be permitted to bring alcoholic beverages on to the licensed premises for the purpose of being consumed there.

8. All alcoholic beverages held for sale shall be consumed on the licensed premises. No alcoholic beverages, including wine and malt beverages, shall be served outside the licensed premises.

IV. INSURANCE

In addition to all other requirements established by law, each licensee shall have liquor liability insurance coverage in at least the amounts of \$1,000,000/\$2,000,000. A certificate of insurance that at least these amounts are in place shall be filed with the licensing authority. The licensee shall notify the town no less than ten days prior to the cancellation or material change of said coverage.

V. EXERCISE OF LICENSE

The closing of the licensed premises for any reason for a period of seven consecutive days or more, or for any ten days during the calendar year, without prior approval of the licensing authority, shall be deemed to be an abandonment of the license and sufficient grounds for revocation.

VI. HOURS OF OPERATION

1. The hours during which sales of alcoholic beverages may be made by any licensee shall be from 11:00 a.m. to midnight Monday through Saturday and 12:00 noon to 11:00 p.m. on Sundays. Licensees shall be able to sell alcoholic beverages on Christmas Day (or the day following when Christmas is on a Sunday), or on the last Monday in May (Memorial Day) from 12:00 noon to 11:00 PM. The licensing authority may extend the hours of operation for a specific day upon a written application by the licensee, but in no event shall the hour of closing be extended beyond 2:00a.m.

2. No patron shall be served alcoholic beverages within the licensed premises before or after the hours stated in the license. The hours within which alcoholic beverages may be sold may be adjusted by the licensing authority if, after a public hearing, it shall be determined by the licensing authority that the circumstances warrant further alteration.

3. The hours during which sales of alcoholic beverages may be made in a dining room are further limited to the times when the dining room is open and food service available.

4. No alcoholic beverages shall be sold within the licensed premises during the 15 minutes preceding the hours stated on the license at which service of alcoholic beverages must cease.

5. Employees of the licensee must vacate the licensed premises no later than 60 minutes after the discontinuance of food service operation, provided that this regulation shall not be applicable to the owner or manager, or to persons who are within the licensed premises for the exclusive purpose of cleaning, making emergency repairs, providing security, preparing food for the next day's business, or opening or closing the business in an orderly manner.

VII. INSPECTIONS

1. The licensed premises shall be available at all times for inspection by members of the licensing authority, the Chief of Police, the Fire Chief, the Board of Health, and members of their departments, or any other department or official of the Town of Wellesley so directed by the licensing authority.

2. The full time police officers of the Wellesley Police Department are hereby designated as agents of the licensing authority and they shall have the authority to investigate violations of these rules and regulations and of state law on or about any licensed premises on behalf of the licensing authority, and to conduct other such enforcement and inspections as the Chief of Police deems appropriate, including the use of plainclothes police officers, and/or investigators of the Massachusetts Alcohol Beverages Control Commission, for the purpose of ensuring compliance with state law and all aspects of these rules and regulations.

VIII.PRIVATE FUNCTIONS

Private functions shall take place only in rooms duly licensed for the service of alcoholic beverages and shall be closed to the general public.

IX. DESIGN OF THE LICENSED PREMISES

1. Each applicant, except an applicant for a special license, shall submit to the licensing authority, along with an application for a license, a plan drawn to scale on which shall be shown the following information:

- a. The net interior floor area, exclusive of stairways and hallways, and dimensions of the existing room or rooms requested to be licensed including dining rooms, function rooms, and rooms in which alcoholic beverages are to be stored.
- b. The location of any proposed bars or service bars.
- c. The area in which seats or benches are to be securely fastened to the floor forming booths.
- d. The area in which there is to be movable or unsecured seats and tables. e.

All entrances and exits.

- f. All rooms not being requested to be licensed. If said rooms are on the same floor as those rooms to be licensed, they shall be labeled as to their function, such as kitchens, coat rooms, lobby, etc.

2. A person applying for a special license need only submit a floor plan or diagram (8 1/2 x 11 sketch) showing the exact location within the event area where alcoholic beverages will be dispensed.

3. The licensing authority shall deny any application for a license if the restaurant or function hall requested to be licensed requires additional construction in order to comply

with the minimum seating capacity requirements as set forth in Chapter 25 of the Acts of 2012.

4. In instances where expansion of a premise is contemplated but not necessary to meet the necessary seating capacity, the licensing authority may license that portion of the facility as it exists and qualifies, and when construction is completed, the licensed area may be extended to include the additional area.

5. Each license shall be issued based on a specific design for the licensed premises. Once a license has issued, no substantial physical changes to the licensed premises shall be made without the prior approval of the licensing authority. For the purpose of this regulation a substantial physical change is a change sufficient to require a building permit.

6. The interior of the licensed premises shall be well lighted at all times, such lighting to be not less than one foot candle, measured 30" from the floor, except those portions of the room under furniture.

7. Cocktail lounges, that is, areas for seating of patrons to consume alcoholic beverages at places other than at dining tables or bars, are only permitted where the licensee holds an innholder license and where a cocktail lounge is specifically authorized under the terms of the license.

8. No premises may be licensed unless toilet facilities are available to patrons. At least one toilet at each licensed premises shall be handicapped accessible.

X. LICENSING OF EXTERIOR PREMISES

1. No license shall be issued by the licensing authority for the sale of alcoholic beverages in an exterior premises except upon the following conditions:

- a. The exterior premises must be enclosed by a physical barrier, which defines the licensed area and controls access and egress of the public through identifiable entries.
- b. The exterior premises must be staffed at all times during all hours of operation.
- c. The regulations applicable to interior premises shall apply to exterior premises unless the context makes such regulations inappropriate or inapplicable on their face.
- d. The exterior premises shall not be licensed for the consumption of alcohol beyond 9:00 PM, provided, upon application by the licensee, the licensing authority may extend the hours of operation for an exterior premises if it determines that public necessity and convenience are served by the extended

hours. Licensees shall ensure that patrons do not possess or consume alcoholic beverages on exterior premises beyond the time allowed by the licensing authority.

- e. The exterior premises shall only be adjunct to interior licensed premises, and shall be contiguous to the interior licensed premises. The exterior premises shall be visible from within the interior licensed premises.
- f. The exterior premises shall not be used or counted in the computation of the requisite seating capacity of the licensed interior premises, as required by Chapter 25 of the Acts of 2012.
- g. Provision shall be made and maintained for the passing of the public through any contiguous public area.
- h. The licensee shall at all times control and maintain the immediate and surrounding areas in a state of cleanliness and upkeep.

2. The foregoing notwithstanding, the licensing authority shall not grant a license for an exterior premise without making a finding that the public necessity and convenience shall be served by such a license. In making said determination, the licensing authority shall consider, among other factors, the following:

- a. The impact that the proposed exterior premises will have on the area in which it is located.
- b. The public necessity and/or convenience to be served by licensing the exterior premises.
- c. The degree to which the exterior premises is restricted from view by passers-by.
- d. The type and number of businesses in the immediate neighborhood.
- e. The anticipated noise level and its affect on abutting and neighboring property.
- f. The number of seats to be placed within the exterior premises.

