

TOWN OF WELLESLEY



MASSACHUSETTS

BOARD OF SELECTMEN

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

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

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BLYTHE C. ROBINSON
EXECUTIVE DIRECTOR OF GENERAL GOVERNMENT

SELECTMEN'S MEETING

TENTATIVE AGENDA

Wellesley Town Hall – Juliani Room

7:00 P.M. Monday, October 2, 2017

1. 7:00 Citizen Speak
2. 7:05 Executive Director's Update
 - Approval of Minutes
3. 7:10 Press Juicery – Common Victualler License
4. 7:15 Review & Approve Letter regarding 16 Stearns Road 40B Application
5. 8:00 Final Read through Budget Preparation Manual
6. 8:30 New Business/Correspondence

Next Meeting Dates: Tuesday, October 10, 2017 7:00 p.m.
Monday, October 16, 2017 7:00 p.m.
Monday, October 23, 2017 7:00 p.m.

MOTIONS- OCTOBER 2, 2017:

2. **MOVE** to approve the regular session minutes of September 11, 2017.

3. **MOVE** that the Board award a Common Victualler License to Chris Dorsey to operate a restaurant named Pressed Juicery at 180 Linden Street Street until December 31, 2017, contingent upon final Board of Health and Building Department approval.

4. **MOVE** to approve the response from the Town to MassHousing as proposed regarding the development at 16 Stearns Road.

9/29/2017

Black regular agenda items

Board of Selectmen Calendar – FY17

Date	Selectmen Meeting Items	Other Meeting Items
10/9 Monday	Columbus Day – Town Hall Closed	
10/10 Tuesday	Meeting Green Communities Review Application Andy Wrobel - HS Team Room Marijuana Bylaw Update Animal Control Bylaw Update Discuss Selectmen's Capital Budget Delanson 40B- Modified Plan Wellesley Hills Juniors Women's Club - Use of Tailby, Eaton, and Wellesley Hills Lots (11/11/17)	
10/16 Monday	Meeting Delanson Modified Plan Review Fire Chief & Ass't Fire Chief Contracts Boston Marathon Policy 2nd read	Sunday 10/22/17- Grand Opening of Tolles Parsons Center
10/23 Monday	Meeting Joe McDonough - Middle School Projects Whole Foods- Retail Sale License	
10/30 Monday	Meeting If needed	
11/6 Monday	Wellesley Club	
11/7 Tuesday	Meeting	
11/13 Monday	Meeting	
11/20 Monday	NO Meeting	
11/27 Monday	Meeting	
12/4 Monday	Meeting	
12/9 Saturday	BUDGET Meeting	
12/11 Monday	Meeting	
12/18 Monday	Meeting	
12/25 Monday	TOWN HALL CLOSED	
1/1/18 Monday	TOWN HALL CLOSED	
1/8 Monday	Meeting	
1/15 Monday	Town Hall Closed – MLK	
1/16	Meeting	

9/29/2017

Black regular agenda items

<i>Date</i>	<i>Selectmen Meeting Items</i>	<i>Other Meeting Items</i>
<i>Tuesday</i>		
<i>1/22 Monday</i>	Meeting	
<i>1/29 Monday</i>	Possible STM Date	
<i>1/30 Tuesday</i>	Possible STM Date	
<i>2/5 Monday</i>	Possible STM Date	
<i>2/6 Tuesday</i>	Possible STM Date	
<i>2/12 Monday</i>	Meeting	
<i>2/19 Monday</i>	Town Hall Closed – President’s Day	
<i>2/20 Tuesday</i>	Meeting	
<i>2/26 Monday</i>	Meeting	
<i>3/5 Monday</i>	Meeting	
<i>3/12 Monday</i>	Meeting	
<i>3/19 Monday</i>	Meeting	
<i>3/26 Monday</i>	ATM Starts	
<i>3/27 Tuesday</i>	ATM	
<i>4/2 Monday</i>	ATM	
<i>4/3 Tuesday</i>	ATM	

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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Our regularly scheduled meeting **begins on Monday at 7:00 PM** in the Juliani Room at Town Hall.

1. Citizen Speak

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MEMORANDUM

DATE: September 29, 2017
TO: Board of Selectmen
FROM: Blythe C. Robinson, Executive Director
SUBJECT: Weekly Report

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

- Our working group of staff looking at the animal control bylaw met this week with Town Counsel. We reviewed the latest draft and with his assistance made several decisions necessary to complete a draft. I anticipate being able to bring that to the Board for the October 10th meeting to go over what we're proposing and the reasoning behind it. As you know, our goal is to have a bylaw ready to present at the annual town meeting.
- The FMD staff continue to manage the sewer backup that affected Town Hall the week before last. The preliminary estimate of cost for the cleanup and rehabilitation of the office is approaching \$70,000. As you may recall, the Town has a \$25,000 deductible to pay before insurance kicks in. The restoration of the office is underway, but we are anticipating that they will not be able to move back in until the week of October 16th. We will be scheduling a meeting with DPW to discuss the sewer connection and what steps can be taken to avoid this happening again.
- Meghan followed up on the pothole in the Stearns Road neighborhood that came up at Monday night's meeting. It is related to a water service, and DPW has it on their list to repair.

