

TOWN OF WELLESLEY



MASSACHUSETTS

## BOARD OF SELECTMEN

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

ELLEN F. GIBBS, CHAIR  
JACK MORGAN, VICE CHAIR  
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BLYTHE C. ROBINSON  
EXECUTIVE DIRECTOR OF GENERAL GOVERNMENT

### SELECTMEN'S MEETING

#### *TENTATIVE AGENDA*

Wellesley Town Hall – Juliani Room

**6:30 P.M. Monday, September 11, 2017**

1. 6:30 Citizen Speak
2. 6:35 Joint Meeting with School Committee to discuss Hardy Hunnewell and Upham Schools
3. 7:15 Discuss Need for November Special Town Meeting
4. 7:30 Public Hearing on Modifications to Alcohol Regulations
5. 8:00 Executive Director's Update
  - Approval of Minutes
  - Appointment of MWRA Advisory Board Member
  - Accept Gifts
    - i. Free Parking from First Commons Bank
    - ii. COA Gifts
6. 8:15 Continued Review of Proposed Appointment Policy
7. 8:25 Approval of Wellesley Housing Development Corporation Funds for Housing Production Plan and Review Draft RFP
8. 8:45 New Business/Correspondence
  - Eagle Scout Proclamations
9. 8:50 Executive Session
  - Executive Session under G.L. c. 30A, §21(A), exemption #3 to discuss potential litigation
  - Executive Session under G.L. c. 30A, §21(A), exemption #7 to comply with Open Meeting Law, G.L. c. 30A, §§ 18-25.

Next Meeting Dates: Monday, September 18, 2017  
Tuesday, September 26, 2017



## **MOTIONS- SEPTEMBER 11, 2017:**

2. **Move** to convene a Joint meeting with the School Committee.  
  
**Move** to elect Ellen Gibbs as chair of the joint meeting.  
  
**Move** to elect Michael D'Ortenzio, Jr. as secretary of the joint meeting.  
  
**Move** to dissolve the joint meeting of the Board of Selectmen and School Committee
4. **MOVE** to approve the proposed modifications to the Rules and Regulations Governing Alcoholic Beverage to eliminate the provision that requires no more than ten bar stools or seats to be allowed in an establishment and to adopt the September 11, 2017 draft revisions as presented.
5. **MOVE** to approve the regular session minutes of August 15, 22 & 29, 2017.
5. **MOVE** to appoint Mr. Bill Shaughnessy to the position of MWRA Advisory Committee member representing the Town of Wellesley to a continuous term or until such time as Mr. Shaughnessy resigns from the MWRA Advisory Committee.
5. **MOVE** to approve the gift of free parking in the amount of \$1,405 on September 14, 2017 from First Commons Bank.
5. **MOVE** to approve the gift from the Friends of the Wellesley COA in the amount of \$853 for the August Lunch Program.
6. **MOVE** to approve the Selectmen's policy on appointments as revised.
7. **MOVE** to ratify the action taken by the Wellesley Housing Development Corporation to approve the expenditure of up to \$20,000 to develop a Housing Production Plan in partnership with the Planning Board.
8. **MOVE** to approve a proclamation recognizing Brendan Michael Sullivan on the occasion of his becoming an Eagle Scout.

9. **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.

**MOVE** to close the executive session.

9. **MOVE** that the Board vote to enter into Executive Session under Massachusetts G.L. c 30A, §21 exception #7 to approve the minutes of the June 5, 26 and July 31, 2017 executive session, and further to release all executive session minutes marked "YES" to the public from 2010 and 2012 as the matter of these sessions are now completed.

**MOVE** to close the executive session.

9/7/2017

Black regular agenda items

***Board of Selectmen Calendar – FY17***

| <b><i>Date</i></b>       | <b><i>Selectmen Meeting Items</i></b>  | <b><i>Other Meeting Items</i></b> |
|--------------------------|--|-----------------------------------|
| 9/18<br><i>Monday</i>    | <b>Meeting</b><br>Joint BOS/Advisory Mtg<br>16 Stearns Rd 40B<br>Andy Wrobel - HS Team Room<br>Open Warrant - Special Town Meeting?<br>29 Wynnewood Road - Grant of location<br>Executive Session - Health Insurance |                                   |
| 9/25<br><i>Monday</i>    | <b>Wellesley Club – NO MEETING</b>   |                                   |
| 9/26<br><i>Tuesday</i>   | <b>Meeting</b>   |                                   |
| 9/28<br><i>Thursday</i>  | <b>INTER-BOARD MEETING</b>   |                                   |
| 10/2<br><i>Monday</i>    | <b>Meeting</b>   |                                   |
| 10/9<br><i>Monday</i>    | <b>Columbus Day – Town Hall Closed</b>   |                                   |
| 10/10<br><i>Tuesday</i>  | <b>Meeting</b>   |                                   |
| 10/16<br><i>Monday</i>   | <b>Meeting</b>   |                                   |
| 10/23<br><i>Monday</i>   | <b>Meeting</b>   |                                   |
| 10/30<br><i>Monday</i>   | <b>Meeting</b>   |                                   |
| 11/6<br><i>Monday</i>    | <b>Wellesley Club</b>  |                                   |
| 11/7<br><i>Tuesday</i>   | <b>STM?</b>  |                                   |
| 11/8<br><i>Wednesday</i> | <b>STM?</b>  |                                   |
| 11/13<br><i>Monday</i>   | <b>STM IF NEEDED</b>   |                                   |
| 11/14<br><i>Tuesday</i>  | <b>STM IF NEEDED</b>   |                                   |
| 11/20<br><i>Monday</i>   | <b>NO Meeting</b>  |                                   |
| 11/27<br><i>Monday</i>   | <b>Meeting</b>   |                                   |
| 12/4<br><i>Monday</i>    | <b>Meeting</b>   |                                   |
| 12/9<br><i>Saturday</i>  | <b>BUDGET Meeting</b>  |                                   |
| 12/11<br><i>Monday</i>   | <b>Meeting</b>   |                                   |

9/7/2017

Black regular agenda items

| <i><b>Date</b></i>       | <i><b>Selectmen Meeting Items</b></i> | <i><b>Other Meeting Items</b></i> |
|--------------------------|---------------------------------------|-----------------------------------|
| <i>12/18<br/>Monday</i>  | <b>Meeting</b>                        |                                   |
| <i>12/25<br/>Monday</i>  | <b>TOWN HALL CLOSED</b>               |                                   |
| <i>1/1/18<br/>Monday</i> | <b>TOWN HALL CLOSED</b>               |                                   |
| <i>1/8<br/>Monday</i>    | <b>Meeting</b>                        |                                   |

**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*

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BLYTHE C. ROBINSON  
EXECUTIVE DIRECTOR OF GENERAL GOVERNMENT

Our regularly scheduled meeting **begins on Monday at 6:30 PM** in the Juliani Room at Town Hall where we will be joined by the School Committee to talk about HHU.

1. Citizen Speak



2. **Joint Meeting with School Committee to Discuss the Hardy, Hunnewell and Upham Schools**

The School Committee will be joining the meeting to discuss the status of the HHU project in light of the fact that the project is now under consideration by the MSBA to join their program.

**MOTION**

**Move** to convene a Joint meeting with the School Committee.

**Move** to elect Ellen Gibbs as chair of the joint meeting.

**Move** to elect Michael D'Ortenzio, Jr. as secretary of the joint meeting.

**Move** to dissolve the joint meeting of the Board of Selectmen and School Committee



### **3. Discuss Need for November Special Town Meeting**

As originally envisioned, the significant reason to have a special town meeting this fall was to fund the next phase of proof of concept/feasibility for the HHU project. That has now been put on hold while we await a decision by the MSBA as to whether our project will be accepted into their program.

Included in your packet is list of likely topics for a special meeting, which are generally “housekeeping” in nature, except to fund a settlement with our Police unions that was not completed this past spring. None of these articles require an immediate action in November, and could wait until we are ready to move forward on HHU. If the MSBA makes their decision in December, these items could be placed on a January STM warrant.



## **Fall STM Articles 2017**

1. Traffic & Parking Revenues designated as receipts reserved – Mun. Modernization Act
2. Police Patrol and Supervisors Contract Settlements – additional funding
3. North 40 Consulting Services
4. Amend Revolving Fund Bylaw per Attorney General
5. Debt Rescind/Redeploy – High school to TPC
6. Rezoning – 7 Burke Lane (Possible Citizen's Petition)
7. Phase 2 - Zoning Map Update - Planning Board
8. Phase 3 – Rezoning of NRC Properties – Planning Board

### Items resolved or delayed that had been on the list:

CPA Funds for Housing Production Plan – \$20,000 approved on 8/30/17 by WHDC

HHU Feasibility funding – awaiting outcome of MSBA action – possible January, 2018 STM

8/30/17



#### **4. Public Hearing – Modifications to the Alcohol Regulations**

At the last meeting, the Board reviewed modifications to the Town's regulations that would allow a greater number of seats in the bar area for establishments that have alcohol licenses in Town. For the meeting we have advertised a public hearing to obtain comment from alcohol licensees, and members of the community. Notice of the public hearing was advertised in the September 7<sup>th</sup> edition of the Wellesley Townsman, and notice was emailed and mailed to all alcohol licensed establishments. The items included in your packet on this topic include:

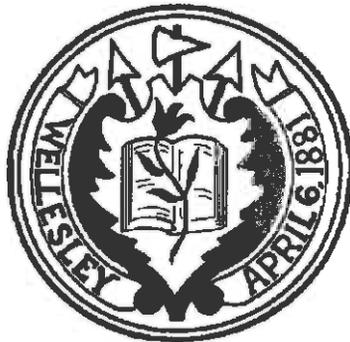
- Copy of the revised regulations
- Copy of the legal notice advertising the hearing
- List of alcohol licensees that have received notice of the hearing

At the close of the public hearing, if the Board chooses to entertain a motion for adoption of the modification, a motion has been provided below.

**MOVE** to approve the proposed modifications to the Rules and Regulations Governing Alcoholic Beverage to eliminate the provision that requires no more than ten bar stools or seats to be allowed in an establishment and to adopt the September 11, 2017 draft revisions as presented.



**TOWN OF WELLESLEY**  
**COMMONWEALTH OF MASSACHUSETTS**



**RULES AND REGULATIONS**  
**GOVERNING**  
**ALCOHOLIC BEVERAGES**

Revised [April 30, 2012](#)  
[September 11, 2017](#)

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

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**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.~~\_\_\_\_\_

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 the total interior seating. The licensing authority shall approve all seating plans as detailed in Section IX. Design of the Licensed Premises. ~~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, coatrooms, 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**

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**Ellen F. Gibbs, Chair**

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**Jack Morgan, Vice Chair**

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**Marjorie R. Freiman**

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**Thomas H. Ulfelder**

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**Beth Sullivan Woods**



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  
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TELEPHONE: (781) 431-1019 x2201  
[WWW.WELLESLEYMA.GOV](http://WWW.WELLESLEYMA.GOV)  
BLYTHE C. ROBINSON  
EXECUTIVE DIRECTOR OF GENERAL GOVERNMENT

August 30, 2017

**Public Forum**  
**Modifications to Alcohol Regulations**  
**September 11, 2017**  
**7:30 pm Town Hall, Juliani Room**

The Board of Selectmen will be holding a public hearing to solicit feedback on the proposal to modify the Rules and Regulations Governing the Operation of Establishments Licensed to Sell All Alcoholic Beverages or Wine and Malt Beverages. Recognizing a change in dining establishment design and the increase in single diners, a proposal is considering modifying the regulations to remove the cap of 10 bar seats per establishment. The regulations would continue to limit the number of bar seats to 10% of the number of interior seats within the establishment.

A revised copy of the proposed modifications to the regulations can be found at <http://www.wellesleyma.gov/DocumentCenter/Home/View/7605>

We hope you can attend this important meeting and look forward to hearing your thoughts and considerations on this topic. If you cannot attend, but would like to send along comments please do so by calling (781) 431-1019 ext. 2205 or by emailing [mjop@wellesleyma.gov](mailto:mjop@wellesleyma.gov) .