XI. PRICES

1. No alcoholic beverages shall be sold for a fee less than the actual cost of the beverage to the licensee.

2. If an admission charge to the licensed premises is required, such charge shall not be credited by the licensee toward the purchase price of any alcoholic beverage, and the licensee must provide a written receipt to each patron paying a cover charge.
3. The price charged by the licensee for the sale of alcoholic beverages shall not be discounted by any particular hour(s) of the day or day(s) of the week.
4. No minimum charge shall be made for the sale of alcoholic beverages.

XII. GENERAL OPERATING REQUIREMENTS

1. Entrance doors to the licensed premises must remain closed, but not locked, during all times that the licensed premises are open for business.
2. The licensee shall ensure that the Wellesley Police Department, the Wellesley Fire Department, and authorized agents of the licensing authority, shall have immediate access to the licensed premises at all times and under all circumstances.
3. No alcoholic beverages shall be sold to anyone under the age of 21 years. As proof of age, the licensee shall only accept a valid Massachusetts driver's license; a valid Massachusetts Liquor Identification Card; a valid Passport issued by the U.S. or by the government, recognized by the United States government, of a foreign country; or a valid U. S. issued Military ID card.
4. The licensee shall ensure that business in the licensed premises, and areas under the licensee's control that abut the licensed premises, is conducted in a responsible manner so that no activity shall detract from the quality of life in the town generally, or in the neighborhood in which the licensed premises is located. This shall include, but not be limited to, ensuring that there shall be no disorder, unlawful use or sale of drugs, indecency, prostitution, assaults, lewdness or gambling on or about the premises.
5. No alcoholic beverage shall be sold or delivered to an intoxicated person.
6. Employees of any licensee not holding a club license shall only deliver alcoholic beverages to the table, chair or other location within the premises where patrons receiving the beverages will consume them.
7. Alcoholic beverages may be consumed only from open containers.
8. No licensee may display any advertisement or sign on the outside facade upon which appears any brand name of an alcoholic beverage product. Signs on the inside of the premises are subject to approval by the licensing authority at its discretion.
9. No patron may remove any alcoholic beverage from the licensed premises, unless the patron is taking off the premises of a restaurant or hotel a resealed bottle of partially

consumed wine as regulated by MGL c.138, § 12 and the Rules and Regulations of the Alcoholic Beverages Control Commission.

10. No alcoholic beverages, with the exception of wine, shall be served in any container, the capacity of which is in excess of 16 fluid ounces.

11. No pitchers of malt beverages maybe served.

12. No licensee shall provide or allow entertainment unless an entertainment license has been obtained from the Board of Selectmen.

13. No licensee shall make any distinction, discrimination or restriction on account of race, color, creed, sex, sexual orientation or ancestry relative to the admission or treatment of any person.

XIII. VIOLATION OF RULES AND REGULATONS

1. Any license issued under these rules and regulations may be suspended, modified or revoked by the licensing authority if any of the rules or regulations are violated or for other reasonable cause related to the public good and the licensee's fitness to hold a license.

2. The licensing authority shall initiate suspension, modification, or revocation by notifying the licensee of its intention in writing.

3. The licensing authority shall hold a public hearing prior to suspending, modifying or revoking any license unless the licensing authority declares that the suspension of the license is an emergency. Under emergency circumstances, the licensing authority may immediately suspend a license, but must hold a public hearing within five days of the beginning of the emergency suspension.

4. The hearing shall be commenced within two weeks of the notice of intent to suspend, modify, or revoke said license.

5. In the event of the suspension, modification, or revocation of any license, the licensee shall not be entitled to reimbursement for any licensing fee or any portion thereof.

XIV. SCHEDULE OF FEES Restaurant

and function room: \$5,000.00
(Common Victuallers-All Alcoholic With Function Room)

Restaurant only: \$3,600.00
(Common Victuallers-All Alcoholic Beverages)

Innholder: \$5,000.00

(All Alcoholic Beverages)

Dining Halls of Incorporated Educational Institutions: \$1,200.00
(Wine and Malt Beverages Only)

Clubs: \$1,400.00
(Clubs-All Alcoholic Beverages)

Wine and Malt Beverages: \$2,000.00
(Wine and Malt Beverages Only)

Special License: \$50

XV. APPLICATIONS

1. All applications for an original license or a renewal of a license must be accompanied by an application fee of \$200 in addition to the fee for the license. All applications must also be accompanied by the annual Common Victualler License fee of \$100.
2. The application fee for a special license, or the application fee for two or more special licenses applied for on the same date, shall be \$25.
3. A person applying for a special license should submit the application at least thirty days prior to the date of the activity.
4. All fees for applications and licenses shall be in the form of a bank check. The application fee is not refundable if the application is denied, but the annual license fee shall be refunded if an original or renewal license is not issued.
5. There will be no pro-ration of fees.
6. The licensing authority reserves the right to adjust the license fee from year to year.

XVI. DURATION AND RENEWAL OF LICENSE

All licenses once issued are valid through December 31 of each year and the application to renew must be completed and signed by November 30. It is the responsibility of the licensee to file for a renewal in a timely manner. Renewal forms may be obtained from the Board of Selectmen. Renewal applications must update all previously filed statements and plans where appropriate. Failure to renew prior to expiration shall result in a loss of license and any subsequent license request must then be treated as a completely new application.

XVII. TRANSFERS

A \$500 fee shall accompany each application for ownership or transfer of location. Application for transfer of ownership or location shall be considered an original application and processed as such. Approval of a transfer of majority ownership may be conditioned upon the proof of payment of all outstanding local, state and federal taxes including, without limiting, the following: the remission to the proper taxing authorities of sales taxes, excise taxes and withheld federal and state income taxes. Transfers of ownership to trustees in bankruptcy, court appointed receivers or assignees for the benefit of the creditors, and those taking title or possession of the licensed premises by, through or under them will not be deemed to transfer or convey any rights to the license or the renewal or transfer of such license. Bona fide mortgagees in possession who are listed in the application as holding such interest shall be treated in the same manner as the original majority ownership license. A public hearing shall be required for any transfers of ownership or location, including, but not limited to transfers to mortgagees.

XVIII. PUBLIC HEARING

A public hearing shall be conducted within thirty (30) days of acceptance of a complete application. The public hearing shall be advertised in The Wellesley Townsman. The applicant will be required to comply with the appropriate provisions of MGL c.138 including, but not limited to, Sections 15A and 16C relative to the notification of abutters, churches, and schools within the distance prescribed by law. Notification shall be the responsibility of the applicant and shall be by certified mail with returned receipts. The applicant or transferee shall be required to notify all abutters, as defined in the Definitions section, and shall be by certified mail with returned receipts. Prior to the public hearing, the applicant shall present to the licensing authority evidence of compliance with this notification requirement by furnishing an attested copy of the newspaper notice and the returned receipt cards. The newspaper in which the notice is published should have a general circulation within the Town of Wellesley such as The Wellesley Townsman.