- Ellen and I met with Chief DeLorie this week to discuss compensation adjustments for his position and that of the Assistant Chief. It was a very positive meeting and we reached consensus with Rick on what we proposed. I will move ahead to update Rick's contract and prepare a one-year contract for the Assistant that we will bring to you in the coming weeks for approval. We have a meeting with Chief Pilecki next week to discuss the Deputy Chief position.
- Included with my report is a memo from Meghan outlining our efforts to add units of affordable housing to our inventory that for various reasons the Town has not been credited with. She has also investigated the 978 Worcester Street project (aka Dunkin Donuts), in order to get credit for all 36 rental units, it would require obtaining deed restrictions on two additional units (beyond the seven we have). As this will need to be a negotiated outcome, her memo focuses more on background than on strategies the board will want to discuss at another time.
- I was very pleased to get a call from Kathy Nagle this week offering up time of one of her employees to support the ZBA. She and I met with Lenore on Thursday afternoon and have come to consensus to assign Carol in Kathy's office to take on clerical work for Lenore that will help her focus on more critical items for the board. Kathy believes that Carol could provide up to 10-12 hours/week, alleviating the need for us to find dollars to bring on a clerical person as we ramp up for the 40B projects. We'll need to reevaluate this as we go through the budget process for FY19 and have a new Town Clerk who will join us in March.
- Brian DuPont and I have reviewed the initial draft of the Communications Plan from the State and agree they've done a good job outlining the issues in Wellesley, and the ideas brought forth by the working group this summer. We've made some recommendations and anticipate a new draft from them in the next couple weeks that we can disseminate to the group and start to work on developing a strategy and a way forward.
- 40B update – on Wednesday Ellen, Meghan, Michael and Jim from the Planning Board met with Dean Behrend the developer, who will be proposing a 40B project at 136 Worcester Street. This is still in the early stages but they are looking at 44 units of rental housing on a lot just under 28,000 square feet. It would be five stories, one of parking, four of apartments and one level underground also for parking. The immediate concerns we communicated indicated proximity to wetlands, fire truck access, density, storm water and the ingress/egress to Route 9. We are also anticipating a plan from developer Peter Holland of 148 Weston Road for 55 units of housing on just under 36,000 square feet. We had already communicated our real concerns over density and traffic issues when the proposal was first brought to us for 30 units, so this development is not one we're happy about.

2. Executive Director's Update

Subsidized Housing Memo

In addition to the Weekly Report from Blythe, please find a memo on the current efforts being undertaken by staff to increase the Town's Subsidized Housing Inventory with existing units. It has come to our attention that several existing affordable units are not on the list, and there appears to be additional opportunities at the 978 Worcester Property. This is an update on staff work, and no motion is needed.

Approval of Minutes - the minutes of the following meetings are included in your packet for approval.

- September 11, 2017

MOVE to approve the regular session minutes of September 11, 2017.

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DATE: September 28, 2017
TO: Board of Selectmen
FROM: Meghan Jop
SUBJECT: Subsidized Housing Inventory Update

With the influx of 40B applications, and discussions with the Board, the staff has been working to verify all eligible affordable units are listed on the Subsidized Housing Inventory (SHI). The SHI is the sole document that determines whether a community has met the 10% threshold. Units listed on the SHI are those verified by the Department of Housing and Community Development (DHCD) as affordable. Those units are then divided by the Town's 2010 Census Year Round Housing Units for the percentage.

978 Worcester Street- Wellesley Place

The 36-unit rental project triggered the Town's inclusionary zoning provisions and ultimately added 7 units to the SHI. With only 20% affordable, only the 7 affordable units were added to the SHI. If the property reaches 25% affordable or 9 units, all of the 36 units would count towards the SHI. An additional 2 units could add 27 to the list. Prior to reaching out to the property owners, a discussion was held with Bob Kenney of the WHDC. He agreed that the potential cost of 2 units, to add 27 was an economical use of WHDC funds.

Staff reached out to the current owners, Wellesley Place, LLC to see if they would consider collaborating with the Town and the Housing Development Corporation to make two additional units affordable. The strategy is to use WHDC funds to provide a housing subsidy to offset the difference between the market and affordable units. The subsidy between the market rate and affordable units for a one-bedroom unit is approximately \$900 and for a two-bedroom unit is approximately \$1700. Michael Zehner, Bob Kenney (WHDC) and I met with the owners on September 20 to discuss this opportunity. The property owners seemed interested in working with the Town, but had concerns relative to the debt to equity provisions of their financing of the property and how the change may impact their loans. The owners agreed to consider what subsidy would be required, as well as to speak to their lenders and to return to the Town. Should the Town and the developer come to terms on an agreement, the proposal would require Selectmen approval for the use of the WHDC funds, as well as Town Meeting action, as we anticipate the WHDC's CPC funds would be required. Staff reached out to DHCD to understand how the additional units could be added, and modifications to the Regulatory Agreement and Marketing Plan would be required. The back of the envelope cost estimate is \$650,000 plus the cost of modification to the

Regulatory Agreement and Marketing Plan at DHCD. We are working on this to (hopefully) bring to ATM18.

139 Linden Street

139 Linden Street was a mixed use 40B Comprehensive Permit that created 2 rental units, 1 of which would be affordable, above the existing commercial space. This project has a temporary Certificate of Occupancy. I have spoken to Michael Grant about outstanding issues, and he has been working with the property owner and contractor to finalize all items. We anticipate these 2 units being added to the SHI likely by mid-November.

Linden Square Units

The Town negotiated a Development Agreement with Eastern Development to provide 7 affordable housing units as part of the Linden Square Development. Of the 7 units, 4 were constructed on-site (between Roch Bros. and the gas station) and 3 units located on Oak Street were converted. These units have been used as affordable units for the past 7-8 years, but are not been listed on the SHI. I have collected all relevant documents and am in touch with Steve Burt (original and continued housing consultant for Linden Square) to finalize documentation. The documents in the Town's possession have been sent to DHCD for initial review. I expect some additional work is needed, but will know more in the coming days.