## TOWN OF WELLESLEY LIQUOR LICENSES - 2017

To expire December 31, 2017

page 1 of 4

| <u>Name</u>   | <u>d/b/a</u>  | <u>Manager</u>                                  |
|---|---|---|
| <b><u>COMMON VICTUALERS-ALL ALCOHOLIC BEVERAGES</u></b>   |   |   |
| <b><u>Fee: \$3,600 Annually</u></b>   |   |   |
| 1. Longevity, Inc.<br>180 Worcester St. 02481<br>Lic # 134400011                                  | The Wok Restaurant<br>04-2637707<br><a href="mailto:honpui8@yahoo.com">honpui8@yahoo.com</a>                                  | Sin Kwan Chiu                                   |
| 2. Alta Strada, Wellesley LLC<br>92 Central St. 02482<br>Lic #13440002                            | Alta Strada<br>20-5548837<br><a href="mailto:info@altastrada-wellesley.com">info@altastrada-wellesley.com</a>                 | Michael N. Schlow, Mgr.                         |
| 3. Bertucci's Restaurant Corp.<br>380 Washington St. 02481<br>Lic #134400015                      | Bertucci's Brick<br>Oven Pizzeria<br>04-2844750<br><a href="http://licensing@bertuccis.com">licensing@bertuccis.com</a>       | Gregory Podesta<br>781-239-0990                 |
| (mail renewal app. & copy of license to   | Chrissy Wills, 155 Otis St., Northboro, MA 01532<br>508-351-2562  |   |
| 4. Amarin II, Inc.<br>27 Grove St. 02482<br>Lic #134400017  | Amarin II<br>04-3055613<br><a href="mailto:kpuntura@comcast.net">kpuntura@comcast.net</a>                                     | Annas Samakwong, Mgr.<br>Sam Rojansauvan, Owner |
| 6. The Kebab Group<br>312 Washington St. 02481<br>Lic # 134400021                                 | d/b/a Singh's Cafe<br><a href="mailto:info@singhscafe.com">info@singhscafe.com</a><br>80-0394436                              | Narinder Kaur (Ms.)                             |
| 7. The Spoon & Fork, Inc.<br>13Central St. 02481<br>Lic #134400030                                | d/b/a Juniper Rest.<br>46-2919338<br><a href="mailto:david.b.becker@gmail.com">david.b.becker@gmail.com</a>                   | David B. Becker                                 |
| 8. LS & LZ, Inc.,<br>15-17 Washington St. 02481<br>Lic #134400023                                 | d/b/a CK's Restaurant<br>043584987<br><a href="mailto:qinghailu9047@gmail.com">qinghailu9047@gmail.com</a>                    | Chung Kwan Sau                                  |
| 9. Wolfe Management c/o John Wolf<br>P. O. Box 99<br>Newburyport, MA 01950-0099<br>Lic #134400027 | d/b/a The Cottage<br>20-8715147<br>190 Linden St. 02482<br><a href="mailto:john.cottage@gmail.com">john.cottage@gmail.com</a> | Michael Spencer, Mgr.                           |

**TOWN OF WELLESLEY LIQUOR LICENSES 2017** *continued*

- |     |  |  |  |
|-----|--|--|--|
| 10. | California Pizza Kitchen, Inc.<br>Send renewal to: Chris Brooks, Licensing Coordinator<br>c/o Licensing -12181 Bluff Creek Dr. – 5 <sup>th</sup> flr<br>Playa Vista, CA 90094<br>310-342-4613<br>Lic# 134400029` | 95-4040623<br>Bill Long, Regional Director of Operations<br>VM 310-342-4744 ext 4034<br>C-857-829-0558 | Dan Garden, Mgr.<br>183 Linden St.<br><a href="mailto:licensing@cpk.com">licensing@cpk.com</a><br><a href="mailto:cbrooks@cpk.com">cbrooks@cpk.com</a>                   |
| 11. | Asian Wellesley, LLC<br>11-13 Washington St.<br>Wellesley 02481<br>Lic #134400028  | 45-2617208<br>Kitty-781-237-5888<br>C-857-991-8568   | Wenfang Zheng<br><a href="mailto:kittyhuang76@yahoo.com">kittyhuang76@yahoo.com</a>  |
| 12. | K. Zheng, Inc.<br>151 Linden St. 02482<br>Lic # 134400031  | d/b/a Takara Japanese<br>Restaurant<br>45-4231204  | Susie Choe<br>(Wei/Jackie & Susie Choe)<br>C-617-290-0588<br><a href="mailto:boston7899@yahoo.com">boston7899@yahoo.com</a>  |
| 13. | The Wellesley Local, LLC<br>11 Forest St.<br>Wellesley, MA 02481<br>Lic #134400034   | 46-2680826   | Adam Kischel, Mgr.<br><a href="mailto:adam@thelocalnewton.com">adam@thelocalnewton.com</a>   |
| 14. | Bocado, Inc.<br>45 Church St. 02482<br>Lic #134400036  | Bocado Tapas & Wine<br>20-5526328  | Michael DesRosiers-Mgr.<br><a href="mailto:mcovino@nichehospitality.com">mcovino@nichehospitality.com</a><br>Michael Covino, President<br><b>+ Entertainment License</b> |

**TOWN OF WELLESLEY LIQUOR LICENSES 2017**

**WINE AND MALT BEVERAGES:**

**Fee: \$2,000 Annually**  
(Fee increased from \$1,200  
to \$2,000 effective 1/1/98)

- |    |                                |   |   |
|----|--------------------------------|---|---|
| 22 | UC Wellesley, LLC<br>134400035 | d/b/a The Upper Crust<br>46-1733863<br><a href="mailto:shawn-shenefield@theuppercrustpizzeria.com">shawn-shenefield@theuppercrustpizzeria.com</a> | 99 Central Street 02482<br>Shawn Shenefield, Owner/Mgr.<br><b><i>Outdoor patio seating for 16</i></b> |
|----|--------------------------------|---|---|

## 5. Executive Director's Update

- Approval of Minutes - the minutes of the following meetings are included in your packet for approval.
  - August 15<sup>th</sup> – regular meeting
  - August 22<sup>nd</sup> – regular meeting
  - August 29<sup>th</sup> – regular meeting

**MOVE** to approve the regular session minutes of August 15, 22 and 29, 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 expressed the opinion that the 40B projects are worse than  
43 mansionization because the scale of the projects and the designs erode neighborhoods. He believed the  
44 Town does not have a minute to waste on the efforts and noted the neighbors are here to assist with the  
45 effort. Mr. Buhler also asked the Board in responding to the Project Eligibility letters to detail the efforts  
46 the Town has made towards affordable 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 now in effect. Ms. Robinson further noted the staff had a meeting

54 on electronic permitting on Thursday 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 16<sup>th</sup> and have asked the Board's support for free meter  
64 parking. The Board was supportive of providing free parking for the 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 Ms. 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 required 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 pick passengers  
85 up at the curb. Ms. Jop further noted that in discussions with the Tolles Parsons Center Project Manager,  
86 the PSI Special Permit Conditions require the Board of Selectmen or its designee to sign off that the work  
87 is complete to Town Standards. Ms. Jop suggested that sign-off on the realignment of the parking spaces  
88 on Washington Street and the new crosswalk and pedestrian light installation be delegated to the Town  
89 Engineer. Ms. Jop verified that the Town Engineer is comfortable making the determination on behalf of  
90 the Board.

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

95  
96 Ms. Gibbs closed the hearing.

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

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

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

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161

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.

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 consistently by his department. 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 hold seminars for builders and real estate agents 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 track improvements over time.

Mr. Morgan noted the department has been facing a high volume of permits 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 internally through the existing staff.

Ms. Robinson noted the need for 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 language stating “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.

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

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

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

176  
177 The Board agreed to the proposed timeline.

178  
179 7. **National Grid Grant of Location – 29 Wynnewood Road**

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

181 8. **Aqueduct Lease Update**

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

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

191  
192 9. **Update on School Building Committee and Approval of Request for Qualifications Packet**

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

205  
206  
207 10. **Review Budget Preparation Manual**

208  
209 Ms. Robinson reviewed the current draft of the Budget Preparation Manual. She noted the current version  
210 includes the budget process through December, but does not include the further discussions with the  
211 Boards that occur from January to Town Meeting in order to balance the budget. Ms. Robinson noted she

212 is seeking the Board's authorization to circulate the budget submission piece more immediately to get  
213 additional input from Boards and Departments.

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

220  
221 Ms. Sullivan Woods was concerned the warrant submittal deadline was too aggressive. Ms. Robinson  
222 noted the intent is to have the articles and motions well vetted and prepared for Town Meeting. She also  
223 supported releasing of the document to the Boards for review.

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

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

232  
233

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

235  
236 Ms. Robinson presented the Board with a new Appointment Policy for their consideration. Ms. Robinson  
237 noted the policy has tried to clarify the steps the Board takes in approving appointments for various board  
238 and committee positions under the BOS jurisdiction. The policy describes the procedures for  
239 disseminating opportunities and receiving applications. The policy is not intended to impose limits nor  
240 discourage Boards and Committees from making recommendations or soliciting candidates.

241  
242 The Board noted they would review and return comments to Ms. Robinson.

243  
244

245 12. **New Business Correspondence**

246  
247 There was no new business.

248  
249

250 **The meeting adjourned at 9:17 pm.**

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1 **Board of Selectmen Meeting: August 22, 2017**  
2 **Present: Gibbs, Morgan, Ulfelder, Sullivan Woods (Freiman Absent)**  
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 July 31, 2017
- 12 6. Babson One Day License Requests
- 13 7. COA Gift
- 14 8. Request to appoint crossing guard
- 15 9. Memo from Joe McDonough re: FY17 Status Report
- 16 10. Memo from Joe McDonough re: Name Change to Facilities Management Department
- 17 11. MAPC Line Painting Contract
- 18 12. Draft Budget Preparation Manual
- 19 13. Draft Boston Marathon Proceeds Policy
- 20 14. Memo from T. Connolly Re: Boston Marathon Funds Policy Questions
- 21 15. 342 Washington Aqueduct Lease Materials
- 22 16. Letters of Commendation
- 23 17. Current seating of restaurants over 100 seats.

24  
25 **1. Call to Order**

26  
27 Ms. Gibbs, Chair, called the meeting to order at 7:00 p.m. Ms. Gibbs noted the World of Wellesley  
28 would be holding an event on August 27, 2017 to celebrate community from 2:00 pm to 4:00 pm at the  
29 Warren Building.

30  
31  
32 **2. Citizen's Speak**

33  
34 None.

35  
36 **3. Executive Director's Update**

37  
38 Ms. Robinson gave a brief update noting a meeting consisting of 18 staff was held to discuss electronic  
39 permitting. An RFP will be issued in late spring to see vendors. Ms. Robinson noted the work on the  
40 study of the exterior of the Town Hall as has begun. Ms. Robinson also reported that the proposed Babson  
41 College fireworks have been cancelled.

42  
43 Minutes

44 **Upon a motion by Mr. Morgan and seconded by Ms. Sullivan Woods, the Board voted (4-0) to**  
45 **approve the regular session minutes of July 31, 2017.**

46  
47 Gift

48 **Upon a motion by Mr. Morgan and seconded by Ms. Sullivan Woods, the Board voted (4-0) to**  
49 **accept a gift of \$559.00 from the Friends of the Wellesley Council on Aging from the July lunch**  
50 **program.**

51  
52 Babson One Day Licenses

53 The Board discussed the two proposed one day licenses for events to be held at Babson College.

54

55 **Upon a motion by Mr. Morgan and seconded by Ms. Sullivan Woods, the Board voted (4-0) to**  
56 **approve a One Day License for Babson College on September 15, 2017 in Knight Auditorium for**  
57 **the CAETA event.**  
58

59 **Upon a motion by Mr. Morgan and seconded by Ms. Sullivan Woods, the Board voted (4-0) to**  
60 **approve a License for Babson College on September 15 & 16, 2017 at various locations on campus**  
61 **for Alumni Weekend**  
62

63 Crossing Guard Appointment

64 The Board reviewed the appointment recommendation from the Chief of Police to appoint Frances M.  
65 Lyons as a Crossing Guard.  
66

67 **Upon a motion by Mr. Morgan and seconded by Ms. Sullivan Woods, the Board voted (4-0) to**  
68 **appoint Ms. Frances Lyons as a Crossing Guard for a term to expire on June 30, 2018.**  
69

70 **4. Facilities Maintenance Department – Five-Year Review**  
71

72 Mr. Joe McDonough, Director of Facilities Maintenance, gave a presentation reviewing the first five  
73 years of operations of the department. Mr. McDonough noted the department was created in July of 2012  
74 and now currently manage 29 buildings with approximately 1.2 million square feet. The department  
75 manages utilities, energy, maintenance and custodial services, and capital projects. The department has  
76 worked to increase cash capital projects to \$2 million a year. Mr. McDonough reviewed the current  
77 consolidation of staff with the Permanent Building Committee. He further reviewed sustainable measures  
78 implemented by the department in coordination with the school department and the Sustainable Energy  
79 Committee.  
80

81 The Board discussed the highlights of the department’s efforts over the past five years and complemented  
82 Mr. McDonough on his leadership and forethought on needed projects.  
83