An application shall be considered complete when it has been filed in accordance with procedural instructions and all forms and monies required have been fully completed and executed under such conditions and rules as determined by the licensing authority. All applications shall be made under penalties of perjury, and any false statement contained in any application shall be grounds for refusing to grant the license or for suspending, canceling or revoking of a license already granted.

APPLICABILITY of GENERAL LAWS, SPECIAL LAW and AMENDMENTS

These regulations are promulgated by the licensing authority of the Town of Wellesley to be supplementary to, and not in substitution of, all General Laws of the Commonwealth of Massachusetts governing the sale, service and consumption of All Alcoholic Beverages and Wine and Malt Beverages Only, including but not necessarily limited, to

those laws set forth in MGL c.138. The licensing authority reserves the right to amend these regulations and unless an emergency situation requires immediate promulgation of further rules, regulations or amendments thereto, the licensing authority presently intends to give appropriate public notice of any such intent to amend.

Promulgated the thirtieth day of April, 2012 by the Board of Selectmen of the Town of Wellesley, Licensing Authority pursuant to law.

Wellesley Board of Selectmen

Ellen F. Gibbs, Chair

Jack Morgan, Vice Chair

Marjorie R. Freiman

Thomas H. Ulfelder

Beth Sullivan Woods

- Complete Streets Policy (Second Read)

The Board first discussed this policy at its June 1st meeting. As an update, the State has for the last several years been urging communities to adopt a policy called “Complete Streets”. The premise behind this name is that in the planning phase for new streets or streets that need repair, that they some of them be adapted so that they provide transportation opportunities for all modes of transportation, not just cars and trucks. The State has adopted this model for its streets, and they require this to be followed on streets for which they provide funding, such as the transportation improvement program (TIP). They are urging communities to adopt a policy locally, which the traffic committee has been discussing for some time and recommends.

Once the policy is approved by the Selectmen, it is sent to the State for their review to ensure it meets their expectations. When that is in order, a community is eligible for a planning grant of up to \$50,000 to develop a prioritization plan with which to determine which streets would be addressed and in which order. Following that the State has also provided grants of up to \$400,000 to begin implementation of that plan.

The Planning Board at their August 21, 2017 meeting reviewed the draft policy and they have transmitted their comments for your consideration.

The background materials on this item are:

- ❖ Draft Policy from the Traffic Committee
- ❖ Proposal from VHB for consulting services to develop a prioritization plan for the Town of Wellesley
- ❖ Memo from Michael Zehner on Planning Board Comments

MOVE to approve the Complete Streets policy and submit it to the State Department of Transportation for approval.



MEMORANDUM

Town of Wellesley - Planning Department

To: Board of Selectmen, Selectmen's Office, and Traffic Committee
From: Victor Panak, Senior Planner
Date: August 25, 2017
Subject: Complete Streets Policy

On August 3, 2017, Meghan Jop transmitted to the Planning Department a draft of Wellesley's Complete Streets Policy with a request that the Planning Board review the draft and issue comments and/or recommendations. The Planning Board reviewed the draft Policy at their meeting on August 21, 2017. Board members were strongly in favor of adopting a Complete Streets Policy, noting that it is an excellent complement to the Planning Board's Route 9 Enhancement Study and Plan and its intention to implement the recommendations of that Plan.

In general, the Board had no comments regarding the content of the draft Policy; rather, the Board was concerned that the Policy did not address and there was no other information related to the process (and entity) by which the Policy would be implemented and enforced (Staff notes that the Policy references a "Town Administrator," a position which does not exist). As part of the discussion, the Planning Board noted that there are several existing transportation-related committees (Traffic Committee, Bicycle Safety Committee, Transportation Advisory Group) and that it may be worthwhile to integrate these committees such that infrastructure improvements are well-coordinated to ensure compliance with multiple objectives, including Complete Streets, moving forward.

Thank you for your consideration of these comments.

TOWN OF WELLESLEY
WELLESLEY, MASSACHUSETTS 02481



DEPARTMENT OF PUBLIC WORKS
COMPLETE STREETS POLICY

Vision and Purpose

Complete Streets are designed and operated to provide safety and accessibility for all the users of our roadways, trails and transit systems, including pedestrians, bicyclists, transit riders, motorists, commercial vehicles, and emergency vehicles and for people of all ages and of all abilities. Furthermore, Complete Streets principles contribute toward the safety, health, economic viability and quality of life in a community by providing accessible and efficient connections between home, school, work, recreation and retail destinations by improving the pedestrian and vehicular environments throughout communities. The purpose of Wellesley's Complete Streets policy, therefore, is to accommodate all road users by creating a road network that meets the needs of individuals utilizing a variety of transportation modes. It is the intent of the Town of Wellesley to formalize the plan, design, operation and maintenance of streets so that they are safe for all users of all ages and abilities as a matter of routine. This policy directs decision makers to consistently plan, design, and construct streets to accommodate all anticipated users including, but not limited to pedestrians, bicyclists, motorists, emergency vehicles, and freight and commercial vehicles.

Core Commitment

The Town of Wellesley recognizes that users of various modes of transportation, including, but not limited to, pedestrians, cyclists, transit and school bus riders, motorists, delivery and service personnel, freight haulers, and emergency responders are legitimate users of streets and deserve safe facilities. "All Users" includes users of all ages and abilities.

The Town of Wellesley recognizes that all projects, new, rehabilitation, or reconstruction, are potential opportunities to apply Complete Streets design principles. The Town will, to the maximum extent practical, design, construct, maintain, and operate all streets to provide for a comprehensive and integrated street network of facilities for people of all ages and abilities.

Complete Streets design recommendations shall be incorporated into all publicly and privately funded projects, as appropriate. All transportation infrastructure and street design projects requiring funding or approval by the Town of Wellesley, as well as projects funded by the state and federal government, such as City improvement grants, Transportation Improvement Program (TIP), the MassWorks Infrastructure Program, Community Development Block Grants (CDBG), Capital Funding and other state and federal funds for street and

infrastructure design shall adhere to (comply with) the Town of Wellesley's Complete Streets Policy. Private developments and related street design components or corresponding street-related components shall adhere to (comply with) the Complete Streets principles. In addition, to the extent practical, state-owned roadways will comply with the Complete Streets resolution, including the design, construction, rehabilitation, and reconstruction of such roadways within Town boundaries.

Transportation infrastructure may be excluded, upon approval by the Board of Selectmen, where documentation and data indicate that:

1. Facilities where specific users are prohibited by law, such as interstate freeways or pedestrian malls. An effort will be made, in these cases for accommodations elsewhere.
2. Where cost or impacts of accommodation is excessively disproportionate to the need or probable use or probable future use.
3. Where right of way, physical barriers or safety concerns preclude a complete street design, an effort will be made for reasonable accommodations.
4. Where facilities constitute a threat to public safety in the opinion of the Town Engineer or Police Chief.