Updated SHI

Should the Town complete the above tasks in the next few months, the total SHI would increase by 38 units from the current 6.3% to 6.72 %. From August 2017 (prior to the addition of the 7 units at 978 Worcester) to the addition of the above units would be an increase of 0.52% in likely less than a 12-month period.

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT CH40B SUBSIDIZED HOUSING INVENTORY

Wellesley

DHCD ID #	Project Name	Address	Type	Total SHI Units	Affordability Expires	Built w/ Comp. Permit?	Subsidizing Agency
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

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT CH40B SUBSIDIZED HOUSING INVENTORY

Wellesley

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

1 **Board of Selectmen Meeting: September 11, 2017**

2 **Present: Gibbs, Morgan, Freiman, Ulfelder, Sullivan Woods**

3 **School Committee - Michael D'Ortenzio, Sharon Gray, Anthony Bent, Melissa Martin, Matt Kelley**

4 **Also Present: Joe McDonough, Facilities Management Director, David Lussier, Superintendent of**
5 **Schools, Robinson, Jop, Henderson**

6 **Minutes Approved: October 2, 2017**

7
8 **Warrants approved: 2018-008 in the amount of \$4,337,807.13**

9 **2018-009 in the amount of \$4,108,781.97**

10 **Meeting Documents:**

- 11 1. Agenda
- 12 2. Agenda Background Memorandum
- 13 3. Weekly Report
- 14 4. BOS Calendar
- 15 5. Draft Minutes of August 15, 22, & 29 2017
- 16 6. Draft Modifications to Alcohol Regulations
- 17 7. Public Forum Notice regarding modifications to Alcohol Regulations
- 18 8. List of restaurants with liquor licenses that received notice of hearing
- 19 9. Section of MWRA's bylaws relevant to appointment of MWRA Advisory Board Member
- 20 10. Resume for William Shaughnessy, P.E.
- 21 11. Email from Terry Connelly re: Commons Bank Free Parking
- 22 12. Email from Gayle Thieme re: donation from the Friends of the COA
- 23 13. Draft Appointment Policy
- 24 14. Act that established WHDC
- 25 15. Draft RFP for Development of Housing Production Plan
- 26 16. Current Subsidized Housing Inventory list
- 27 17. Letter from Troop 185 re: Recognition for Eagle Scout
- 28 18. Proposed proclamation for Eagle Scout
- 29 19. Norfolk County Registry of Deeds office hours Memo
- 30 20. Pictures of 25 Shaw Road submitted by Mr. Michael Tartamella

31
32 **1. Call to Order**

33
34 Ms. Gibbs, Chair, called the meeting to order at 6:30 p.m. Ms. Gibbs welcomed Heidi Henderson, Board
35 of Selectmen Executive Assistant, and invited Ms. Robinson to introduce Ms. Henderson. The Board
36 welcomed Ms. Henderson as each member introduced themselves.

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

39
40 Mr. David Himmelberger, 387 Linden Street, came before the Board and voiced his concerns with 25
41 Shaw Road where an individual rented a house through Air BNB. He noted the renter had a party at the
42 house causing Shaw Road to become impassable due to cars parked on the street. He is concerned that the
43 owner purchased the house solely for rental as Air BNB and asked the Board to consider ways to address
44 this, perhaps with the Planning Board.

45
46 Mr. Michael Tartamella, 23 Shaw Road, came before the Board and voiced his concerns about the activity
47 at 25 Shaw Road. He noted that there were six additional concerned residents present from Shaw Road.
48 Mr. Tartamella submitted pictures to the Board of the home and the neighborhood following this incident.
49 He noted that the owner does not live in the home and urged the Board to consider if there is anything that
50 can be done.

51

52 Ms. Robinson provided a brief update on actions taken by the Board of Selectmen's office. She noted
53 that she reviewed the police report, which stated that the police were present at 25 Shaw Road two times
54 during the night. The police also notified the college that the students attend, and indicated that if further
55 events occur, additional measures will be taken. The Selectmen's office did receive notice that a
56 complaint was filed in the Building Department regarding potential construction that is happening at 25
57 Shaw Road. Furthermore, there is a storage Pod in the front yard, which may be a violation. Ms.
58 Robinson stated that she is following up on the above mentioned issues. It can be discussed at a later time
59 if the Board wants to consider forming a committee to look into this matter further.

60
61 Ms. Michelle Boucher, 22 Shaw Road, came before the Board seeking guidance regarding the activity at
62 the home, stating that it was atrocious. Further elaborating she explained the party was like having a
63 dance club in their neighborhood. She is hoping the Board can help the residents of Shaw Road.

64
65 After review of images on the property, Mr. Ulfelder asked if the Health Department could inspect the
66 site given the items in the images on site and the potential danger if kids in the neighborhood went on to
67 the site.

68
69 Ms. Robinson noted that the person that filed the complaint needs to do so in writing before further steps
70 can be taken and the property owner is contacted to inspect the property. She agreed, that if it comes to
71 an inspection of the property, then the Director of Health should be included in this inspection.

72
73 Ms. Sullivan Woods mentioned the zoning provision of only three unrelated people living in a house and
74 questioned whether this was an avenue to explore further.

75
76 Ms. Gibbs asked if anyone present wished to speak on the matter further. Ms. Gibbs noted the Board
77 would consider all comments in determining next steps.

78
79 Ms. Gibbs asked if anyone else wished to speak.