84 Mr. McDonough requested the Board consider renaming the department from the Facilities Maintenance  
85 Department to the Facilities Management Department to accurately reflect the services provided and the  
86 mission of the department.  
87

88 **Upon a motion by Mr. Morgan and seconded by Ms. Sullivan Woods, the Board voted (4-0) to**  
89 **rename the “Facilities Maintenance Department” the “Facilities Management Department”.**  
90  
91

92 **5. Housing Production Plan Update**  
93

94 Ms. Deborah Carpenter, Planning Board Chair, and Mr. Michael Zehner, Planning Director joined the  
95 Board. Ms. Jop and Mr. Zehner gave a brief overview on Housing Production Plans (HPP) Ms. Jop noted  
96 the HPP is a five year plan that utilizes an assessment to initially evaluate the existing housing stock and  
97 determine future housing needs. The HPP sets affordable housing goals and implementation strategies  
98 through a public process to determine how the Town will meet its affordable housing requirements. Mr.  
99 Zehner reviewed the potential number of 40B applications the Town is facing and described the safe  
100 harbors that a HPP can provide. Mr. Zehner noted an HPP costs approximately \$30,000 to \$35,000 and  
101 the Planning Board has authorized the use of \$15,000 towards the plan. Mr. Zehner discussed funding  
102 options including CPC Funding and the potential use of Inclusionary Zoning funds held by the Wellesley  
103 Housing Development Corporation. Mr. Zehner noted Town Counsel is currently reviewing the ability of  
104 the Town to use the WHDC funds. Mr. Zehner noted the use of CPC funds would require Town Meeting  
105 action. Mr. Zehner described the potential for funds through MAPC technical assistance as another  
106 alternative.  
107

108 The Board discussed the components of the Housing Production Plan. Ms. Sullivan Woods asked the  
109 Board to consider whether Special Counsel might be needed given the complexity of the legal issues. Mr.  
110 Zehner noted Mr. Chris Heep of Miyares and Harrington has successfully worked to stop 40B projects  
111 from one of the current Wellesley developers in Reading, MA.

112  
113 Mr. Ulfelder questioned the process for determining locations for construction. He noted the process must  
114 be objective and consider all possible locations including town land. Ms. Jop and Mr. Zehner noted the  
115 consultants would evaluate all potentially developable sites.

116  
117 The Board was supportive of moving forward with issuing an RFP and moving forward with a Housing  
118 Production Plan and asked staff to consider funding opportunities to complete the needed \$30,000 to  
119 \$35,000 for the study. Ms. Gibbs asked if anyone present would like to speak.

120  
121 Mr. Pete Buhler, 10 Stearns Road, encouraged the Board to proceed with an HPP with speed and  
122 efficiency. He asked the Board in responding to site eligibility requests to consider including all  
123 municipal actions to date that have worked towards increasing affordable housing including the Unified  
124 Plan. He asked the Board to think creatively and noted the neighbors are here to assist in the process  
125 moving forward.

126  
127 Mr. Kevin Walsh, 64 Oak Street, noted he formerly lived on Francis Road and Sterns Road. He  
128 encouraged the Board to consider the immediacy of moving forward with a HPP. He noted the speed of  
129 the contractors is moving fast, so we need our elected leaders to step up and act fast. The neighbors are  
130 desperate and moving forward will be helpful.

131  
132

133 **6. Approve MAPC Contract for Pavement Markings**

134  
135 Ms. Jop noted the Town has collaborated with MAPC to procure a joint bid for pavement markings (street  
136 line markings). The bid is good for all participating Metrowest Regional Collaborative communities. To  
137 finalize the procurement, the Board must approve the winning contractor contingent upon obtaining a  
138 prevailing wage schedule. The term of the contract is originally from current day to December 31, 2017,  
139 however the Town has the ability to extend the contract through December 31, 2019 without requiring a  
140 new bid.

141  
142 The Board was supportive of the contract and regional process with MAPC.

143  
144 **Upon a motion by Mr. Morgan and seconded by Ms. Sullivan Woods, the Board voted (4-0) to**  
145 **award the MW 2017 PW1 statewide contract procured by MAPC for pavement markings to**  
146 **Markings Inc. until December 31, 2017.**

147  
148  
149

150 **7. Review Budget Preparation Manual**

151  
152 Ms. Robinson reviewed the current draft of the Budget Preparation Manual noting edits from the previous  
153 version. The Board discussed the proposed dates for the Inter-Board Meeting currently scheduled for  
154 September 28, 2017. The Board discussed financial placeholders for years when unsettled contracts exist.  
155 The Board did not reach resolution on the topic. The Board discussed comments received to date, and  
156 encouraged Ms. Robinson to redistribute the current draft to Department Heads. Ms. Robinson noted the  
157 capital budget forms have been distributed.

158  
159

160 **8. Boston Marathon Proceeds Policy – First Read**

161

162 Ms. Robinson presented the Board with a new policy to clarify the use and distribution of funds and  
163 invitational entries allocated to the Town by the Boston Athletic Association. Ms. Robinson noted Mr.  
164 Terry Connolly, Deputy Director, has been administering the Marathon process for several years and has  
165 prepared the initial policy draft for the Board's consideration. Ms. Robinson noted the policy has tried to  
166 give an overview of the process. In preparation of the policy, a review was conducted on what  
167 comparable Marathon Route communities were doing with their funds. Mr. Connolly suggests some ideas  
168 for the Board to consider.

169  
170 The Board overall thought the draft was a good start. The Board asked for time to consider the policy and  
171 asked for it to be placed on a future meeting agenda for further consideration. Ms. Robinson encouraged  
172 members to send comments to her on the draft policy.  
173

174 **9. Approval of Aqueduct Leases**

175  
176 Ms. Robinson gave a brief review of the last outstanding Cochituate Aqueduct Lease with Bank of  
177 America located at 342 Washington Street. Ms. Robinson noted there was some initial questions relative  
178 to the Title of a small portion of the Aqueduct. Town Counsel has reviewed the title and verified the  
179 Town's ownership and ability to proceed with the lease.  
180

181 **Upon a motion by Mr. Morgan and seconded by Ms. Sullivan Woods, the Board voted (4-0) to**  
182 **award a 5-year land lease for parcel E located at 342 Washington Street to Bank of America in**  
183 **accordance with the Request for Proposals dated, June 14, 2017 and their submittal dated July 24,**  
184 **2017. Said lease to commence September 1, 2017. And to authorize staff to submit required notices**  
185 **and disclosure to the Central Register and DCAMM.**

186  
187 **10. New Business Correspondence**

188  
189 There was no new business.

190  
191 **The meeting adjourned at 9:37 pm.**  
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202

1 **Board of Selectmen Meeting: August 29, 2017**  
2 **Present: Gibbs, Morgan, Freiman, 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 August 15, 2017
- 12 6. COA Gift
- 13 7. Request to appoint Historical Commission Members
- 14 8. Memo from Sheryl Strother, Finance Director, re: Guidelines
- 15 9. Draft Budget Preparation Manual
- 16 10. Memo from Joe McDonough re: MSBA Senior Study Site Visit
- 17 11. Draft Modifications to Alcohol Regulations
- 18 12. Draft Complete Streets Policy
- 19 13. Memo from Michael Zehner, re: Complete Streets Policy
- 20 14. Draft Appointment Policy
- 21 15. Masshousing letter re: 16 Stearns Road
- 22 16. Submitted Volunteer Form
- 23 17. Masshousing extension letter
- 24 18. Building Permit Revenue
- 25 19. Veteran's Monthly Report
- 26 20. September 11<sup>th</sup> Memorial Service Memo
- 27 21. Supervisory of Records – re: Administrative Appeal
- 28 22. Current seating of restaurants over 100 seats.

29  
30 **1. Call to Order**

31  
32 Ms. Gibbs, Chair, called the meeting to order at 7:00 p.m. Ms. Gibbs noted the World of Wellesley  
33 would be holding an event on August 27, 2017 to celebrate community from 2:00 pm to 4:00 pm at the  
34 Warren Building.

35  
36  
37 **2. Citizen's Speak**

38  
39 Ms. Lynn Cristiana, 22 Francis Road, came before the Board and voiced her concerns with the proposed  
40 40B at 16 Stearns Road noting concerns on traffic and safety of the neighborhood community. She stated  
41 there is sense of urgency in being proactive with 40Bs.

42  
43 Mr. Pete Buhler, 10 Stearns Road, stated there are 29 children impacted by 72 cars exiting at the same  
44 time as children leaving for school with the construction of the proposed 40B at 16 Stearns Road.

45  
46 Ms. Marie Natoli, 11 Francis Road, stated the number of children over the past years has grown. She  
47 noted she is a proponent of affordable housing, but this location is not effective in incorporating the  
48 households into the neighborhood.

49  
50 Mr. Joe Assan, 11 Stearns Road, stated he has lived on the street since 2013. His family was hoping to  
51 stay in house forever. He is asking the Selectmen to do what they can to assist the neighbors. He has a  
52 40B proposed to the rear, and a 40B proposed across the street from his property and feels helpless.

54 Ms. Abby Stark, 6 Sterns Road, stated there is currently a sense of safety on the street, but that the idea of  
55 70 cars coming down the road when kids are not paying attention walking to school was a concern. She  
56 believed the location unacceptable due to logistical issues.

57  
58 Mr. Vincent Stark, 6 Stearns Road stated the Town has been ignoring the need for affordable housing and  
59 that he would love to see the Town take a more proactive role. He discussed Needham documents where  
60 Needham acknowledges 40B and gives guidance. He asked the Town to consider how this project can be  
61 done in a more reasonable fashion noting he would prefer to see more projects at a reasonable size.

62  
63 **3. Executive Director's Update**

64  
65 Ms. Robinson gave a brief update on recent updates and work on the Animal Control Guidelines. She  
66 noted there was a kick off meeting with the unions on health insurance on Wednesday, August 23, 2017.  
67 Ms. Robinson stated a lift is on site at Town Hall to work on the assessment of the exterior of the  
68 building. Urns from the portico were removed, as they were hazardous. The FMD staff is working to have  
69 bids for the renovations for the Annual Town Meeting. Ms. Robinson noted the Town has also been made  
70 aware that Whole Foods is interested in getting a license for the retail sale of beer and wine.

71  
72 The Board asked for updates on the health insurance discussions as they evolve. Ms. Robinson reviewed  
73 several possible directions the Town can pursue including high deductible plans, GIC, MIA plans, or  
74 individual carriers. She noted the Town needs to be cost effective, and that all possibilities are being  
75 reviewed.

76  
77 Minutes

78  
79 The Board took no action on the minutes.

80  
81 Gift

82 **Upon a motion by Ms. Freiman and seconded by Mr. Morgan, the Board voted (5-0) to accept a gift**  
83 **of \$1,726.40.00 from the Friends of the Wellesley Council on Aging to support the provision of**  
84 **coffee service in the café at the Tolles Parsons Center from the July lunch program.**

85  
86 Appointment of Historical Commission Members

87 Mr. Grant Brown, Chair of the Historical Commission, joined the Board. Mr. Brown reviewed the  
88 requested appointments and their backgrounds and specialties. The Board commended Mr. Brown for the  
89 thoughtful process and selection of candidates.

90  
91 **Upon a motion by Ms. Freiman and seconded by Mr. Morgan, the Board voted (5-0) to approve the**  
92 **Full Member and Alternate Board Members as proposed by the Historical Commission.**

93  
94 **4. Discuss FY19 Budget Guidelines and Budget Manual**

95  
96 Ms. Sheryl Strother, Finance Director, joined the Board. Ms. Strother reviewed the basic budget  
97 components including the 2017 expenses, turnback, projected FY 18 receipts, and favorable spending.  
98 Ms. Strother noted further analysis is needed on SPED costs. Ms. Strother discussed the FY18 current  
99 outlook that includes an increase in health insurance enrollment far above projections, which financial  
100 services will continue to monitor. Budget concerns for FY19 include outstanding contracts, local receipts,  
101 and state budget holding flat. She noted capital project requests have increased, and health insurance costs  
102 are escalating.

103  
104 The Board discussed cash capital and moving some projects into capital requests noting the Board must  
105 be consistent in the application of requiring capital requests at Town Meeting.

106

107 Ms. Strother reviewed the budget models with various guidelines and projected deficits. The Board noted  
108 departments would need to take a hard look at their line items. Mr. Morgan noted the Town reserves are  
109 at the bottom of our range, and asked Ms. Strother when the Town should receive the Pension and OPEB  
110 Evaluations. Ms. Strother noted the evaluations might be back to the Town in October. The Board briefly  
111 discussed an override and noted significant concerns given the need for large debt exclusions in the near  
112 future.