Best Practices

The Town of Wellesley's Complete Streets policy will focus on developing a connected integrated network that serves all road users. Complete Streets will be integrated into policies, planning, and design of all types of public and private projects, including new construction, reconstruction, rehabilitation, and repair of transportation facilities on streets and redevelopment projects.

Implementation of the Town of Wellesley Complete Streets Policy will be carried out cooperatively within all departments in the Town of Wellesley with multi-jurisdictional cooperation, to the greatest extent possible, among private developers, and state, regional, and federal agencies.

The Town of Wellesley recognizes that "Complete Streets" may be achieved through single elements incorporated into a particular project or incrementally through a series of smaller improvements over time.

The latest design guidance, standards, and recommendations available will be used in the implementation of Complete Streets including:

- The Massachusetts of Department of Transportation Project Design and Development Guidebook

- The latest edition of American Association of State Highway Transportation Officials (AASHTO) A Policy on Geometric Design of Highway and Streets
- The United States Department of Transportation Federal Highway Administration's Manual on Uniform Traffic Control Devices (2009)
- The Architectural Access Board (AAB) 521CMR Rules and Regulations
- MassDOT Separated Bike Lane Planning & Design Guide
- Documents and plans created for Wellesley, such as bicycle and pedestrian network plans

Complete Streets implementation and effectiveness should be constantly evaluated for success and opportunities for improvement. The town will develop performance measures to gauge implementation and effectiveness of the policies.

Implementation

The Town shall make Complete Streets practices a routine part of everyday operations, shall approach every transportation project and program as an opportunity to improve streets and the transportation network for all users, and shall work in coordination with other departments, agencies and jurisdictions to achieve Complete Streets

The Town shall review and either revise or develop proposed revisions to all appropriate planning documents (master plans, open space and recreation plan, etc.), zoning and subdivision codes, laws, procedures, rules, regulations, guidelines, programs, and templates to integrate Complete Streets principles in all Street Projects on streets. A committee of relevant stakeholders designated by the Town Administrator will be created to implement this initiative.

The Town shall maintain a comprehensive inventory of pedestrian and bicycle facility infrastructure that will prioritize projects to eliminate gaps in the sidewalk and bikeway network.

The Town will reevaluate Capital Improvement Projects prioritization to encourage implementation of Complete Streets implementation.

The Town will train pertinent town staff and decision-makers on the content of Complete Streets principles and best practices for implementing policy through workshops and other appropriate means.

The Town will utilize inter-department coordination to promote the most responsible and efficient use of resources for activities within the public way.

The Town will seek out appropriate sources of funding and grants for implementation of Complete Streets policies.

EXHIBIT A

MassDOT COMPLETE STREETS FUNDING PROGRAM ATTACHMENT "A" SCOPE OF WORK PRIORITIZATION PLAN TOWN OF WELLESLEY, MA

The municipality of Wellesley has requested the services of VHB in order to develop a Complete Streets Project Prioritization Plan consistent with the Tier 2 municipal requirement of the Complete Streets Funding Program.

We have assembled the following scope of work to complete the Project Prioritization Plan Form (PPPF) for the Town to submit to MassDOT for approval and subsequently for Complete Streets funding. Using our Complete Streets process understanding along with the materials and documents referenced, we will develop a comprehensive process that will allow the Town of Wellesley to complete a Project Application Form (Tier 3 action) to secure funding for Complete Streets infrastructure.

A. Activities to be performed in support of the development of a Complete Streets Project Prioritization Plan.

Task 1: Existing Report Review

The Town and regional planning association has multiple studies and documents that identify the need for multimodal safety, mobility and accessibility on their roadway networks. Reviewing these reports is essential to understanding the needs and existing gaps in bicycle, pedestrian and transit accommodations within Town. We will review the following:

- Town of Wellesley Unified Plan Documentation
- Town of Wellesley FY16 Department of Public Works Strategic Plan
- Open Space and Recreation Plan 2015 – 2022 Trails Committee Strategic Plan
- Route 9 Enhancement Study & Plan
- Wellesley Comprehensive Plan - 2007-2017 Update
- Wellesley Walks, 2009
- Various area studies

Task 2: Field Inventory

Using the information obtained in Task 1 and from the Town, VHB will inventory roadways using ESRI's ArcGIS Online Collector Application for the mobile data collection. VHB is a certified ESRI ArcGIS Online Specialty Partner and we will be able to take any GIS data the Town already has and use it to help build out the complete streets dataset, which will streamline our inventory process. The inventory will focus on roadway geometry, sidewalks, bike accommodation, pedestrian accommodation, traffic control, transit stops and streetscape amenities utilizing ESRI's Local Government Information Model (LGIM), where applicable, to standardize the scheme of the data being collected. Missing infrastructure that is eligible for complete streets funding will be noted within Collector on the complete streets layer.

EXHIBIT A

Task 3: Complete Streets Gap Analysis and Project Prioritization

Using the data researched from Town supplied reports and field inventory (Task 2), VHB will prepare a Complete Streets Accommodation Map of the Town's transportation network showing the level of complete streets accommodations color coded by need. Future town plans and potential changes in land use will also be accounted for when identifying gaps in the transportation network. A draft map will be presented to the Town for discussion purposes.

During this meeting, VHB will also run through the complete streets prioritization categories and criteria and work with the Town to weigh the criteria to align them with the Town's interests. Based on the weighted criteria, VHB will score the complete streets projects and develop a preliminary list of prioritized projects for Town review and comments. Based on final comments from the Town, VHB will update the CS Accommodation Map and Complete Streets prioritized list. A technical memo will summarize the results of the Analysis

Task 4: Project Prioritization Plan

VHB will prepare the PPPF for the Town to submit to MassDOT for approval. Order of magnitude construction cost estimates will be completed for eligible Complete Streets components of each selected project. VHB will use Town estimates or standardized documentation and methods (e.g., the latest Weighted Average Bid prices available from the MassDOT website and MassDOT CS Funding Program Guidance document) to estimate the construction costs for the complete streets component of project.

Pending approval of the PPPF, the Town can apply for specific project funding for the next fiscal year with an upset limit of \$400,000 (subject to change by DOT). The Town may apply for additional funding in subsequent years without resubmitting the PPPF. A draft PPPF will be submitted for Town review. Pending confirmation, the final PPPF will be prepared for the town to submit to DOT.

Task 5: Meetings

There will be three in-person meetings between VHB and the Town as part of this effort. Graphics and meeting notes will be completed for each meeting. The meetings will consist of the following:

- *Meeting #1* - This meeting will be conducted prior to Task 1 to discuss the project objectives and collect any data and reports from the Town that will be needed to assess the targeted roadways for the complete streets prioritization plan. Any roadways that the town wishes to add to the list, in addition to those identified during report research, will be discussed.
- *Meeting #2* - VHB will present the findings of the report research, field inventory, the complete streets map, complete streets weighing process system, roadway scores and multimodal gap analysis. A DRAFT priority list of roadways will be discussed with the Town. Comments collected from the town will be incorporated into the priority list, as applicable.
- *Meeting #3* - VHB will present a summary of the process and a final recommended priority list of roadways to the Planning Board. Graphics of the roadways to be submitted to MassDOT will be presented at this meeting.