80
81 Ms. Marie Natoli, 11 Francis Road, thanked Ms. Gibbs for allowing her to speak in advance of the 16
82 Stearns agenda item. Ms. Natoli came before the Board and voiced her concerns regarding a health and
83 safety issue in her neighborhood due to the proposed 40B developments. Her concern is that an increased
84 volume of residents of strangers and cars will be in the neighborhood. She stated that we do not know
85 who these people are. She noted an incident that happened two years ago to her son regarding a stranger
86 in a parked car. The incident was reported to the police because her neighbor was able to get the license
87 plate number. She did consider that they could be over reacting; however, the proposed developments
88 would bring an increase in unknown people and vehicles that could pose a threat.

89
90 **3. Joint Meeting with School Committee to discuss Hardy Hunnewell and Upham Schools**

91
92 At 6:48 pm, Ms. Gibbs declared the Board would enter into a joint meeting with the School Committee.
93 The School Committee joined the meeting (Mr. Michael D'Ortenzio, Jr., Ms. Sharon Gray, Mr. Anthony
94 Bent, Ms. Melissa Martin, and Mr. Matt Kelley) to discuss the status of the HHU project in light of the
95 fact that the project is now under consideration by the MSBA to join their program.

96
97 **Upon a motion by Ms. Freiman and seconded by Mr. Morgan, the Board voted (5-0) to convene a**
98 **joint meeting with the School Committee.**

99
100 **Upon a motion by Ms. Freiman and seconded by Mr. Morgan, the Board voted (5-0) to elect Ellen**
101 **Gibbs as chair of the joint meeting.**

102

103 **Upon a motion by Ms. Freiman and seconded by Mr. Morgan, the Board voted (5-0) to elect**
104 **Michael D’Ortenzio, Jr. as secretary of the joint meeting.**

105
106 The joint meeting with the School Committee members commenced and was also attended by Mr. Joe
107 McDonough, FMD Director, and Dr. David Lussier, Superintendent.

108
109 Mr. Morgan gave a brief overview noting that the MSBA has conducted a site visit of the three
110 elementary schools as well as conducting site visits at a number of locations across the state. He noted
111 that an MSBA subcommittee will be meeting in November to evaluate all submittals and that the MSBA
112 will make a decision at their December meeting. The MSBA has indicated a potential to fund both
113 schools the Town is planning. The current base reimbursement rate is 31%. The Town has put the RFQ
114 on hold awaiting the decision by the MSBA.

115
116 In the meantime, the School Building Committee is moving to focus on swing space. Ms. Gray mentioned
117 that there are some funds left from the previous planning efforts. The School Building Committee met on
118 August 30, 2017 to discuss swing space. She noted that certain areas of swing space cannot be reviewed
119 until the School Building Committee has secured an architect.

120
121 Dr. Lussier noted the need to wait on feasibility until after the decision is made by the MSBA at their
122 December 13, 2017 meeting.

123
124 Mr. Morgan suggested we consider a late January or early February Special Town Meeting to address this
125 matter.

126
127 **Upon a motion by Ms. Freiman and seconded by Mr. Morgan, the Board voted (5-0) to dissolve the**
128 **joint meeting of the Board of Selectmen and School Committee.**

129
130 **4. Discuss Need for November Special Town Meeting**

131
132 Ms. Robinson reviewed the potential Special Town Meeting (STM) articles and noted the significant
133 reason to have a special town meeting this fall was to fund the next phase of proof of concept/feasibility
134 for the HHU project. That has now been put on hold while we await a decision by the MSBA as to
135 whether our project will be accepted into their program. She noted that none of the other potential articles
136 require an immediate action in November, and could wait until we are ready to move forward on HHU. If
137 the MSBA makes their decision in December, these items could be placed on a winter STM warrant.

138
139 Mr. Morgan did not see a compelling reason to hold a November STM. He suggested if the Board
140 decided on no November meeting that they provide some direction that they may be calling a STM in late
141 January or early February by asking Town Meeting Members, Boards, and Committees to hold all four
142 dates. Mr. Ulfelder agreed with Mr. Morgan. Ms. Freiman agreed that without pressing issues, it would
143 be better not to hold a November STM.

144
145 Ms. Sullivan Woods was supportive of not having the November meeting. She noted that when a Special
146 Town Meeting is called our Town Meeting Members expect a substantive matter to be discussed.

147
148 Mr. Tom Frisardi, Moderator, joined the Board. He noted if the time was not critical for the January
149 Special Town Meeting, it would be preferable to wait eight more weeks for the Annual Town Meeting.

150
151 It was noted that all were in agreement that there will not be a Special Town Meeting in the fall and that
152 Kathy Nagle, Town Meeting Members and others as needed be notified of this.

153

154 **5. Executive Director's Update**

155

156 Given that the meeting was ahead of schedule for the Public Hearing on Modifications to Alcohol
157 Regulations, the board agreed to adjust the agenda accordingly.

158

159 Ms. Robinson noted that The Norfolk Country Registry of Deeds will be holding office hours on
160 Thursday, September 21, 2017 10:00 a.m. – 12:00 Noon at the Wellesley Town Hall, Juliani Room.

161

162 Ms. Robinson noted that the Selectmen's office received the Project Eligibility application from 135
163 Great Plain for 44 Units. The Town has not yet received notice from Masshousing.

164

165 Minutes

166

167 **Upon a motion by Ms. Freiman and seconded by Mr. Morgan, the Board voted (4-0, Ms. Freiman**
168 **recused herself as she was absent from the meeting) to approve the regular session minutes of**
169 **August 15, 2017.**

170

171 The Board took no action on the minutes for August 22 & 29, 2017.

172

173 Appointment of MWRA Advisory Board Member

174

175 The Board reviewed the recommendation to appoint Mr. Bill Shaughnessy, the Water & Sewer
176 Superintendent for the Town, to represent Wellesley on the MWRA Advisory Board.