113  
114 The Board briefly discussed the draft budget manual and timeline and determined additional input is  
115 needed prior to finalization.

116  
117 **5. Update on Hardy, Hunnewell, and Upham Elementary Schools**

118  
119 Mr. Morgan gave a brief update on the status of Hardy, Hunnewell, and Upham Elementary Schools. He  
120 noted the Town is under consideration for Massachusetts School Building Authority (MSBA) funding and  
121 that a site walk of the three schools was conducted. The MSBA was impressed with all the work the  
122 Town has done. He noted the MSBA is looking at the Town as a consolidation of schools from three  
123 schools to two Schools. Based upon the potential funding from the MSBA, the Town will not seek  
124 funding for feasibility at a November Special Town Meeting. Mr. Morgan noted the School Building  
125 Committee will continue to analyze the swing space options. If the Town is not accepted by the MSBA,  
126 the Town will commence with the Request for Qualifications and may have a January Special Town  
127 Meeting. Mr. Morgan explained the potential MSBA funding is 15-30 million. There is a low percentage  
128 of being accepted, but the funds would make a big difference in our long-range plan.

129  
130  
131 **6. Modification to Common Victualler Alcohol Regulations**

132  
133 Mr. David Himmelberger, attorney representing Smith and Wollensky's joined the Board. Mr.  
134 Himmelberger requested the revision. Ms. Jop gave a brief overview of the proposed changes to the  
135 Common Victualler Alcohol Regulations that would remove the greater of 10% or 10 bar seat maximum  
136 and alter the threshold to 10% of the interior seats of the licensed establishment. The provision allows  
137 restaurants with over 100 seats to increase the number of bar seats accordingly. The Board discussed  
138 whether the bar seats are included as part of the seating capacity and determined that all bar seats should  
139 be counted toward the capacity. The Board asked for the regulations to clarify that the 10% is determined  
140 by the permanent interior seats and shall not include exterior seasonal seating. The Board asked Ms. Jop  
141 to consider linking the 10% threshold to the review of the licensed premise. Mr. Himmelberger was  
142 supportive of the proposed language changes.

143  
144 The Board noted that they were generally supportive of the proposed change to the regulations. Ms. Jop  
145 noted a public hearing is scheduled for September 11, 2017 for comments on the proposed changes.

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147 **7. Review Complete Streets Policy**

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149 Ms. Robinson gave a brief review of the Complete Streets Policy noting the Board had an introduction to  
150 the materials in June, but tonight is the first discussion on the matter. Ms. Robinson noted adoption on the  
151 policy allows the Town to proceed to phase two that creates a prioritization and implementation plan. The  
152 phase two plan, allows the Town to seek competitive grants to complete projects complying with the  
153 Complete Streets Policy. The Board raised several questions including the impact of the policy on current  
154 road projects, on future capital projects, and the types of project the Town envisions seeking grant  
155 funding moving forward. The Board thought it would be helpful for Mr. Mike Regan, Town's traffic  
156 consultant, Mr., Mike Pakstis, DPW Director, and Mr. Dave Hickey, Town Engineer to come to the next  
157 discussion on the policy.

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161 **8. Appointment Policy**

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163 Ms. Robinson discussed the latest draft of the Appointment Policy. The Board thanked Mr. Ulfelder for  
164 his work on the revised draft. The Board discussed expanding the term “qualified” to include expertise,  
165 community work, and professional experience. Mr. Ulfelder noted a substantive clause has been added  
166 about boards sending in their input to the Selectmen as appointing authority. The Board had several  
167 additional changes suggested.

168

169 **9. Executive Session**

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171 Ms. Gibbs noted the Board would not be taking up any matters in executive session.

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173 **10. New Business Correspondence**

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175 There was no new business.

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177 **The meeting adjourned at 9:35 pm.**

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### **Appointment of MWRA Advisory Board Member**

The bylaws of the MWRA board call for each member community to appoint a person to serve on the Advisory Committee. Since the inception of MWRA in 1984 to 2017 that position was held by Walter Woods, who resigned this spring.

Included with your packet is the relevant section of the MWRA's bylaws. Those state that the advisory committee member is to be the Chief Executive Officer of the community (for Wellesley the Chairman of the BOS), however the CEO can appoint a permanent designee to the role until the CEO's term is up. We are recommending that Mr. Bill Shaughnessy, the Water & Sewer Superintendent for the Town be appointed to represent Wellesley going forward. As you can see from his attached resume, Bill has a wealth of experience in this area and is in a good position to represent Wellesley's interests.

**MOVE** to appoint Mr. Bill Shaughnessy to the position of MWRA Advisory Committee member representing the Town of Wellesley to a continuous term or until such time as Mr. Shaughnessy resigns from the MWRA Advisory Committee.



members of the authority retirement system.

SECTION 22. (a) The Authority, shall, at all times, keep full and accurate accounts of its receipts, expenditures, disbursements, assets and liabilities which shall be open to inspection by any officer or duly appointed agent of the commonwealth or the advisory board. Said Authority shall submit an annual report, in writing, to the governor, the president of the senate, the speaker of the house of representatives, the chairman of the senate committee on ways and means, the chairman of the house committee on ways and means and the advisory board. Said report shall include financial statements relating to the operations, properties, and capital facility expenditures, including costs of land acquisitions, of the Authority maintained in accordance with generally accepted accounting principles so far as applicable, beginning with the fiscal year of the Authority commencing July first, nineteen hundred and eighty-five, and audited by an independent certified public accountant firm.

(b) Not later than December thirty-first, nineteen hundred and eighty-nine and every five years thereafter, the Authority shall submit to the governor, the president of the senate, the speaker of the house of representatives, the chairman of the senate committee on ways and means, the chairman of the house committee on ways and means and the advisory board a progress report on the Authority's attainment of its statutory purposes. Each such five-year progress report shall be prepared by the Authority with the assistance of an independent citizen panel which shall include persons selected by the Authority and approved by the advisory board who are experienced in environmental protection, civil engineering and public management and finance. Said reports shall include recommendations concerning the future activities of the Authority including, but not limited to, changes in the provisions of this act or the Authority's administrative procedures necessary or desirable for improving the delivery of services. The costs of preparing the reports of said Authority shall be provided for in the current expense budgets of said Authority.

SECTION 23. (a) There shall be an advisory board to the Authority consisting of (1) a voting representative of each of the following cities and towns: Arlington, Ashland, Bedford, Belmont, Boston, Braintree, Brookline, Burlington, Cambridge, Canton, Chelsea, Chicopee, Clinton, Dedham, Everett, Framingham, Hingham, Holbrook, Leominster, Lexington, Lynn, Lynnfield, Malden, Marblehead, Marlborough, Medford, Melrose, Milton, Nahant, Natick, Needham, Newton, Northborough, Norwood, Peabody, Quincy, Randolph, Reading, Revere.

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Saugus, Somerville, South Hadley, Southborough, Stoneham, Stoughton, Swampscott, Wakefield, Walpole, Waltham, Watertown, Wellesley, Weston, Westwood, Weymouth, Wilbraham, Wilmington, Winchester, Winthrop, Woburn and Worcester and (1f) a voting representative of the metropolitan area planning council to be designated by the board of the council and six persons to be appointed by the governor who shall be voting representatives from the following categories: (1) one person who represents the interests of persons and communities in the Connecticut river basin area, (2) one person who represents the interests of persons and communities in the Quabbin and Ware watershed area, (3) one person who represents the interests of persons and communities in the Wachusett watershed area, provided, however, that no such person appointed for categories (1), (2) or (3) shall live in a community which has a representation on the advisory board by virtue of clause (1) of this sentence, (4) one person with skill and expertise in matters relating to environmental protection, and (5) two persons qualified by membership or affiliation in organizations directly concerned with the recreational or commercial uses of Boston harbor and who are further qualified by professional experience in an environmental or scientific discipline. The member of the advisory board representing a city or town shall consist of the chief executive officer thereof; provided, however, that any chief executive officer, by writing filed with the Authority may appoint a permanent designee to serve in his stead as a member of said advisory board until the expiration of each term of office of the designating chief executive officer or the earlier vacancy of the office of the designating chief executive officer. For purposes of this section, the term "chief executive officer" shall mean the person designated as the chief executive officer under the provisions of a local charter of laws having the force of a charter, and otherwise the mayor in every city and the chairman of the board of selectmen or president of the town council, as the case may be, in every town. The members of said advisory board appointed by the governor shall serve coterminous with the governor.

(b) The total voting strength of the advisory board shall be one hundred votes, of which ninety-five votes shall be divided on a fractional basis in the manner hereafter provided among the cities and towns listed in clause (1) of the first sentence of paragraph (a) of this section and five votes shall be divided on an equal fractional basis among the representatives provided for in clause (1f) of said sentence. The fractional vote of the representative of

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each city or town shall be determined on an annual basis by the Authority on a weighted basis by dividing a reasonable estimate of the charges for the Authority's services to users in that city or town by a reasonable estimate of the charges for the Authority's services to all users in all such cities and towns. For each year the determination of votes shall be certified to the advisory board by the Authority, provided, however, that within five days of the effective date of this act the executive office of environmental affairs shall prepare an interim voting value based on the most recent available annual records of the costs of water and sewer services of the metropolitan district commission, which interim voting value shall be conclusive upon the advisory board until July first, nineteen hundred and eighty-six. Said advisory board may act at a regular periodic meeting called in accordance with its by-laws or at a special meeting called by the Authority or by representatives of fifteen or more members of the advisory board. Except as specially provided in paragraph (e), a quorum of the advisory board shall consist of representatives who hold a total voting strength of fifty or more of the votes of the advisory board, and the advisory board may act, except as otherwise provided in paragraph (e), by the affirmative casting of a majority of the votes represented in the quorum. The advisory board shall be deemed to be a governmental body for purposes of, and shall be subject to, section eleven A and one-half of chapter thirty A of the General Laws and shall also be subject to section ten of chapter sixty-six of the General Laws.

(c) For the conduct of its business said advisory board shall adopt and may revise and amend by-laws. Said advisory board shall annually elect a chairperson, a vice chairperson and a secretary and such other officers as said advisory board may determine. Each officer shall serve until a successor is chosen and qualified. Each officer may be removed by vote of the advisory board with or without cause. In the event of a vacancy, said board shall fill the vacancy for the unexpired term. Each member of said advisory board shall serve without compensation but may be reimbursed, as an expense of said advisory board, for all reasonable expenses incurred in the performance of its duties as approved by the advisory board.

(d) The purposes of the advisory board shall be as follows:

(i) to appoint three members of the board of directors of the Authority, in the manner hereafter provided and in section three;

(ii) to consider matters committed to the approval of the advisory board

under paragraphs (c) and (d) of section eight;

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(iii) to make recommendations to the Authority on annual current expense expenditure budgets submitted to the advisory board in accordance with paragraph (b) of section eight;

(iv) to make recommendations to the Authority on its charges;

(v) to hold hearings, which may be held jointly with the Authority at the discretion of the advisory board and said Authority, on matters relating to said Authority;

(vi) to review the annual report of the Authority and to prepare comments thereon to the Authority and the governor, and to make such examinations of the reports on the Authority's records and affairs as the advisory board deems appropriate; and

(vii) to make recommendations to the governor and the general court respecting the Authority and its programs. The advisory board shall have all powers necessary or convenient to carry out and effectuate the foregoing purposes.

(e) Three members of the board of directors of the Authority shall be appointed by the advisory board. Members of the board of directors so appointed may also be members of said advisory board. Said advisory board shall appoint successor members, which successor members shall replace those members of the board of directors appointed by the advisory board whose terms have expired or otherwise terminated. With respect to appointment of any member of the board of directors the advisory board shall act only if there is a special quorum consisting of a majority of those persons who are voting members of the advisory board and only by an affirmative vote of the majority of the members present, each voting member voting one unweighted vote, and in this instance the total voting strength of the advisory board shall equal the total number of persons entitled to vote.

(f) Within thirty days of receiving any proposed current expense budget of the Authority or within fifteen days of receiving any proposed amended expense budget of the Authority, the advisory board shall hold a public hearing on matters relating to such budget for the purpose of ascertaining, for subsequent report to the Authority if necessary, the views of the public thereon.

(g) The advisory board shall provide for the appointment of an ombudsman who, with assistance from such staff and consultants as the advisory board may

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authorize and appoint, shall act for and in the name of the advisory board in the following respects:

(i) preparation of analysis for the advisory board of the Authority's current expense budgets, capital expenditure budgets and capital programs and their effect on the charges of said Authority;

(ii) representation of the advisory board to said Authority in all matters relating to said Authority's programs, operations, finances and charges;

(iii) reporting regularly to the advisory board on the activities of the ombudsman and other staff of the advisory board, on the affairs of the Authority, and on the effect of the Authority's program and operations on the costs to consumers of water and sewer services; and

(iv) exercising such other duties and responsibilities consistent with the powers of the advisory board as the advisory board may assign from time to time.