EXHIBIT A

B. Deliverables.

1. Prepare a Complete Streets Project Prioritization Plan utilizing MassDOT's template that identifies at a minimum a **5-year prioritization plan** with a minimum **15 potential projects and maximum of 30 projects** that focus on addressing the following Complete Street's needs as identified by the referenced transportation studies and Town input.
 - Safety: Addresses high crash locations, reduces vehicular speeds, etc.
 - ADA accessibility: wheelchair ramps added, etc.
 - Pedestrian safety or mobility: New/improved crosswalks, sidewalks/paths, pedestrian signals, etc.
 - Bicycle safety or mobility: New bike lanes, wider shoulders, signal accommodation, bicycle parking, etc.
 - Vehicular operations
 - Freight operations

2. Consistent with MassDOT's template, the Complete Streets Prioritization Plan will include:
 - Preparation of preliminary project estimates to assist with programming construction funds.
 - Preparation of estimated construction duration/schedules to assist with identifying Projects that can meet fiscal year deadlines.

C. Duration of work for the development of the Complete Streets Prioritization Plan.

- We anticipate completion of the work within twelve (12) weeks of notice to proceed.

D. Fee.

TASK	LABOR FEE
Task 1 – Existing Report Review	\$5,900.00
Task 2 – Field Inventory	\$7,200.00
Task 3 - Complete Streets Gap Analysis and Project Prioritization	\$11,800.00
Task 4 - Project Prioritization Plan	\$9,900.00
Task 5 – Meetings	\$12,300.00
Total Fee	\$47,100.00
Direct Expenses (Travel, Printing)	\$2,000.00
Total	\$49,100.00

At this time, it is uncertain if additional data collection not specified in the scope of services will be needed to complete the priority list, and therefore has been excluded from the fee.

- Appointment Policy (Second Read)

Included in your packet is the appointments policy first discussed earlier this month. It shows some edits that have been provided by Tom Ulfelder that he would like the board to consider.

MOVE to approve the Selectmen's policy on appointments as revised.

PURPOSE:

To clarify the appointment process to be followed ~~for all appointments made~~ by the Board of Selectmen for all appointments to other Town boards and committees as specified in the Town's General Bylaws Article 19.7, other relevant sections of the Town's General Bylaws, and ad hoc and special committees.

POLICY:

The appointment policy of the Board of ~~Selectmen's policy on appointments~~ Selectmen is to select in a clear and transparent manner those persons most qualified to be members ~~to each committee of Town boards and committees~~ in accordance with the Town's Bylaws ~~and in a clear and transparent manner.~~

Formatted: Character scale: 110%, Not Expanded by / Condensed by

Formatted: Not Expanded by / Condensed by

APPLICABILITY

The Board of Selectmen has the authority to appoint all committees and positions outlined under Article 19.7 of the General Bylaws, and jointly with the Planning Board under Article 45.1 ~~the Associate Member.~~ From time to time the Board may appoint persons to ad hoc or special committees, as the need arises.

APPOINTMENT PROCEDURE:

1. The Selectmen's Office will maintain a current list of all appointments made by the Board and any vacancies that may exist. The ~~listing~~ list will include each committee or position, appointee names, term of appointment, and ~~notes~~ other information relevant to each committee or position.
2. Annually, prior to the Board taking up appointments for the ~~ensuing~~ following fiscal year, the Selectmen's Office will contact ~~person~~ each person whose ~~appointments~~ appointment is expiring to confirm whether or not they ~~would like to be~~ reappointed. ~~The listing will be updated for the Board as to whom is seeking~~ are requesting reappointment. ~~The board or committee chairperson will be notified as well. The list of appointments will then be updated for each board and what committee with regard to those members requesting reappointment, and any vacancies that need to be filled. As the~~ A list of vacancies will be advertised, the Board of Selectmen will accept applications from ~~other~~ persons who may be interested in serving on a board or committee, and the Board, at their discretion, may solicit applications ~~if they so choose.~~
3. Should a vacancy arise that ~~creates~~ results in an unexpired term outside of the ~~typical~~ appointment process, a similar process will be followed to seek interested applicants to fill that vacancy ~~until~~ for a term ending July 1st of the following year, or the completion of ~~the~~ the original term, solely at the ~~Board of Selectmen's~~ discretion of the Board of Selectmen.
4. A list of all vacancies will be advertised on the Town's website and other appropriate ~~mediums~~ media giving notice of ~~opportunities for any vacancies and describing the process by which~~ residents to may apply to fill such vacancies. ~~The Committees~~ Boards and committees where such vacancies exist will ~~also~~ be notified of such as well.

Formatted: Font color: Custom Color(14,14,14)

Formatted: Allow hanging punctuation, Adjust space between Latin and Asian text, Adjust space between Asian text and numbers, Font Alignment: Auto

Formatted: Font: +Body (Calibri)

Formatted: Font: +Body (Calibri)

**Administrative
Policy and
Procedure**

**Board of Selectmen
SELECTMEN'S APPOINTMENTS
Approved _____, 2017**

5. Persons seeking appointment to a board or committee will be required to complete a Town application for the position(s) they are seeking, and will be encouraged to provide a resume, if available, directly to the Selectmen's Office. ~~Such application~~ Applications will be posted on the Town's website and will be available for review in the Selectmen's Office.
6. The Selectmen's Office will provide copies of the applications to the board or committee chairperson, ~~if applicable and by doing so will seek that Committee's input on the request~~ the board or committee's evaluation of the candidates and their qualifications of candidates to serve on a the board or committee. ~~That input to which they apply. The evaluation~~ will be considered by the Selectmen, but ~~is~~ will not ~~be~~ the sole determining factor in the ~~Board of Selectmen's~~ Board's appointment.
7. ~~7.~~ The Board of Selectmen, in its sole discretion, may interview persons seeking ~~appointments~~ appointment to boards or committees.
8. ~~8.~~ The Board of Selectmen will endeavor to make appointments to boards and committees and positions prior to July 1st of each year, or as vacancies occur ~~during the year.~~
9. Once appointments are made, the Board's listing ~~list~~ of appointments will be updated, and each appointee will be provided a letter of appointment. The Town Clerk will be provided with a listing ~~list~~ of persons who are resigning their appointment, and those who have been appointed.

Formatted: List Paragraph, Add space between paragraphs of the same style, Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0" + Indent at: 0.25"

Formatted: Font: +Body (Calibri)

Formatted: Font: +Body (Calibri)

DEFINITION

None.