177

178 **Upon a motion by Ms. Freiman and seconded by Mr. Morgan, the Board voted (5-0) to appoint Mr.**
179 **Bill Shaughnessy to the position of MWRA Advisory Board Member until June 30, 2018.**

180

181 Gifts

182

183 **Upon a motion by Ms. Freiman and seconded by Mr. Morgan, the Board voted (5-0) to approve the**
184 **gift of free parking in the amount of \$1,405 on September 14, 2017 from First Commons Bank.**

185

186 **Upon a motion by Ms. Freiman and seconded by Mr. Morgan, the Board voted (5-0) to approve the**
187 **gift from the Friends of the Wellesley COA in the amount of \$853 for the August Lunch Program.**

188

189 **6. New Business/ Correspondence**

190

191 Ms. Jop provided background on Scout Brendan Michael Sullivan who is scheduled to become an Eagle
192 Scout at the end of September. His project was to raise funds for the purchase of iPads and have quilts
193 made for incubators at Children's Hospital. Ms. Gibbs congratulated him on the honor of becoming an
194 Eagle Scout.

195

196 **Upon a motion by Ms. Freiman and seconded by Mr. Morgan, the Board voted (5-0) to approve a**
197 **proclamation recognizing Brendan Michael Sullivan on the occasion of his becoming an Eagle**
198 **Scout.**

199

200 The Board also briefly discussed the Inter-Board Meeting that is scheduled for September 28, 2017 at
201 7:30 p.m. The agenda will include the budget process and Annual Town Meeting kickoff.

202

203 Ms. Jop noted one additional matter under New Business for the Board, which was to authorize the re-
204 hiring of the CPA firm to certify the tax exempt status of the Wellesley Housing Development
205 Corporation. The Board was supportive of the action.
206

207 **Upon a motion by Ms. Freiman and seconded by Mr. Morgan, the Board voted (5-0) to authorize**
208 **the Wellesley Housing Development Corporation to hire Baumann &Baumann CPAs.**
209

210
211 **7. Public Hearing on Modifications to Alcohol Regulations**
212

213 Ms. Gibbs opened the public hearing on the proposed changes to the Common Victualler Alcohol
214 Regulations that would remove the greater of 10% or 10 bar seat maximum and alter the maximum to
215 10% of the interior seats of the licensed establishment.
216

217 Public Comments
218

219 Mr. Tom Clark, a Belclare resident at 580 Washington Street, spoke to the Board. He is the CEO at Clark
220 and a new resident of Wellesley due to the vibrant downtown area. Since his family moved in Mr. Clark
221 has noticed many business vacancies. He feels that the Town is lucky to have a company such as Smith
222 & Wollensky's wanting to move in. He feels that if Smith & Wollensky needs a 23-seat bar to make their
223 restaurant viable, then they should be allowed to have it. That is an important consideration. The bar of a
224 restaurant is a high margin contributor. He noted that he is sure there was great rationale in the past for
225 having a limit, however that does not apply anymore. He noted that there is an urgent need for a
226 restaurant as an attraction point for the town and asked the Board to take this into consideration.
227

228 Ms. Patti Quigley, 7 Kipling Road, came before the Board in support of the changes to the alcohol
229 regulations. She would love to see the Board look at the overall regulations further. She feels we are
230 losing a lot of business to other towns due to the regulations. She feels that more money would be spent
231 by residents in town if given the ability to look at our alcohol regulations.
232

233 Mr. David Himmelberger, attorney representing Smith and Wollensky's, introduced Michael Feighery
234 President and CEO of Smith & Wollensky. Also in attendance was Matt King, Executive Chef and Kim
235 Keene, Executive Director of Marketing. Mr. Feighery stated as a 35-year veteran of Smith & Wollensky
236 they are excited to open a restaurant in a non-downtown financial district. Smith & Wollensky moved
237 their corporate office to Boston recently. When they found the Wellesley location they were pleased that
238 it "checked all the boxes". The restaurant bar is part of the restaurant's overall financial plan. He stated
239 that they are not a bar, they are a restaurant and steak house. Over the past 10 years the bar area has
240 become a hub of solo dining. Smith & Wollensky does not encourage late night drinking and their price
241 points do not allow for that. This is a brave venture for them to go outside of their comfort zone. They
242 feel they picked a great community and appreciate the Board listening them.
243

244 The Board was comfortable with the decision to move forward with the modification to the alcohol
245 regulations. Ms. Freiman stated that she appreciated Mr. Feighery's comments on focusing on the dining
246 aspect of the restaurant and that we do not have alcoholic beverage service without the intent to dine. Ms.
247 Sullivan Woods noted that by changing the regulations, it would be keeping with the trend of new dining
248 patterns. She noted that she has heard from members of the community that they are excited to have
249 Smith & Wollensky.
250

251 Ms. Gibbs closed the public hearing.
252

253 Upon a motion by Ms. Freiman and seconded by Mr. Morgan, the Board voted (5-0) to approve the
254 proposed modifications to the Rules and Regulations Governing Alcoholic Beverages to eliminate
255 the provision that requires no more than ten bar stools or seats to be allowed in an establishment
256 and to adopt the September 11, 2017 draft revisions as presented.

257
258 **8. Continued Review of Proposed Appointment Policy**
259

260 The Board made two edits to the policy. The Board discussed modifications to the section discussing off-
261 cycle appointments.

262
263 Upon a motion by Ms. Freiman and seconded by Mr. Morgan, the Board voted (5-0) to approve the
264 Selectmen’s policy on appointments as revised.