Reports of the ombudsman, after acceptance by the advisory board, shall be made available to the public.

(b) The advisory board may incur expenses, not to exceed thirty-five thousand dollars in the fiscal year commencing July first, nineteen hundred and eighty-four and not to exceed one hundred thousand dollars annually thereafter for expenses authorized under paragraph (c) and for personnel and office expenses. Such expenses shall be paid by the Authority in the fiscal year commencing July first, nineteen hundred and eighty-four from amounts appropriated to the Authority by the commonwealth, and thereafter shall be provided for in current expense budgets of the Authority. After the fifth anniversary of the transfer date, the maximum level of advisory board expenses may be increased from time to time upon the review and approval by the Authority of the justification for such increases submitted by the advisory board.

SECTION 24. The superior court department of the trial court shall have jurisdiction to enforce rights and duties created by the provisions of this act, and on complaint of the Authority may restrain violations of the Authority's regulations and otherwise enforce by any appropriate remedy, including without limiting the generality of the foregoing, injunctive relief, the regulations, licenses, permits, orders, penalties and charges of the Authority. Penalties and charges established by or under authorization of this act shall be collected for the account of the Authority and paid over to the Authority. Except for rights of action expressly conferred upon the Authority, no provi-



**WILLIAM SHAUGHNESSY, P.E.**

218 Brookway Drive  
Northbridge, MA 01534  
508-234-5101

**RESUME**

**Experience:**

2012 – 2017

Superintendent  
Wellesley Water and Sewer Division  
Wellesley, MA

1992 – 2012

Assistant Superintendent

As Superintendent and Assistant Superintendent operated and maintained the water and sewer system to provide a potable and reliable water supply and to provide for the transport of wastewater to the MWRA. Worked with Mr. Woods, the longtime Wellesley MWRA representative, to develop the current MWRA sewer rate methodology. Participated in the design and construction of the water treatment plants. Convinced the MWRA to use Wellesley's sewage meter resulting in reduced measured flow and reduced sewage bills. Worked with the MLP to change out the system water meters and install the automatic meter reading system. Renovated the Woodridge water booster station. Updated the Division's inventory accounting that reduced unaccounted for stock. Devised and implemented a plan that reduced unaccounted for water. Renovated the MWRA water booster station to provide redundant pumping and increase the amount of water available to meet Town demand. Devised and managed the change out of the meter reading batteries to extend the life of the system so that a meter change out could be deferred to the expected life of the meters. Implemented the public relations policy of alerting customers of high water usage.

1990 – 1991

Environmental Engineer  
Groundwater Technology  
Portland, ME

Project Engineer for petroleum remedial sites. Methodologies used include pump and treat using air strippers, in-situ soil remediation using soil ventilation, and soil vapor surveying.

1985 – 1990

Project Manager/Project Engineer  
Dubois & King, Inc.  
Saco, ME

Project manager for numerous land development projects including subdivisions, condominiums, commercial and industrial sites. Responsibilities include client relations, budget development, scheduling, work assignment, consultant coordination, permitting, plan presentation, and review and sealing of plans. Design responsibilities include roadways, sewerage systems, submersible pumping stations, drainage systems, stormwater management plans, erosion and sedimentation control plans, grading plans, and utility plans.

1985 – 1990

Project Engineer  
Hydro International Engineering, Inc.  
Portland, ME

Project Engineer for structural design and specification preparation for reinforced concrete swirl concentrator, stormwater management utilizing hydrobrakes, minimizing combined sewage overflow by use of hydrobrakes.

1983 – 1984

Engineer  
Land Use Consultants  
Portland, ME

Engineer for office and field aspects of land development. Duties included boundary retracement, horizontal and vertical control, topographic, layout and as-built surveys; note reduction and calculations; road, drainage, and sewerage design.

**Education:**

1980 – 1982

University of Massachusetts Lowell  
Bachelor of Science in Civil Engineering

1964 – 1969

Merrimack College  
Bachelor of Science in Engineering Physics**Military:**

1970 – 1972

U.S. Army Honorable Discharge

Trained for armored reconnaissance and served as intelligence analyst.

**Other Qualifications:**

Member of New England Water Works Association; Member of Massachusetts Water Works Association, am a past President and have taught many seminars for MWWA; taught refresher course for operators to take the test to obtain their license; regularly attend training seminars to improve job skills.

References are available upon request.

## **Gifts**

### **1. Free Parking from First Commons Bank**

For the fifth year in a row, First Commons Bank in celebrating their anniversary in Wellesley is offering to pay for 2 hour meters throughout town on September 14<sup>th</sup> as a gift to the Town. The email attached from Terry highlights the roads and number of meter on each road that will be free. The Parking Attendants will ticket cars staying in the spaces longer than two hours. The meters will be “bagged” indicating the parking is free. The total gift amount for the free parking is \$1,405 for the day.

**MOVE** to approve the gift of free parking in the amount of \$1,405 on September 14, 2017 from First Commons Bank.

### **2. COA Gift**

Included in your packet is an email from Gayle Thieme regarding a donation from the Friends of the COA of \$853 for the August Lunch Program.

**MOVE** to approve the gift from the Friends of the Wellesley COA in the amount of \$853 for the August Lunch Program.



## Jop, Meghan

---

**From:** Connolly, Terry  
**Sent:** Wednesday, September 06, 2017 4:25 PM  
**To:** Jop, Meghan  
**Subject:** Fist Commons Bank Free Parking

Meghan

I emailed Oscar Moreno and he agreed to pay for all the 2 hour metered parking spaces downtown.

Total 281 spaces X \$5 = \$1,405.

Includes

Abbott 15  
Central 65  
Church 42  
Cross 23  
Grove 42  
Washington Street 51  
Linden 8  
Crest 4  
Waban 15  
Cameron 13  
Weston 3

Terry

-----  
Terrance J. Connolly  
Deputy Director  
Town of Wellesley  
781.431.1019 x2207  
781.489.4299 Direct  
[tconnolly@wellesleyma.gov](mailto:tconnolly@wellesleyma.gov)

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

 Please consider the environment before printing this email.

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

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

Updated 9/7/2017

| Donation from:                        | Amount(s) / comments regarding gift                  |
|---------------------------------------|--|
| Friends of Wellesley Council on Aging | \$853.00 – Donation Specific to August Lunch Program |
| Wen Bao Zhan and Mei Li Zhang         | \$100.00 – General COA Donation                      |
|                                       | <b>Total Gifts Received = \$953.00</b>               |

**Total Donations Listed for General Gift Account = \$953.00**

**6. Continued Review of Proposed Appointment Policy**

Included in your packet is the appointments policy first discussed earlier this month. The current draft is dated September 1<sup>st</sup> and includes all comments received to date.

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



**PURPOSE:**

To clarify the appointment process to be followed 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 is to select in a clear and transparent manner those persons most qualified to be members of Town boards and committees in accordance with the Town's Bylaws.

**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. 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 list will include each committee or position, appointee names, term of appointment, and other information relevant to each committee or position.
2. Annually, prior to the Board taking up appointments for the following fiscal year, the Selectmen's Office will contact each person whose appointment is expiring to confirm whether or not they 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 committee with regard to those members requesting reappointment, and any vacancies that need to be filled. A list of vacancies will be advertised, the Board of Selectmen will accept applications from persons interested in serving on a board or committee, and the Board, at their discretion, may solicit applications.
3. Should a vacancy arise that results in an unexpired term outside of the appointment process, a similar process will be followed to seek interested applicants to fill that vacancy for a term ending July 1<sup>st</sup> of the following year, or the completion of the original term, solely at the discretion of the Board of Selectmen.
4. A list of all vacancies will be advertised on the Town's website and other appropriate media giving notice of any vacancies and describing the process by which residents may apply to fill such vacancies. Boards and committees where such vacancies exist will be notified as well.
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. Applications will be posted on the Town's website and will be available for review in the Selectmen's Office.

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Policy and  
Procedure**

**Board of Selectmen  
SELECTMEN'S APPOINTMENTS  
Approved \_\_\_\_\_, 2017**

6. The Selectmen's Office will provide copies of the applications to the board or committee chairperson, and will request the board or committee's evaluation of the candidates and their qualifications to serve on the board or committee to which they apply. The evaluation will be considered by the Selectmen, but will not be the sole determining factor in the Board's appointment.
7. The Board of Selectmen, in its sole discretion, may interview persons seeking appointment to boards or committees.
8. The Board may request that the Chair of a Board that is recommending appointments to fill vacancies attend a Selectmen's meeting to discuss those appointments prior to the Selectmen taking action.
9. The Board of Selectmen will endeavor to make appointments to boards and committees and positions prior to July 1<sup>st</sup> of each year, or as vacancies occur.
9. Once appointments are made, the Board's list of appointments will be updated, and each appointee will be provided a letter of appointment. The Town Clerk will be provided with a list of persons who are resigning their appointment, and those who have been appointed.

**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 \_\_\_\_\_

**Original date:** .....

**Revised dates:** .....

**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.~~

**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 are 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 1<sup>st</sup> of the following year, or the completion of ~~that 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.

**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 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.
- 7.8. ~~8.~~ The Board may request that the Chair of a Board that is recommending appointments to fill vacancies attend a Selectmen's meeting to discuss those appointments prior to the Selectmen taking action.
9. ~~8.~~ The Board of Selectmen will endeavor to make appointments to boards and committees and positions prior to July 1<sup>st</sup> of each year, or as vacancies occur ~~during the year.~~
9. Once appointments are made, the Board's listinglist of appointments will be updated, and each appointee will be provided a letter of appointment. The Town Clerk will be provided with a listinglist of persons who are resigning their appointment, and those who have been appointed.

**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 \_\_\_\_\_

**Administrative  
Policy and  
Procedure**

**Board of Selectmen  
SELECTMEN'S APPOINTMENTS  
Approved \_\_\_\_\_, 2017**

*Board of Selectmen:* Beth Sullivan Woods \_\_\_\_\_

**Original date:** .....  
**Revised dates:** .....



**7. Approval of Wellesley Housing Development Corporation Funds for Housing Production Plan**

At their meeting on August 30<sup>th</sup> the WHDC took action to approve the use of up to \$20,000 of their available funds to match those identified by the Planning Board to undertake the development of a housing production plan. The intent is for both boards to disseminate an RFP to retain a consultant to perform this work for the Town. The resulting plan will be approved by the Selectmen, Planning Board and WHDC before it is sent to the State for their approval and certification.

Included in your packet are two documents. The first is the Act that established WHDC from which you will note that most of the actions they take require approval by the Selectmen, hence this item on your agenda for action. Second, the draft RFP is included in your packet. Several Board members have sent along comments. Michael Zehner and Meghan will incorporate all comments received and send a revised draft on Monday, September 11<sup>th</sup>. The goal is to have a finalized RFP ready for publication and release on September 18<sup>th</sup>. The Planning Board has designated Deb Carpenter to sign off on their behalf, and the WHDC has designated Bob Kenney. The Board should designate Ellen to sign off on the final document to keep to the publication schedule.

In your packet you will also find a current Subsidized Housing Inventory (SHI) which includes the units added for 978 Worcester Street. The Town only received 7 units given it does not meet the 25% threshold of 40B.

**Potential 40B UPDATE**

1. Delanson Circle – Still under review with MHP. Email on status included.
2. 680 Worcester Street – Still under review with Masshousing. Email on status included.
3. 16 Stearns – Town must submit comments by October 10<sup>th</sup>. Land Use Committee will be reviewing project on Sept. 13<sup>th</sup>. Board will review on September 18<sup>th</sup> or 26.
4. 135 Great Plain – No update
5. 136 Worcester Street – No Update
6. 148 Weston Road – No Update
7. 319,323 Oakland Street – Spoke to Marianne Cooley, Needham Board of Selectmen. This project is largely in Needham and Needham has no interest in moving forward.

**MOVE** to ratify the action taken by the Wellesley Housing Development Corporation to approve the expenditure of up to \$20,000 to develop a Housing Production Plan in partnership with the Planning Board.