REGULATORY / STATUTORY REFERENCES:

This policy is subject to the requirements set forth in Town of Wellesley, Article 19.7, and Article 45.1.

APPROVED BY:

Board of Selectmen, Chair: Ellen F. Gibbs _____

Board of Selectmen: Jack Morgan _____

Board of Selectmen: Marjorie R. Freiman _____

Board of Selectmen: Thomas H. Ulfelder _____

Board of Selectmen: Beth Sullivan Woods _____

Administrative | **Board of Selectmen**
Policy and | **SELECTMEN'S APPOINTMENTS**
Procedure | **Approved _____, 2017**

Original date:
Revised dates:

6. 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:

- ❖ Spreadsheet – Building Department Revenue
- ❖ Veteran’s District Activity Report – July, 2017
- ❖ Letter from September 11th Committee
- ❖ Letter from State Public Records Division – Alexander Petition
- ❖ Letter from DCAMM – State Search for Leased Educational Space for Mass Bay Community College



Massachusetts Housing Finance Agency
One Beacon Street, Boston, MA 02108

TEL: 617.854.1000 | FAX: 617.854.1091
VP: 866.758.1435 | www.masshousing.com

August 11, 2017

Ellen F. Gibbs, Chair
Board of Selectmen
Town of Wellesley
525 Washington Street, 3rd Floor
Wellesley, MA 02428

**Re: Proposed 40B – 16 Stearns Road
Wellesley, MA
MH ID No. 950**

Dear Ms. Gibbs:

MassHousing is currently reviewing an application for Site Approval submitted by 16 Stearns Road, LLC (the Applicant). The proposed development will consist of 36 homeownership units on approximately 1.02 acres of land located at 16 Stearns Road in Wellesley, MA.

The site approval process is offered to project sponsors who intend to apply for a comprehensive permit under Chapter 40B. MassHousing's review involves an evaluation of the site, the design concept, the financial feasibility of the proposal, and the appropriateness of the proposal in relation to local housing needs and strategies. As part of our review, we are soliciting comments from the local community and we would appreciate your input. You also may wish to include in your response, issues or concerns raised by other town boards, officials or other interested parties. Pursuant to the Massachusetts General Laws Chapter 40B regulations (760 CMR 56.00) your comments may include information regarding municipal actions previously taken to meet affordable housing needs such as inclusionary zoning, multifamily districts adopted under G.L. c.40A and overlay districts adopted under G.L. c.40R. Your comments will be considered as part of our review.

We have been informed by the Applicant that the Town has received a copy of the application and plans for 16 Stearns Road. Please inform us of any issues that have been raised or are anticipated in the Town's review of this application. We request that you submit your comments to this office within 30 days so we may process this application in a timely manner.

During the course of its review, MassHousing will conduct a site visit, which Local Boards, as defined in 760 CMR 56.02, may attend. The site visit for 16 Stearns Road has been tentatively scheduled for Thursday, August 24nd at 10 a.m. Please notify me promptly if any representatives of your office or if other Local Boards plan to attend the scheduled site visit.

Please note that if and when an application is submitted for a comprehensive permit, assistance is available to the Wellesley Zoning Board of Appeals (ZBA) to review the permit application. The Massachusetts Housing Partnership's (MHP) *Ch. 40B Technical Assistance Program* administers grants to municipalities for up to \$15,000 to engage qualified third-party consultants to work with the town's ZBA in reviewing the Chapter 40B proposal. For more information about MHP's technical assistance grant visit MHP's web site, www.mhp.net/40B or e-mail MHP at pcrean@mhp.net.

If you have any questions, please do not hesitate to contact me at (617) 854-1116.

Thank you for your assistance.

Sincerely,



Katherine Miller
40B Specialist
Comprehensive Permit Program

cc: Blythe C. Robinson, Executive Director
Richard L. Seegel, Chairman, Zoning Board of Appeals

Hobson, Sandy

From: noreply@civicplus.com
Sent: Saturday, August 05, 2017 8:10 PM
To: DL: Board of Selectmen
Subject: Online Form Submittal: Volunteer Form

Volunteer Form

Town of Wellesley Volunteer Form

Wellesley's Town Government relies heavily on volunteers — those who are recruited, those who are recommended, and those who offer their own services. The appointment of members to various special committees and boards is the responsibility of the Town Moderator and several elected boards. This form will help those making appointments identify individuals who are willing to serve. Besides the committees listed below, there are numerous other opportunities and this form will help in making appointments to those as well.

For information on the activities and responsibilities of various boards and committees look at the Town's website (www.wellesleyma.gov), or contact a member of a board or committee in which you are interested. For additional information look at the Town Report, available at the Town's website, the Town Clerk's office, and the Wellesley Free Library.

Name	Mary Squillacioti
Email Address	Myhuong_n@hotmail.com
Address	22 Dunedin Road
City	Wellesley
State	Ma
Zip Code	02481
Home Phone Number	6174291960
Work Phone Number	<i>Field not completed.</i>
Committees of Interest	Advisory Committee, Audit Committee, Board of Registrars of Voters, Celebrations Committee, Community Preservation Committee, Design Review Board, Housing Development Corporation, Human Resources Board, Permanent Building Committee, Retirement Board, Wellesley Cultural Council, Zoning Board of Appeals

Background/Experience	Graduated from a Lesley College with a Bachelors and a Masters degree in business management, with a minor in computer technology and specialization in Marketing. 16 years of working experience in the financial industry Lived and worked in Hong Kong and Tokyo for 10 years
Local Government Experience	Volunteered at homeless shelters, hospitals and mentoring young people. Used to do internship at City Hall in Boston in the 90d
Particular area of interest, if any	Open minded and are interested to meet new people and tackle new projects. I just moved to Wellesley and would like to be involved.

Email not displaying correctly? [View it in your browser.](#)



Massachusetts Housing Finance Agency
One Beacon Street, Boston, MA 02108

TEL: 617.854.1000 | FAX: 617.854.1091
VP: 866.758.1435 | www.masshousing.com

August 17, 2017

Ms. Meghan C. Jop
Assistant Executive Director
Town of Wellesley
525 Washington Street, 3rd Floor
Wellesley, MA 02428

Dear Ms. Jop:

I received your email dated August 15, 2017 requesting an extension to the time by which the Wellesley Board of Selectmen may provide MassHousing with comments on the Site Approval Application submitted by 16 Stearns Road, LLC for the 16 Stearns Road 40B Project. Please accept this letter as confirmation that, as requested, comments will be due at MassHousing on October 10, 2017.

In the meantime, please don't hesitate to contact me at any time if you have further questions about the proposal or Site Approval process.