265
266 **9. Approval of Wellesley Housing Development Corporation Funds for Housing Production**
267 **Plan and Review Draft RFP**
268

269 Ms. Jop provided an update on the Housing Production Plan and the draft RFP. She noted that at the
270 WHDC meeting on August 30th the WHDC took action to approve the use of up to \$20,000 of their
271 available funds to match the \$15,000 identified by the Planning Board to undertake the development of a
272 housing production plan. The intent is to disseminate an RFP to retain a consultant to perform this work
273 for the Town. The resulting plan will be approved by the Selectmen, Planning Board and WHDC before
274 it is sent to the State for their approval and certification. Ms. Jop estimated an aggressive six-month
275 timeline.

276
277 Bob Kenney, Chair of Wellesley Housing Development Corporation, noted that they would like to get the
278 Housing Production Plan finalized and released as soon as possible.

279
280 Mr. Scott Fraser, 4 Stearns Road, came before the Board noting the Board needed to be thoughtful in a
281 rigorous process. He thinks the objective of the work should be the fiduciary responsibility to gain control
282 over housing planning in the town. He believes the 40B rule is placing a target on Wellesley.
283 Conventional wisdom is that this has not been a problem due to our high property value, which makes the
284 Town an attractive place for market rate properties. Mr. Fraser discussed 16 Stearns Road and noted the
285 developer originally planned to build two houses. Due to a recent change in the zoning laws limiting the
286 size of houses, the developer’s plan needed to change. The developer now is looking to build a 36-unit
287 complex. Mr. Fraser believes this is economics and can happen in any neighborhood. He urged the
288 Board to make the objective to regain control.

289
290 Mr. Kevin Walsh, 64 Oak Street, came before the Board stating that the Board needs to gain control. He
291 stated that the Town needs housing diversity instead of bringing in low income housing. Neighbors have
292 worked hard to meet the high price point and play by the rules unlike 40B. The residents understand the
293 affordable housing mandate, and would like a project that is reasonable. Town is currently not in control.

294
295 Mr. Peter Buhler, 10 Stearns Road, came before the Board noting the urgency and crisis that the Town is
296 in as well as needing to speed the process up. He discussed the assembly of the residential advocacy
297 group “Affordable Wellesley” to reach consensus and find what is best town-wide. He feels we need a
298 foundation for that and need to draw the shortest line to getting the HPP completed. Mr. Buhler discussed
299 the Town of Medfield’s timeline. He had spoken to Medfield residents in September/October 2016 and
300 by March 2017 HPP was approved and by July 2017 was certified. Mr. Buhler further noted that
301 neighbors at Stearns Road are available to assist.
302

303 Ms. Sullivan Woods noted that the Town might want to consider Special Counsel to assist with the 40B
304 projects.

305
306 The Board was supportive of the use of the Wellesley Housing Development Corporation funds for the
307 Housing Production Plan.

308
309 **Upon a motion by Ms. Freiman and seconded by Mr. Morgan, the Board voted (5-0) to ratify the**
310 **action taken by the Wellesley Housing Development Corporation to approve the expenditure of up**
311 **to \$20,000 to develop a Housing Production Plan in partnership with the Planning Board.**

312
313 **Upon a motion by Ms. Freiman and seconded by Mr. Morgan, the Board voted (5-0) to authorize**
314 **Ellen Gibbs, Chair to approve the final release of the Housing Production Plan RFP**

315
316 **10. Executive Session**

317
318 At 9:05 pm, Ms. Gibbs declared the Board would enter into executive session.

319
320 **Upon a motion by Ms. Freiman and seconded by Mr. Morgan, the Board was polled all aye (Mr.**
321 **Ulfelder –Aye, Ms. Sullivan Woods – Aye, Ms. Freiman – Aye, Mr. Morgan – Aye, and Ms. Gibbs-**
322 **Aye) that the Board vote to enter into Executive Session under M.G.L. c 30A, §21 exception # 3 to**
323 **discuss potential litigation regarding the Conservation Restriction for 892 Washington Street**
324 **because the chair declares that an open meeting may have a detrimental effect on the negotiating**
325 **position of the public body. Furthermore, Blythe Robinson, Attorney Tom Harrington, and**
326 **Meghan Jop be invited to participate in the meeting. The Board of Selectmen will convene back**
327 **into open session at the conclusion of the executive session.**

328
329 See Executive Session Minutes.

330
331 **At 9:15 pm, the Executive Session was adjourned and the Board reconvened in open session.**

332
333 **The meeting was adjourned at 9:17 p.m.**

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3. Press Juicery – Common Victualler License

Included in your packet is a Common Victualler application from Press Juicery to be located at 180 Linden Street. The new restaurant would be taking over the Pinkberry location. There is currently interior renovations underway. Pressed Juicery, which sells cold pressed juices and non-dairy frozen dessert, has two existing locations in Harvard Square and Newbury Street.

The application submitted is complete, the only approval besides that of the Board that is required is final Board of Health and Building Department sign off prior to the issuance of the CV. Staff recommends approval of this license application, contingent upon final Board of Health and Building Department approval.

MOVE that the Board award a Common Victualler License to Chris Dorsey to operate a restaurant named Pressed Juicery at 180 Linden Street Street until December 31, 2017, contingent upon final Board of Health and Building Department approval.

Rachel Gardner - manager
 Kit Eberhardt manager
 store 00713me@pressedjuicery.com

TOWN OF WELLESLEY



MASSACHUSETTS

COMMON VICTUALLER LICENSE APPLICATION

Date Applied:	Date Approved: <u>6-2-17</u>	Date Issued:
---------------	------------------------------	--------------

Office Use Only	Fees Paid:	Tax Cert:	Resumes:	T&P Info:	Plan:	Interview:
-----------------	------------	-----------	----------	-----------	-------	------------

The undersigned hereby applies for a Common Victualler License in accordance with the provisions of Massachusetts General Law 140, Section 2.