**MOVE** to authorize Ellen Gibbs to approve the final release of the Housing Production Plan RFP



Acts  
1998

Jump to:

**Chapter 311 AN ACT ESTABLISHING THE WELLESLEY HOUSING DEVELOPMENT CORPORATION.**

[PREV](#) [NEXT](#)

*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.** There is hereby established a nonprofit housing corporation to be known as the Wellesley Housing Development Corporation, which shall be subject to the supervision of the board of selectmen of the town of Wellesley. Said corporation shall be governed by a board of directors hereinafter referred to as the board. Said board, which is hereby established, shall consist of not less than five members who shall be residents of said town and who shall be appointed by the board of selectmen for staggered three year terms as designated by said board of selectmen. Such appointments shall be made on or before June 30. Members shall serve until their successors are appointed and qualified. Continuing members may act despite a vacancy in said board and, for this purpose, shall be deemed to constitute a full board. A vacancy in the board, however occurring, may be filled by said board of selectmen for the remainder of the unexpired portion of the term.

The board shall exercise its powers and perform its duties for the purpose of investigating and implementing alternatives for the provision of and providing

affordable housing for persons of low, moderate and middle income and others whose needs may be identified from time to time in said town. The powers and duties of said board shall be alternative and supplemental to, and not in limitation of, the powers and duties of the Wellesley Housing Authority, established pursuant to [chapter 121B](#) of the General Laws. The liability of said board and its members shall be limited to the same extent as the liability of a public employer and public employees as provided in [section 2 of chapter 258](#) of the General Laws.

**SECTION 2.** The board shall have the powers conferred by the provisions of paragraphs (a) to (i), inclusive, and paragraph (k) of [section 9 of chapter 156B](#) of the General Laws and the following powers; provided, however, that no such power shall be exercised either in a manner inconsistent with this act or any other general or special law or to carry on any activity which is not in furtherance of the purposes set forth herein:

(a) to adopt, amend and repeal corporate by-laws for the regulation and conduct of its business including, but not limited to, the call and conduct of its meetings, the number of members which shall constitute a quorum and the mode of voting by proxy;

(b) to elect a chairman and vice-chairman, each of whom shall be members of said board, and a secretary and a treasurer, who need not be members of said board and who may be the same person. The treasurer shall give bond for the

faithful performance of his duties in a form and amount approved and affixed by the board of selectmen, the cost of which bond shall be paid from funds of said board. The chairman and, in his absence, the vice-chairman shall chair meetings of said board. The secretary shall be the custodian of all books, documents and papers filed with said board and of the minute book or journal of said board;

(c) with the approval of the board of selectmen, to make and execute all contracts and all other instruments necessary or convenient for the exercise of its power and functions, subject to approval of the town counsel as to form;

(d) with the approval of the board of selectmen, to acquire or lease, by purchase, gift or otherwise, and to own, hold and use, on such terms and conditions and in such manner as it may deem proper, and to exchange, grant options on, sell, transfer, convey, assign, lease, pledge, mortgage, encumber, grant liens on and security interests in, or to otherwise dispose of, on such terms and conditions as it may deem proper, real, personal or mixed real and personal property or any interest, easements or rights therein and assets or revenues of said board, as may be necessary or appropriate to carry out its purposes, it being understood that said board's right to acquire or sell town owned real estate shall be subject to town meeting vote authorizing the same;

(e) with the approval of the board of selectmen, to enter into agreements or other transactions with the commonwealth or a political subdivision or public

instrumentality thereof, the United States government or a federal, state or other governmental agency;

(f) with the approval of the board of selectmen, to borrow money and to execute notes therefor which shall not be deemed to be debts or obligations of said town, to hold mortgages and to invest any funds not required for immediate disbursement in such investments as may be lawful for fiduciaries in the commonwealth; provided, however, that said board shall have no stock;

(g) with the approval of the board of selectmen, to enter into contracts or agreements with, and to employ from time to time, contractors, architects, engineers, consultants, attorneys, accountants, construction, financial and other experts, superintendents, managers and such other agents and employees as may be necessary in its judgment and to fix their compensation;

(h) with the approval of the board of selectmen, to receive and hold funds appropriated by the town and other funds, property, labor and other things of value from any source, public or private, by gift, grant, bequest, loan or otherwise, either absolutely or in trust, and to expend or utilize the same on behalf of said board for any of its purposes or to act as an agent or conduit in administering or disbursing funds or financial or other aid from any source; provided, however, that all revenues collected or received by said board in connection with its activities, investments or transactions shall be expended only with the approval of said board of selectmen;

(i) to appear in its own behalf before boards, commissions, departments or other agencies of government, municipal, state or federal;

(j) to procure insurance against any loss in connection with the property or activities of said board, in such amounts and from such insurers as it may deem necessary or desirable and, with the approval of the board of selectmen, to indemnify its members or agents if and to the extent specified from time to time in the by-laws of said board and subject to and in the manner provided in [section 6 of chapter 180](#) of the General Laws;

(k) to formulate and, with the approval of the board of selectmen, carry out or monitor plans for projects involving the acquisition or operation of housing facilities of any kind or nature and to construct, reconstruct, renovate, expand, extend, improve, repair, remodel, equip, furnish, maintain, manage and operate such facilities;

(l) with the approval of the board of selectmen, to fix and revise from time to time and to charge and collect rates, fees, rentals and other charges and sales prices for or in connection with the use, occupancy or other disposition of any housing facility or other property or portion thereof under its ownership or control;

(m) with the approval of the board of selectmen, to establish, impose, grant or amend, by deed, lease or other means or method, and to hold the benefit of, monitor, exercise and enforce lawful restrictions on the rental, sale, resale, use

or occupancy of housing facilities or other property under its ownership or control or other facilities or property designated by said board of selectmen or restrictions with respect to the income of owners, tenants or occupants of such housing facilities or other property or options and rights of first refusal with respect to such facilities or property and to waive, release or discharge any such rights or restrictions; provided, however, that the foregoing shall not apply to any town owned real estate or facilities except upon the vote of the town meeting so voting;

(n) with the approval of the board of selectmen, to enter into, perform or monitor agreements or other transactions with contractors, developers, brokers or other real estate professionals or any other person relating to the providing of affordable housing for persons of low and moderate income in the town;

(o) to do any and all things necessary or convenient to carry out its purposes and exercise the powers conferred by this act.

Said board may delegate to any subcommittee or member of the committee any action which said board is authorized to do or make. Said board may be a partner in any business enterprise which it would have power to conduct by itself.

**SECTION 3.** Notwithstanding the provisions of any general or special law to the contrary, the income, assets and activities of the board shall be exempt from all taxes and assessments and said board shall not be subject to any of the

provisions of [chapter 63](#) of the General Laws or to any taxes based upon or measured by property or income imposed by the commonwealth or by any political subdivision thereof. Said board may enter into agreements with the assessor of the town of Wellesley, with the approval of the board of selectmen, wherein said board shall undertake to make to said town annual payments in lieu of taxes in connection with any real property acquired and owned by said board, the amounts of such payments to be reasonable sums stipulated in such agreement or agreements or determined in accordance with a reasonable formula so stipulated.

**SECTION 4.** Without limiting the powers of the board, said board may receive, expend and utilize for its purposes all interests in town owned real estate and proceeds of the sale by the town of Wellesley of certain lands, properties, and surplus buildings, as voted by said town but not otherwise. In addition, said town may appropriate other funds for the carrying out by said board of its purposes as set forth herein. Any appropriation therefor may be raised by said town by taxation. At least annually, said board shall cause independent audits to be made of its books and records of said board, which annual audits shall be filed with the board of selectmen.

**SECTION 5.** In the event that the board shall be dissolved in accordance with law at any time, all property and interests therein, assets and rights of said board existing at such time shall be transferred to the town of Wellesley and title to all such property and all such rights shall vest in said town automatically

without the need for further action or instrument, and said town shall, to the maximum extent permitted by law and acting by and through its board of selectmen, assume, hold and exercise the powers and duties of said board set forth herein with respect to such property and rights so transferred to said town.

**SECTION 6.** This act shall take effect upon its passage.

Approved August 28, 1998.

~~September 1, 2017~~ Sept. 6, 2017 DRAFT

# DEVELOPMENT OF HOUSING PRODUCTION PLAN Request for Proposals



**Town of Wellesley Board of Selectmen**  
Ellen Gibbs, Chair

**Town of Wellesley Planning Board**  
Deborah Carpenter, Chair

**Wellesley Housing Development Corporation**  
Robert Kenney, Chair

RFP Prepared by:

Michael Zehner, AICP, Planning Director  
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**TOWN OF WELLESLEY  
PLANNING BOARD AND HOUSING DEVELOPMENT CORPORATION  
REQUEST FOR PROPOSALS  
DEVELOPMENT OF HOUSING PRODUCTION PLAN**

**1.0 INTRODUCTION**

The Town of Wellesley (~~"the Town"~~), acting through its Board of Selectmen, Planning Board, and Wellesley Housing Development Corporation ("the Boards") are seeking to engage a consultant ("the Consultant") for the purposes of developing a Housing Production Plan ("HPP") for the Town ~~of Wellesley ("the Town")~~ consistent with the Guidelines dated December 2014 issued by the Department of Housing and Community Development ("DHCD") under its regulatory authority established by 760 CMR 56.00. As expanded upon below, the Boards are deeply involved in this planning initiative and will partner to support the selected Consultant in preparing the ~~Housing Production Plan~~ HPP.

**1.1 BACKGROUND**

The Town ~~of Wellesley (was~~ incorporated in 1881 ~~and is located in )~~ Norfolk County, ~~is~~ approximately 10 miles west of Boston. It is bordered by Natick on the west, Weston and Newton on the north and northeast, Needham on the ~~east and~~ southeast, and Dover on the ~~southwest~~ south.

In recent years, the Town of Wellesley has made a commitment to improving the amount of affordable housing located in the Town. Since 2004, the Town has adopted an Inclusionary Zoning Bylaw, adopted ~~its the~~ 2007-2017 Comprehensive Plan (with numerous goals and objectives pertaining to the provision of affordable housing and diverse housing options), amended and adopted several Zoning regulations to support increased residential density and the development of affordable housing, and supported projects resulting in the development of approximately 130 SHI-eligible units. Despite these efforts, the Town's Subsidized Housing Inventory (SHI) remains below the 10% goal at approximately 6% (unofficially). This has resulted in the recent proposal of several "unfriendly" 40B ~~proposals~~ projects, 3 currently pending project eligibility totaling 151 units, and at least 4 additional conceptual projects discussed with Town officials. Accordingly, the Town is seeking to meet one of the certification thresholds to protect the Town from "unfriendly" 40B's, while at the same time developing a plan to guide the development of affordable housing to appropriate sites that complement the integrity of the Town's character.

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The Town is therefore seeking to engage a Consultant to produce an Housing Production Plan (HPP) in order to achieve three fundamental objectives:

1. Approval of an HPP ~~Housing Production Plan~~ by the Planning Board, and ultimately the Board of Selectmen, the specific provisions of which will make it eligible for DHCD approval, implementation of which make it eligible for DHCD certification and achievement of a "Safe Harbor" status under Chapter 40B regulations;
2. Achievement of the 10 percent affordable housing goal under Chapter 40B definitions and standards; and
3. Expansion of the diversity of housing types available within the Town.

## **2.0 ACCESS TO MATERIALS**

The Town of Wellesley Planning Department will make available all relevant public information pertaining to affordable housing in the Town. Such information includes, but is not limited to, the following:

- *2007-2017 Comprehensive Plan* (i.e. master plan);
- Materials related to the ongoing development of the Town's *Unified Plan* (i.e. master plan update and Town-wide strategic plan);
- Information on potential affordable housing opportunities, including Town-owned sites;
- Zoning Bylaw and Zoning Map;
- Information (description, status) on current housing proposals, including 40B applications; and
- Information regarding demolition permits and building permits for new residential buildings, by year, since 2009.

## **3.0 SCOPE OF SERVICES**

The selected Consultant will be required to prepare and deliver a written HPP to the Town that is consistent with the December 2014 Guidelines promulgated by DHCD and meets the regulatory requirements for HPPs contained in 760 CMR 56. The Consultant shall comprehensively address each of the elements identified and expanded upon in the aforementioned DHCD Guidelines and undertake the following tasks specified below.

These tasks are intended to describe the general extent of services to be provided by the Consultant. This outline is not necessarily all-inclusive and the Consultant will include in the proposal any tasks or alternatives and services deemed

necessary to satisfactorily complete the project. Consultants are ~~encouraged~~ **expected** to bring both expertise and creative ideas tested elsewhere and tailored to Wellesley to help the Boards design the approach that best suits the Project.

The extent to which implementation strategies will be viable and effective will be determined in large measure by the extent to which the public accepts, concurs with, and supports the strategies. Public participation is a long-standing priority of the Town and a fundamental component of its government structure and operations. Therefore, the active and genuine involvement of all constituencies will be crucial in the ultimate success of the HPP. The Town is committed to insuring that the process is transparent and encourages the participation of all constituencies, particularly as it relates to the identification of public and private sites that are appropriate for affordable housing development.