Sincerely,

Katherine Miller
40B Specialist
Comprehensive Permit Program

Building Permit Revenue

01024100 443000

	FY12	FY13	FY14	FY15	FY16	FY17	FY18
Jul	114,283	93,415	90,139	90,497	166,517	122,988	523,536
Aug	195,695	142,051	135,449	131,593	142,938	212,409	
Sept	173,111	173,940	116,175	166,098	281,619	207,808	
Oct	112,814	138,225	612,195	131,133	228,864	145,204	
Nov	130,044	141,233	116,885	120,485	174,003	140,956	
Dec	81,886	104,464	173,369	104,618	216,498	122,650	
Jan	68,199	73,133	82,131	206,266	164,796	126,657	
Feb	65,559	93,800	65,011	131,566	240,811	55,706	
Mar	108,945	74,076	251,424	103,936	213,171	172,832	
Apr	180,369	170,448	443,893	267,558	226,251	73,402	
May	147,134	145,265	251,724	200,261	178,445	409,990	
Jun	154,809	121,647	123,444	620,853	207,611	384,316	
	1,532,848	1,471,697	2,461,839	2,274,864	2,441,524	2,174,918	523,536

Report Date: 7-01-2017 through 7-31-2017

ENGAGE

- 7 July 2017: ` MTG with Assistant Director for Wellesley Library as a possible community partner in presenting a talk or panel, or have suggestions of others who can make presentations that educate people about important veteran issues. There will be 2 panels: 1, all female veterans and the other a male veteran from different wars. They will discuss their experience and answer questions from potential audience.
- 10 July 2017: Met with Mr. Matos who is a counselor for the Vet Center local to our 4 towns. These Vet Centers are available for Veterans to get mental health without waiting or going to a VA Hospital.
- 13 July 2017: Gov's Advisory Council MTG. Great meeting discussing what new legislation should be pushed up to enhance the care of Veterans within the state of MA.

ADVOCATE

- All 4 towns will be working with the Veterans Dept to host Movie Dates 1 day a week for the entire month of November. Times of movie will differ each week to try and access different Veterans and their families.

SERVE

- Monthly articles will now be sent to all COA's to publish in their Newsletters as a "Veterans Corner". Information will come out of the "What Every Veteran Should Know"
- Throughout the month I have been mailing out an introduction letter about myself and the Department as well as information on the Welcome Home Bonus and the Korean Ambassador for Peace Medal and any events a Veteran could attend like the Veterans breakfast at the Weston COA.

CHALLENGES, CHANGES & OTHER

METRICS WELLESLEY

Priority	Metric & Target	This Month	Δ	Last Year
Engagements	Total Constituent Contacts	16	-	N/A
Chapter 115 Financial Assistance	# Active Cases	2	-	N/A
	\$ Financial assistance provided (FY to Date)	\$ 988.00	-	N/A
	# New Applications	0	-	N/A
VA Assistance & Misc	Health Care Enrollment VA Pensions / Compensation / A&A (open cases) Housing Assistance (Assisted Living, Hospice, ETC)	1		

METRICS NEEDHAM

Priority	Metric & Target	This Month	Δ	Last Year
Engagements	Total Constituent Contacts	22	-	N/A
Chapter 115 Financial Assistance	# Active Cases	4	-	N/A
	\$ Financial assistance provided (FY to Date)	\$ 1,591.38	-	N/A
	# New Applications	0	-	N/A

VA Assistance & Misc	Health Care Enrollment VA Pensions / Compensation / A&A (open cases) Housing Assistance (Assisted Living, Hospice, ETC)	6		

METRICS WAYLAND

Priority	Metric & Target	This Month	Δ	Last Year
Engagements	Total Constituent Contacts	11	-	N/A
Chapter 115 Financial Assistance	# Active Cases	1	-	N/A
	\$ Financial assistance provided (FY to Date)	\$ 426.20	-	N/A
	# New Applications	0	-	N/A
VA Assistance & Misc	Health Care Enrollment VA Pensions / Compensation / A&A (open cases) Housing Assistance (Assisted Living, Hospice, ETC)	2		

METRICS WESTON

Priority	Metric & Target	This Month	Δ	Last Year
Engagements	Total Constituent Contacts	4	-	N/A
Chapter 115 Financial Assistance	# Active Cases	0	-	N/A
	\$ Financial assistance provided (FY to Date)	\$	-	N/A
	# New Applications	0	-	N/A
VA Assistance & Misc	Health Care Enrollment VA Pensions / Compensation / A&A (open cases) Housing Assistance (Assisted Living, Hospice, ETC)	1		

UPCOMING EVENTS & ANNOUNCEMENTS



SEPTEMBER ELEVENTH COMMITTEE



C/O THE WELLESLEY FIRE DEPARTMENT
457 WORCESTER STREET ♦ WELLESLEY HILLS, MA 02481

WELLESLEY FIRE DEPARTMENT * WELLESLEY POLICE DEPARTMENT * WELLESLEY VETERANS' COUNCIL

August 15, 2017

Blythe C. Robinson
Executive Director for General Government
TOWN OF WELLESLEY – MASSACHUSETTS
525 Washington Street
Wellesley, MA 02482-5992

Dear Executive Director Robinson:

I am writing to formally advise you that the Town of Wellesley will conduct the following observance to remember the tragic events on September 11th, 2001:

National Patriots Day Memorial Observance, Monday, September 11th

The Wellesley Fire Department, Police Department and Veterans' Council would like to extend a cordial invitation to you to attend this ceremony and join us for refreshments immediately following at the Fire Department Headquarters.

A program for the service has been enclosed for your information. The observances are scheduled to begin at nine forty-five a.m.

Thank you for considering our request and if there are any questions please do not hesitate to call me at 617-840-0597.

Sincerely yours,

Richard R. Dillon
Secretary, W.V.C.

Enclosure: Memorial Observances Program



911 Memorial Observances



PROGRAM ◆ SEPTEMBER ELEVENTH

9:30 A.M. FIRE APPARATUS AND POLICE CRUISERS FORM UP IN FRONT OF FIRE HEADQUARTERS
LOWERING OF UNITED STATES FLAG TO HALF STAFF BY FIRE FIGHTER HONOR GUARD

9:45 A.M. PARTICIPANTS AND GUESTS ASSEMBLE AT ATTENTION AND MAINTAIN SILENCE

9:50 A.M. **MEMORIAL CEREMONIES COMMENCE**

- **Welcome and Introductions** - *Fire Chief*
- **Invocation** - *Chaplain*
- **Salute to the Flag and Pledge of Allegiance** - *Veterans' Representative*

9:59 A.M. - **Remembrance of World Trade Center - South Tower "Collapse"**

- **Tolling of Fire Station Bell** - 5-5-5-5
- **Observe One Minute of Complete Silence**

- **"Amazing Grace"**

- **"Firefighters Prayer"** - *Fire Department Representative*

- **"Police Officers Prayer"** - *Police Department Representative*

- **"Prayer for all in Service"** - *Veterans' Council Representative*

- **Board of Selectman** - *Board Representative*

- **State Representative** - *Alice Piesch*

- **State Senator** - *Richard Ross*

- **Tolling of Fire Station Bell** - 5-5-5-5

- **"Taps"**

- **Raising of United States Flag** - *Fire Fighter Honor Guard*

- **Benediction** - *Chaplain*

10:30 A.M. **Conclusion of Program**

- **Recognition of Participants and Guests** - *Fire Chief*
- **Participants and Guests are invited to remain for Refreshments**



The Commonwealth of Massachusetts
William Francis Galvin, Secretary of the Commonwealth
Public Records Division

Rebecca S. Murray
Supervisor of Records

August 18, 2017
SPR17/1088

Ivria G. Fried, Esq.
Miyares and Harrington LLP
40 Grove Street, Suite 190
Wellesley, MA 02482

Dear Attorney Fried:

I have received the petition of Ronald Alexander appealing the response of the Town of Wellesley Public Schools (School) to a request for public records. G. L. c. 66, § 10A; see also 950 C.M.R. 32.08(1). Mr. Alexander requested a redacted version of documents previously produced by the School. This request was the subject of a petition submitted by the Town. See SPR17/899 Determination of the Supervisor of Records (July 10, 2017).