(PLEASE TYPE OR PRINT CLEARLY)

Name of Applicant: Pressed Juicery Date: 3/20/17

D.O.B: _____ S.S.N: _____ Dr. Lic #: _____ Fed. ID #: 27-3092174

Business Address: 1550 17th st. santa monica, CA. 90404

Home Address: n/a

Business Telephone: 310.477.7171 Home Telephone: _____

Name & Location of Establishment: Pressed Juicery, 180 Linden St., Wellesley, MA 02481

Applying for: Common Victualler License only Common Victualler & Liquor License _____

Common Victualler & Wine & Malt _____

Enclose Copy of Floor Plan

Size of Floor Space (square feet.): 966 Number of Seats: 0 Number of Employees: 3

CHECK ONE (If you are unsure ask the Building Department)

No Change of Use: Partial Change of Use: _____ Full Change of Use: _____ New Use: _____

(See attached details regarding Required Traffic & Parking Information.)

PLAN REVIEW AND/OR PRELIMINARY APPROVAL (Required Before Common Victualler License will be Approved)

Reviewing Department	Signature of Approving Authority	Date of Plan Review/Approval
Building Department:		
Health Department:	<i>[Signature]</i>	<u>8/24/17</u>
Fire Department:	<i>[Signature]</i> KMD	<u>8-18-2017</u>
Design Review:	<i>[Signature]</i> Senior Planner	<u>5-31-2017 for signage</u>

COMMON VICTUALLER LICENSE APPLICATION (continued)

What will be the hours of operation? 7am - 9pm daily

Time(s) of Peak Customer Activity 8am-1pm; 4pm-7pm

Est. Number of Customers at Peak Time(s): 25/hr Est. Number of Employees at Peak Time(s): 3

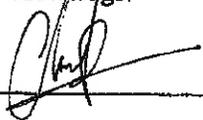
What provisions have been made for trash removal? Trash removal vendor TBD

How much parking is needed? non-exclusive parking provided by building

How will parking be provided? non-exclusive parking provided by building

What are delivery times? 7am - 9pm

I the undersigned state that the information provided in this application, and associated attachments, is true and accurate to the best of my knowledge:

Signature:  Printed Name: Chris Dorsey Date: 3/20/17

Note: No Common Victualler License will be approved until the applicant addresses all issues and/or concerns to the satisfaction of the Board of Selectmen; and no CVL will be issued until all required inspections have been conducted, permits granted, and final approvals given.

FOR OFFICE USE ONLY

FINAL PERMITS/APPROVALS GRANTED (Required Before CVL will be Issued)

Approving Department	Yes	No	If "No," Reason Why	Date of Final Approval
Building Department:				
Health Department:				
Fire Department:				
Design Review:				

4. Review & Approve Letter regarding 16 Stearns Road 40B Application

As we have discussed at several meetings, the Town must provide comments to MassHousing in response to a Comprehensive Permit Site Approval Application by 16 Stearns, LLC. The purpose of the project is to develop this property into 36 units of housing, of which 25% would be deed restricted for affordable housing. The extension received by the Town for comments expires on October 10th. Enclosed please find a draft letter that has been further updated from last week's meeting. The significant changes from the prior version include:

- We have amended the letter to take into account the recommendations from the Stearns Road neighbors regarding the tone of the comments, focus on the most egregious factors of the development, and relocating the list of steps taken by the Town to the end.
- At the Board's direction we've also used more forceful language to convey the Board's displeasure with this development proposal.

MOVE to approve the response from the Town to MassHousing as proposed regarding the development at 16 Stearns Road.

TOWN OF WELLESLEY



MASSACHUSETTS

BOARD OF SELECTMEN

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

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EXECUTIVE DIRECTOR OF GENERAL GOVERNMENT

September 28, 2017

Katharine Miller
MassHousing
One Beacon Street
Boston, MA 02108

RE: 16 Stearns Road, Wellesley, MA Site Eligibility Response

Dear Ms. Miller:

On behalf of the Town of Wellesley Board of Selectmen and Planning Board, please find the following comments with respect to the Comprehensive Permit Site Approval Application recently submitted by 16 Stearns Road, LLC for the construction of a 36-unit residential housing development at 16 Stearns Road within the Town of Wellesley. The Town finds the location of the proposed project unacceptable given the limited access to the site and proximity to the 680 Worcester Street project currently in Site Eligibility review with MassHousing. The Town finds the project's density, scale, and height incompatible with the neighborhood and finds the project will have a detrimental impact on abutters due to mass, scale, and traffic based on both its independent construction and relationship to the 680 Worcester Street Project. We request that your office consider the concerns outlined below, as well as consider this project as a joint submittal with the 680 Worcester Street project given the dual ownership by Jay Derenzo and the one parcel separation of the two sites.

Site Constraints

The site has an area of 44,578 square feet. The proposed development has a gross floor area of approximately 97,000 square feet with a Floor Area Ratio of 2.18, and an average height of 70 feet. **The west side of the project measures 81 feet in height.** The site has approximately 5,000 square feet within a 0.2% Flood Zone, with the remainder of the site being comprised of steep grades and ledge. The elevation change from Stearns Road to the peak of the property is 18 feet. The proposal will regrade the site to be at street grade of 152 feet above sea level. This will require a tremendous removal of site material and the installation of 7-11 foot retaining walls along the abutting properties with no fencing proposed.