The Consultant shall be available to meet periodically with a working group consisting of representatives of the Boards and staff of the Selectmen's Office and Planning Department. These meetings will be held during normal working hours and shall not exceed one per month. The Planning Department will administer the contract, be available to respond to questions on a daily basis, and provide administrative support in scheduling and coordinating both public and in-house meetings.

**Task 1: Conduct a Comprehensive Housing Needs Assessment**

The Consultant shall prepare an Affordable Housing Needs Assessment to understand who currently lives in the ~~community~~ **Town**, demographic trends affecting future growth, existing housing stock, and future housing needs to establish a strategic plan for housing.

This should include:

- a. Review and analyze the existing ~~2007- to 2017 Comprehensive Plan and Unified Plan~~ materials, and any previous studies and surveys, regulatory requirements, current census data, housing market information, site information and other pertinent housing-related materials;
- b. Prepare a draft Needs Assessment that estimates the current housing needs, and the housing needs for the Town's future population, taking into account regional and local growth factors. The projections should address the housing needs of the projected population at various income levels: not more than 30% ~~of Area Median Income ("AMI")~~.

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more than 30% but not more than 80% AMI, and more than 80% but not more than 120% AMI, taking into account the likely family composition of such households;

- c. Review and determine development constraints and limitations on current and future needs due to zoning constraints, infrastructure, environmental/land constraints etc...and identify plans for the Town to mitigate such constraints to support development; and
- d. Identify improvements and/or enhancements to the Town's infrastructure and services necessary to improvements needed to accommodate the current population and anticipated future growth, including plans for enlargement or expansion of existing infrastructure and services systems to ensure that both current and future needs are met. The infrastructure and services analyses should evaluate the capacity of schools, water and sewer systems, roads, utilities, public transit, schools-public safety, and any other public facilities and services that could impact or be impacted by future housing developments and/or population growth.

#### **Task 2: Develop Affordable Housing Goals**

- a. Develop Affordable Housing Goals based on the Affordable Housing Needs Assessment that consider the types of housing most likely needed with consideration of fair housing obligations. What is the projected population of: working age? New household formation? Special needs? Elderly? Frail elderly? What percentage of these populations is projected to be at not more than 30% AMI? At more than 30% but not more than 80%? At more than 80% but not more than 120% AMI?
- b. Does the existing housing supply match the needs of these populations? Does the Town expect that there will be a range in housing types which will be affordable to each income group? The HPP must address a mix and diversity of types-of-housing types, consistent with Townthe community and regional needs that is affordable to households at not more than 30% AMI, more than 30% but not more than 80% AMI and more than 80% but not more than 120 AMI.
- c. The Affordable Housing Goals should provide for a range of housing, including rental, homeownership, and other occupancy arrangements that accommodate families, individuals, persons with special needs, and the elderly within the housing market in the Town.

- d. Determine a numerical goal for annual housing production, pursuant to which there is an increase in the Town's number of SHI Eligible Housing units by at least 0.50% of its total units during every calendar year included in the HPP until the overall percentage exceeds the Statutory Minimum. There should be a direct link between the setting of these goals and the results of the Needs Assessment. The numerical goal should be based on the total year round number of housing units. The total year round housing units is the total number of units for the Town based on the latest U.S. Census including any changes due to demolition or new construction.

**Task 3: Develop implementation strategies**

- a. The HPP should include an explanation of specific strategies that the Town will use to achieve its housing projection goals as well as a time frame/schedule for achieving the housing goals. Each updated goal should include several specific milestones to indicate progress and include strategies such as the following:
  - i. Identification of zoning districts or geographic areas in which zoning needs to be modified for the purposes of creating SHI Eligible Housing developments to meet its housing production goal. Can density be increased? Can accessory apartments be accommodated? Are upper story residential units allowed in commercial districts?
  - ii. Identification of sites for which the Town could encourage the filing of a Comprehensive Permit application.
  - iii. Identification of characteristics of proposed residential or mixed-use developments that would be preferred by the Town e.g. infill development, cluster developments, adaptive re-use, transit-oriented housing, mixed-use development, and/or inclusionary zoning.
  - iv. Identification of Town-owned parcels for which the Town could issue an RFP to develop SHI Eligible Housing.
- b. Develop criteria to identify both private and Town-owned sites that would be suitable for development of affordable housing.
  - i. Facilitate a public meeting conducted by one or more of the Boards:

1. Update, inform, and educate the public;
  2. Discuss general characteristics and/or potential criteria for site selection; and
  3. Solicit input
- ii. Establish a range of criteria in response to public input (may require prioritizing the criteria—at this stage or later—to facilitate site selection)
- c. Provide an update and explain criteria at a Board of Selectmen public meeting.
- d. Identify and examine public and private sites that meet (to varying degrees) the established criteria:
- i. Facilitate a public meeting sponsored by one or more of the Boards to:
    1. Explain criteria; and
    2. Identify potential public and private sites in context of the established criteria.
  - ii. Select a preliminary list of specific sites that meet established criteria.
  - iii. Facilitate a public meeting conducted by one or more of the Boards to:
    1. Discuss relative merits and demerits of each site;
    2. Explain development constraints and limitations and possible mitigation measures of each site; and
    3. Provide affordable housing options for each site (various densities, mixed-use, etc.).
  - iv. Identify and examine strategies to encourage the production of affordable housing on identified sites
    1. Guide “friendly” 40B and/or LIP developments to suitable sites.
    2. Explore and examine alternative strategies to produce affordable housing, (rezoning, overlays, mixed-use developments, etc.)
    3. Examine the suitability of adopting 40R and/or 40S programs

in Wellesley.

- v. Prepare a timeline for housing production to meet goals and secure certification.
- vi. Present preliminary findings to joint meeting of the Boards for public discussion.
- vii. Refine preliminary findings.

#### **Task 4: Prepare and Present a Housing Production Plan**

The Consultant shall prepare and present a final ~~Housing Production Plan~~HPP to a joint meeting of the Boards, and then to the Board of Selectmen for approval. Upon approval, the Consultant shall work with the Town to submit the approved HPP to DHCD. After submission to DHCD, the Consultant shall, in consultation with the Board of Selectmen, prepare any revisions to the HPP as recommended by DHCD.

#### **4.0 PROJECT SCHEDULE**

The Town is anxious to complete the development of an HPP as soon as possible given the escalating interest expressed by a number of private developers in pursuing 40B projects and the need to secure safe harbor protection from 40B projects that are inconsistent with local needs. It is preferred that the Consultant can complete its work within six months from the notice to proceed. However, each respondent must address the issue of project schedule in its response to this RFP and indicate if an alternative schedule is warranted and/or possible.

#### **5.0 DELIVERABLES**

The Consultant shall provide the following deliverables to the Town:

- Power point presentations for each of the public meetings identified above; and
- Twenty bound copies of the ~~Housing Production Plan~~HPP, including a separate stand-alone Executive Summary, in both written and electronic format.

#### **6.0 PROPOSAL CONTENTS**

##### **6.1 PRICE PROPOSALS**

The Consultant shall submit an estimated cost summary, **not to exceed \$35,000**, to provide the services required to fully complete the project. The Consultant must provide a breakdown of their cost estimate, either on an itemized basis (travel charges, hourly rates, responding to emails/phone calls, attending meeting, etc.) or on a per-report basis.

The Cost Proposal shall identify costs per task, including the fully burdened hourly rate of each individual assigned to each task. If modifications are proposed to the Scope of Services, the costs of said modifications should be clearly identified.

## **6.2 NON-PRICE PROPOSALS**

Consultants must respond in writing to all requirements of this RFP in the order of the items listed below. The Boards reserve the exclusive right to select or reject the Consultant(s) that it deems to be in the best interest to accomplish the project. Responses should reflect detailed consideration of the issues and opportunities presented. Any additional information that is believed to be relevant by the Consultant, but does not apply to the categories listed, should be added after the items listed below.

- a. Statement of Project Requirements.** State in succinct terms the Consultant's understanding of what is required by this RFP. This includes the Consultant's understanding of the needs, objectives and goals to be achieved, and the work involved.
- b. Response to RFP.** Describe in narrative form the Consultant's approach and technical plan for accomplishing the work listed in section 3.0 Scope of Services. The Consultant shall provide a detailed summary of how the project will be accomplished in accordance with above.
- c. Similar Experience.** Provide details of experience and past performance of the Consultant in the development of **Housing Production Plans/HPPs**.
- d. Staff Experience.** If the Consultant anticipates utilizing staff, please describe in detail the staff that will be involved in this project. This includes their names, education, experience, and the expected amount of time they will be working on this project.
- e. Expected Time for Delivery.** Consultant shall discuss the estimated time anticipated to produce identified deliverables.

**f. Competing Commitments.** Consultants shall discuss the means by which adequate and timely attention to this engagement will be assured.

**g. References.** Provide the names, titles, and telephone numbers of three persons who can substantiate the Consultant's summary of qualifications and experience relevant to this project. Indicate the linkage between the persons listed and the work mentioned in the "Similar Experience" section.

**7.0 EVALUATION OF PROPOSALS**

The Boards will use the following chart to rank each Consultant:

**Statement of Project Requirements**

|                     |   |
|---------------------|---|
| Highly Advantageous | Consultant has a clear understanding of needs, objectives, and goals to be achieved, and work involved. Content is well presented and easy to understand. |
| Advantageous        | Consultant does not make clear one or more details about the needs, objectives, and goals to be achieved, and work involved for this project.             |
| Not Advantageous    | Consultant does not clearly understand the needs of this project.   |

**Response to RFP**

|                     |   |
|---------------------|---|
| Highly Advantageous | Consultant details their process, from beginning to end, and addresses each area of concern in section 3.0 in a manner that is easily understandable. Consultant addresses potential areas of concern with a well thought-out plan. |
| Advantageous        | Consultant addresses everything required in section 3.0.  |
| Not Advantageous    | Consultant does not address one or more items in section 3.0.   |

**Similar Experience**

|                     |  |
|---------------------|--|
| Highly Advantageous | Consultant responds to all aspects of this section while providing summaries of past projects with much similarity to the subject project. |
| Advantageous        | Consultant addresses everything required in section while providing some similar examples of past projects.                                |
| Not Advantageous    | Consultant does not address all areas in this section or does not indicate comparable past projects.                                       |

**Expected Time of Delivery**

|                     |  |
|---------------------|--|
| Highly Advantageous | The Consultant agrees to present the HPP to the Board of Selectmen for approval within 7 months following commencement of the project.       |
| Advantageous        | The Consultant agrees to present the HPP to the Board of Selectmen for approval within 7 to 10 months following commencement of the project. |
| Not Advantageous    | The Consultant agrees to present the HPP to the Board of Selectmen for approval more than 10 months following commencement of the project.   |

**Competing Commitments**

|                     |  |
|---------------------|--|
| Highly Advantageous | The Boards are thoroughly convinced that the Consultant's workload will allow working on the project to be a priority.   |
| Advantageous        | The Consultant has other projects it will be working on but the Boards conclude that the Consultant has allocated sufficient resources to complete the project in a timely manner. |
| Not Advantageous    | The Boards are skeptical that the Consultant will be able to complete the project in a timely manner due to other current commitments.   |

**References**

|                     |  |
|---------------------|--|
| Highly Advantageous | Consultant provides three or more references that are able to provide examples of the quality of services the Consultant provided to them. |
| Advantageous        | The Consultant provides up to two references that are able to provide examples of the quality of service the Consultant provided to them.  |
| Not Advantageous    | The Consultant provides no references OR one or more references was not favorable to the Consultant.                                       |

The Boards reserve the right to approve any and all consultants under subcontract. Selection will be made on criteria set forth in this RFP. A contract will be negotiated with the selected Consultant. Should agreement not be reached, the Boards would then negotiate with the remaining consultants in order of their ranking until a suitable agreement could be reached.

The Boards reserve the right to discontinue the selection process at any time prior to the awarding of a contract. There will be no reimbursement to any candidate, for any reason, if selection is terminated. The Boards will determine the proposal that is most advantageous within 90 days of the due date.

## 8.0 PRE-AWARD CONFERENCE

The selected Consultant shall attend a pre-award conference with the Planning Director within one month after contingent selection as the successful Consultant. Contract documentation and the selected Consultant's proposal shall be reviewed to assure precise understanding of contract requirements and to review the selected Consultant's proposal to accomplish all tasks.