The Public Records Law

The Public Records Law strongly favors disclosure by creating a presumption that all governmental records are public records. G. L. c. 66, § 10A(d); 950 C.M.R. 32.03(4). "Public records" is broadly defined to include all documentary materials or data, regardless of physical form or characteristics, made or received by any officer or employee of any town of the Commonwealth, unless falling within a statutory exemption. G. L. c. 4, § 7(26).

It is the burden of the records custodian to demonstrate the application of an exemption in order to withhold a requested record. G. L. c. 66, § 10(b)(iv); 950 C.M.R. 32.06(3); see also Dist. Attorney for the Norfolk Dist. v. Flatley, 419 Mass. 507, 511 (1995) (custodian has the burden of establishing the applicability of an exemption). To meet the specificity requirement a custodian must not only cite an exemption, but must also state why the exemption applies to the withheld or redacted portion of the responsive record.

If there are any fees associated with a response a written, good faith estimate must be provided. G. L. c. 66, § 10(b)(viii); see also 950 C.M.R. 32.07(2). Once fees are paid, a records custodian must provide the responsive records.

Current appeal

On December 7, 2016, Mr. Alexander sought the opportunity to inspect all documents produced by the School Department in response to public records requests. The School Department provided access to all responsive documents with no redactions.

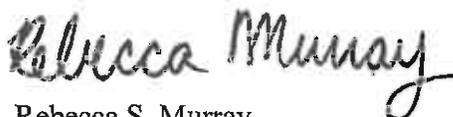
According to the Town's June 30th petition to this office, "[a] subsequent review, however, revealed that some of the documents contained Personal Information protected under M.G.L. c.93H. Specifically, documents to which Mr. Alexander was provided access included protected Personal Information of three (3) Massachusetts residents." The Town explained that on January 10, 2017, Town Counsel requested that Mr. Alexander return all copies of documents that he had made in response to the December 7, 2016 request and that "Town Counsel offered to provide Mr. Alexander with a complete set of documents, with Personal Information redacted, at no cost to Mr. Alexander."

On June 14, 2017, Town Counsel asserted "[i]f I send you redacted copies before you return the 'originals' to me, you can compare the two documents and I will be specifically directing you to the information that was not supposed to be disclosed to you." Later that same day, Mr. Alexander sent an email to Town Counsel stating "[p]lease hereby consider my request (below) for copies of the documents you are referring to as a public records request." Mr. Alexander continues by stating "[s]ince you have already offered to provide these documents free of charge, I do not expect there to be any fee associated with the fulfillment of this request." In Mr. Alexander's appeal dated August 11, 2017 he indicates the School had not responded to the June 14th request.

Conclusion

Subsequent to the opening of the appeal, this office was informed the School provided a response dated July 17, 2017 in which it denies access to the requested redacted versions of the records under Exemptions (a) and (c) of the Public Records Law. G. L. c. 4, § 7(26)(a), (c). Mr. Alexander notes he did not receive this response. The School also provided a similar response on August 17, 2017. Whereas this matter was opened based upon Mr. Alexander not having received a written response, I will now consider this administrative appeal closed. Mr. Alexander may appeal the substantive nature of the School's response within ninety days. See 950 C.M.R. 32.08(1).

Sincerely,



Rebecca S. Murray
Supervisor of Records

cc: Ronald Alexander



CHARLES D. BAKER
GOVERNOR

KARYN E. POLITO
LIEUTENANT GOVERNOR

The Commonwealth of Massachusetts
Executive Office for Administration and Finance
Division of Capital Asset Management and Maintenance
One Ashburton Place

Boston, Massachusetts 02108

Tel: (617) 727-4050

Fax: (617) 727-5363

MICHAEL J. HEFFERNAN
SECRETARY
ADMINISTRATION & FINANCE

CAROL W. GLADSTONE
COMMISSIONER

August 17, 2017

Ms. Ellen F. Gibbs, Chair
Board of Selectmen
Town of Wellesley
525 Washington Street
Wellesley, Massachusetts 02482

RE: Commonwealth's Search for Lease Space

Dear Ms. Gibbs:

We wish to notify you that the Division of Capital Asset Management and Maintenance has issued a Request for Proposals (RFP) seeking to lease space in your community as summarized below:

Location: Ashland, Dedham, Dover, Framingham, Holliston, Hopkinton, Medfield, Natick, Needham, Norwood, Sherborn, Sudbury, Wayland, Wellesley, or Westwood

Type of Space: Classrooms, Teaching Labs, and Office

Amount of Space: Approximately 40,000 square feet of Usable Area

For Use By: Massachusetts Bay Community College

Project Number: 201790000.1

The deadline for submission of proposals is October 5, 2017 at 2:00 p.m. The RFP can be viewed at www.commbuys.com under "Contract & Bid Search." Please see the enclosed instructions to locate the RFP. You may also email leasing.dcammm@state.ma.us or call 857-204-1355 to request a copy of the RFP, referencing the agency name and project number in your request.

Sincerely,

Martha Goldsmith
Director, Office of Leasing and State Office Planning

Enclosure

cc: David Abdo, DCAMM
Matthew Cocciardi, DCAMM





COMMBUYS Instructions

How to Find a Request for Proposals (RFP) or Invitation for Proposals (IFP)
Issued by the Commonwealth's DCAMM Office of Leasing and State Office Planning

Please Note:

while COMMBUYS refers to "bids" for all solicitations on its web site, DCAMM is seeking proposals to lease space

- Go to <http://www.commbuys.com>
- Scroll to the bottom left of the page
- Ignore the COMPLETE REGISTRATION link
(proposals to lease space cannot be submitted online)
- Click on **Contract & Bid Search**
- Click the circle to the left of **Bids**
- Ignore Bid #, find **Bid Description** and enter the RFP or IFP Project Number in the white text box to the right
- Click the **Find It** button
- Under **Results**, click the link listed under the first column (Bid #)
- The **Bid Solicitation** details will be shown; review and/or print this page
- Find the **File Attachments** section and click on each document listed to save or open it