## 9.0 PROPOSAL SUBMISSION

Price and non-price proposals must be in separate sealed envelopes as required by M.G.L. c. 30B. Please mark the price proposal with, "Price Proposal Housing Production Plan" and the non-price proposal with "Non-Price Proposal Housing Production Plan." Please submit ten (10) copies of each proposal and one CD or flash drive with digital copies of the Price Proposal and Non-Price Proposal.

Consultants must also fill out the Certificate of Non-Collusion and Bidder Information Response form at the end of this RFP and submit a copy with each non-price proposal.

The Non-Price Proposals will be opened and available for examination at **3:00 p.m. on MONTH #, 2017**. The pricing information will be opened by the Boards after the Non-Price Proposal evaluation as required by M.G.L. c. 30B.

The Boards maintain the authority to wave any minor informalities pertaining to proposal submissions by Consultants.

## 10.0 TOWN'S REPRESENTATIVE

The Town's coordinator responsible for coordinating actions and for responding to all questions will be Michael Zehner. His contact information is as follows:

**Michael Zehner, Planning Director**  
**(T) 781-431-1019 x2234**  
**(E) mzehner@wellesleyma.gov**

## 11.0 DUE DATE

Ten (10) copies of the proposals and one digital copy on CD are required, to be delivered on or before **MONTH #, 2017 at 3:00 p.m.** to:

**Michael Zehner, Planning Department**  
**Town Hall, Ground Floor**

**525 Washington Street  
Wellesley, MA 02482**

## **12.0 OWNERSHIP OF INFORMATION PROVIDED**

All information provided by the Town to the Consultant and all material developed for this project shall be returned or delivered to the Town before final payment and will not be used by the Consultant for other purposes or released to others without permission of the Town.

The Consultant releases all rights to the deliverables to the Town and acknowledges that these research reports will be made available by the Town in the public domain.

**CERTIFICATE OF NON-COLLUSION**

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

\_\_\_\_\_  
Signature of person signing proposal                      Date

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Name of Business

**Bidder Information Response**  
*Development of Housing Production Plan*

Legal Name of the Bidder: \_\_\_\_\_

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

City State Zip: \_\_\_\_\_

Company Web Address: \_\_\_\_\_

Company Telephone: \_\_\_\_\_ Company Fax number: \_\_\_\_\_

State of Incorporation (Date): \_\_\_\_\_

If the bidder is a partnership, give full names and addresses of all partners; and if an individual, give residential address if different from business address.

**Company Contacts - Required**

**Individual Submitting the Bid:**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Mailing Address \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Individual to be contacted about the Bid:**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Mailing Address \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Best Times to Contact: \_\_\_\_\_



**DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT CH40B SUBSIDIZED HOUSING INVENTORY**

**Wellesley**

| <b>DHCD ID #</b> | <b>Project Name</b>                | <b>Address</b>                          | <b>Type</b> | <b>Total SHI Units</b> | <b>Affordability Expires</b> | <b>Built w/ Comp. Permit?</b> | <b>Subsidizing Agency</b> |
|------------------|------------------------------------|---|-------------|------------------------|------------------------------|-------------------------------|---------------------------|
| 3315             | Barton Road Development            | 190 Barton Rd.                          | Rental      | 90                     | Perp                         | No                            | DHCD                      |
| 3316             | Dean House/List House              | 41 River St./315 Weston Rd.             | Rental      | 57                     | Perp                         | No                            | DHCD                      |
| 3317             | Kilmain House                      | 505-513 Washington St.                  | Rental      | 40                     | Perp                         | No                            | DHCD                      |
| 3318             | Morton Circle Development          | 487-503 Washington Street               | Rental      | 36                     | Perp                         | No                            | DHCD                      |
| 3319             | Linden Street Development          | Waldo Ct./Linden                        | Rental      | 12                     | Perp                         | No                            | DHCD                      |
| 3320             | Ardemore at Wellesley              | 4 Cedar Street                          | Rental      | 36                     | Perp                         | Yes                           | DHCD                      |
| 3321             | Jubilee House                      | 10 Cross St                             | Rental      | 4                      | Perp                         | No                            | HUD                       |
| 3322             | Glen Grove                         | 50 & 60 Grove Street                    | Rental      | 125                    | Perp                         | Yes                           | MassHousing               |
| 4030             | Townhouses at Edgemoor Circle      | Edgemoor Ave and Overbrook Drive        | Ownership   | 3                      | Perp                         | Yes                           | DHCD                      |
| 4502             | DDS Group Homes                    | Confidential                            | Rental      | 12                     | N/A                          | No                            | DDS                       |
| 8666             | Walnut Street Fire Station         | 182 Walnut Street                       | Ownership   | 1                      | Perp                         | YES                           | DHCD                      |
| 8679             | Hastings Village                   | 54-66 Hastings St                       | Rental      | 52                     | Perp                         | YES                           | MassHousing               |
| 8680             | Wellesley Manor                    | 874-878 Worcester St                    | Ownership   | 7                      | Perp                         | YES                           | FHLBB                     |
| 9449             | Peck Avenue & Mellon Road          | Peck Avenue & Mellon Road               | Ownership   | 3                      | Perp                         | NO                            | DHCD                      |
| 9546             | Waterstone at Wellesley            | 27 Washington St                        | Rental      | 82                     | Perp                         | NO                            | DHCD                      |
| 9785             | Wellesley Commons                  | 65 Washington Street                    | Ownership   | 1                      | Perp                         | YES                           | MassHousing               |
| 9996             | The Belclare Wellesley Condominium | 580 Washington Street & 53 Grove Street | Ownership   | 5                      | Perp                         | NO                            | DHCD                      |
| 10169            | Wellesley Place                    | 978 Worcester Ave                       | Rental      | 7                      | Perp                         | NO                            | DHCD                      |

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**Wellesley**

| DHCD ID # | Project Name | Address                 | Type | Total SHI Units | Affordability Expires                       | Built w/ Comp. Permit?    | Subsidizing Agency |       |
|-----------|--------------|-------------------------|------|-----------------|---|---------------------------|--------------------|-------|
|           |              | <b>Wellesley Totals</b> |      | 573             | <b>Census 2010 Year Round Housing Units</b> |                           |                    | 9,090 |
|           |              |                         |      |                 |   | <b>Percent Subsidized</b> |                    | 6.30% |

This data is derived from information provided to the Department of Housing and Community Development (DHCD) by individual communities and is subject to change as new information is obtained and use restrictions expire.

## Jop, Meghan

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**From:** Katharine Lacy <KLacy@mhp.net>  
**Sent:** Thursday, September 07, 2017 10:49 AM  
**To:** Jop, Meghan  
**Cc:** Zehner, Michael  
**Subject:** RE: Wellesley Crossing Status

Nothing yet, though internal review are scheduled to meet today. I honestly cannot predict which way the gang is leaning—this is a new, much more collaborative decision making process for me having come from MassHousing.

I will keep you posted.



### Katharine Lacy, AICP

Massachusetts Housing Partnership  
160 Federal Street, Boston, MA. 02110  
Work: 857-317-8514 Main: 617-330-9955  
Email: [klacy@mhp.net](mailto:klacy@mhp.net) Web: <http://www.mhp.net>

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**From:** Jop, Meghan [mailto:[mjop@wellesleyma.gov](mailto:mjop@wellesleyma.gov)]  
**Sent:** Thursday, September 07, 2017 10:45 AM  
**To:** Katharine Lacy <KLacy@mhp.net>  
**Cc:** Zehner, Michael <[mzehner@wellesleyma.gov](mailto:mzehner@wellesleyma.gov)>  
**Subject:** Wellesley Crossing Status

Katy,  
Just checking in to see if there is an status update on the Project Eligibility request for Wellesley Crossing located at Delanson Circle in Wellesley.  
Thank you.

Meghan C. Jop, AICP  
Assistant Executive Director  
Town of Wellesley  
[mjop@wellesleyma.gov](mailto:mjop@wellesleyma.gov)  
(P) 781-431-1019 ext. 2205  
Direct dial 781-489-4300

**Think Green... please don't print this e-mail unless it's absolutely necessary.**

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

## Jop, Meghan

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**From:** Michael Busby <MBusby@masshousing.com>  
**Sent:** Thursday, September 07, 2017 1:12 PM  
**To:** Jop, Meghan  
**Subject:** RE: 680 Worcester Street

Hi Meghan, hoping to finish review by end of next week....

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**From:** Jop, Meghan [<mailto:> ]  
**Sent:** Thursday, September 07, 2017 12:49 PM  
**To:** Gregory P.Watson <[GWatson@masshousing.com](mailto:GWatson@masshousing.com)>; Katherine Miller <[KMiller@masshousing.com](mailto:KMiller@masshousing.com)>  
**Subject:** 680 Worcester Street

Greg and Katherine,  
Just checking in on the status of the Project Eligibility review for the 680 Worcester Street project located in Wellesley. Any update would be greatly appreciated.  
Thank you.

Meghan C. Jop, AICP  
Assistant Executive Director  
Town of Wellesley  
[mjop@wellesleyma.gov](mailto:mjop@wellesleyma.gov)  
(P) 781-431-1019 ext. 2205  
Direct dial 781-489-4300

**Think Green... please don't print this e-mail unless it's absolutely necessary.**

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## 8. New Business & Correspondence

- **Eagle Scout Proclamations** – Included in your packet is a letter from Troop 185 Scoutmaster John Fortini requesting recognition for Scout Brendan Michael Sullivan who is scheduled to become an Eagle Scout at the end of September. His project was to raise funds for the purchase of iPads and have quilts made for incubators at Children's Hospital. A copy of the proposed proclamation from the Board is also included in your packet. Brendan is not planning to attend the meeting.

**MOVE** to approve a proclamation recognizing Brendan Michael Sullivan on the occasion of his becoming an Eagle Scout.

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

- ❖ Norfolk County Registry of Deeds Office Hours





# BOY SCOUTS OF AMERICA

## Troop 185 Wellesley

### Chartered to St. John the Evangelist Parish

August 29, 2017

Selectman  
Town Hall  
Wellesley, MA 02481

Dear Selectmen:

I am writing to request Eagle Scout Recognitions for one of our Scouts who has attained the rank of Eagle Scout.

His name is Brendan Michael Sullivan.

For his Eagle project Brendan raised funds to purchase iPads to record stories on and incubator quilts for Children's Hospital in Boston, where he had been when he was born. He also had people make quilts for the incubators.

Brendan has served as an Instructor, Troop Guide and Senior Patrol Leader and is currently one of our Assistant Scoutmasters. Brendan is a senior in High School.

We are holding an Eagle Court of Honor on Saturday, September 30, 2017 for Brendan at the Italo American Club at 80 Oak Street, Wellesley at 3:00 P.M.

As always we would love to have you join us at these events.

If you have any questions, I can be reached at 508-872-6551 x1001. Please mail your response to my attention at 8 MacArthur Road, Wellesley, MA 02482.

Thank you.

Sincerely,

John Fortini  
Scoutmaster

8 MacArthur Road  
Wellesley, Massachusetts, 02482  
[www.Troop185wellesley.org](http://www.Troop185wellesley.org)



TOWN OF WELLESLEY



MASSACHUSETTS

The Board of Selectmen  
of the Town of Wellesley, Massachusetts  
hereby offers its sincerest congratulations  
to

*Brendan Michael Sullivan*  
**TROOP 185**

on the occasion of his advancement  
to the rank of **Eagle Scout**  
at an Eagle Court of Honor Ceremony held at  
the Italo American Club  
at 3:00P.M. on Saturday, September 30, 2017  
The entire Board of Selectmen extends its very best wishes  
and continued success in all endeavors

Signed by the Board of Selectmen  
on September 11, 2017



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Ellen F. Gibbs, Chair

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Jack Morgan, Vice Chair

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Marjorie F. Freiman, Secretary

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Beth Sullivan Woods

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Thomas H. Ulfelder



**Norfolk County  
Registry of Deeds  
William P. O'Donnell, Register**

**Wellesley Office Hours  
Thursday, September 21, 2017  
10:00 AM – 12:00 Noon  
Selectmen's Meeting Room  
Town Hall  
525 Washington Street**

**The Register and members of his staff will be available to help answer questions or concerns about any Registry of Deeds matter.**

**Information will be available concerning the Massachusetts Homestead Act and internet ready computers will be on hand to print a recorded deed, confirm the status of a mortgage discharge or check on any other filing.**

**No appointment is needed.**

**To learn more about these and other Registry of Deeds events and initiatives like us at [Facebook.com/NorfolkDeeds](https://www.facebook.com/NorfolkDeeds) or follow us on [twitter.com/NorfolkDeeds](https://twitter.com/NorfolkDeeds)**

**Call the Registry for further information at 781-461-6104  
or visit the Registry's website [www.norfolkdeeds.org](http://www.norfolkdeeds.org)**