Fire Access

The Fire Department has expressed concern over the height of the structure and ability to access the structure from multiple sides. One elevation of the structure is over 81 feet in height, and will be the highest residential structure in Wellesley. The Fire Department will consider the structure as a high rise for construction purposes. The Fire Department finds that additional access will be required to the sides and rear of the structure to meet the Fire Code, as access is limited with 14-15 foot setbacks within 150 feet in either direction from the front door. An access road is required and at present cannot be accommodated. Further, given the height of the structure, the Tower Truck must respond to all calls at the site, therefore the Tower Truck will also be required to make the turns around the building when a fire access road is added. In addition to the turning radius required for the sides of the building, the turning radius at access driveway is not adequate to accommodate the Tower Truck, and given the limited access to the site from Francis Road and Stearns Road, turning around must be accommodated on the project site.

Site access exacerbates existing traffic and circulation problems

The proposal includes direct ingress and egress from Stearns Road, a narrow dead end street located directly off Francis Road, a narrow and dead end street, with direct access from Route 9 eastbound. Stearns Road and Francis Road are heavily traveled pedestrian routes for access to the Sprague School heading south, and Middle School heading southeast. The neighborhood is currently comprised of 17 single family structures (excluding the lot in question) largely 1.5 stories in height. The neighborhood has limited vehicular access, as it can only be access from Route 9 eastbound. The limited access to Route 9 is also a concern with traffic backup onto Francis and Stearns Road during peak commuting hours that coincides with pedestrian and school traffic.

It is unclear whether the applicant is proposing to add any sidewalks within the neighborhood. The additional volume of 36 residential properties on a narrow road with significant pedestrian traffic, and no sidewalks is a concern given the current width and limited access to the property. There currently are no sidewalks on either Francis Road or Stearns Road and both rights of way measure approximately 40 feet in width, with pavement widths of approximately 20 feet in width. Sidewalk installation should be a consideration given the increased vehicular and construction volume. The proposed project adds over 200% more residences and vehicular activity to the neighborhood at the current pedestrian access point to both the Sprague elementary school and Middle School. Many residents along Worcester Street also use this neighborhood for access. The adjacent project proposed at 680 Worcester Street will also add pedestrians to the neighborhood, if constructed as it is a safer route to school and fields than along Route 9 where there is no current sidewalk extending westbound. Residents currently access Sprague School by walking through the end of Stearns Road through to the School property via a stone path. The installation of sidewalks is feasible given the 40-foot right of way, however will have significant impact to the existing streetscape requiring removal of established Town trees located within the right of way.

Proposed setbacks will cause unacceptable impacts to abutting properties

The setbacks of the proposed project are inadequate and juxtapose a 70-foot-tall building 15 feet from the abutting property line and 45 feet to a single residence home located at 10 Stearns Road to the east. The Town owns land to the east, south, and west and the structure will be located 14.9 feet from the Sprague School Parking Lot and Sprague Fields access

drive. The minimal setbacks leave inadequate adequate buffer or screening from abutters; particularly given front access will be 160 feet from the rear of a proposed 20 unit 40B located at 680 Worcester Street with minimal landscaping provided to the rear of the site. The two projects proposed by Mr. Jay Derenzo significantly impact the properties located at 11 Stearns Road and 9 Stearns Road, which will have projects to the rear and across the street from their low profile single-family structures. In addition, the proposal creates exterior balconies that will overlook the abutting properties with minimal visual or sound mitigation. The Town reiterates its view that the two projects should be considered as one project as the proposal will eliminate all privacy for 11 Stearns and 9 Stearns Road.

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

Thirty-six (36) residential units on a 44,578 square foot lot equates to a density of 35 units per acre. The density of the abutting residential neighborhood, not including the subject property, is 3 units per acre. The single-family structures directly abutting the site will be significantly impacted due to the close proximity and potential shadow affects from the development. The developer previously discussed with the Town the potential to subdivide the lot into 2 or 3 units, which would have been consistent with the existing neighborhood density. The 2017 Annual Town Meeting altered the Town's Large House Review zoning provisions, and as a result, the developer has stated his perceived size limitations on residential construction necessitated the current proposed project. This zoning change does not align with the need for the density of 40 units per acre at the 680 Worcester Street site.

The 16 Stearns Road application largely references the Alzheimer's Center as neighborhood context. The site, although within close proximity on a map, has no vehicular neighborhood connection to the Alzheimer's Center and contextually is separated from the proposed 36-unit development because of the street patterns.

Water and Sewer service

The Town has preliminarily reviewed the water and sewer infrastructure in the immediate area. While DPW/Engineering believes sewer can be handled with the existing 8" main, there is significant concern that the existing 6" water main will not provide adequate flow with the necessary sprinkler system, while maintaining appropriate service levels for the neighborhood. Replacement of the line to an 8" or 10" line will be required from Route 9, thus impacting both the Stearns Road and Francis Road water lines and road surfaces. Given the location of the project and required infrastructure upgrades, there is not a piece of the neighborhood unaffected from the proposed projects.

Proposed stormwater management concerns

Given the dense development of the site and the significant amount of impervious material, stormwater management and groundwater management are significant concerns to the Town. There is likely a presence of ledge where the underground garage is proposed, and the dense site configuration will limit the available locations for subsurface infiltration. Ground water has largely been located in the area at depths of 5 feet below grade. On-site mitigation must be considered, however, the Town will be opposed to the location of subsurface infiltration underneath the foundation of the proposed building. Although stormwater management is neglected in the application, the developer has proposed similar subsurface systems at the 680 Worcester Street 40B site. The subsurface recharge of that

site, also over 85% impervious within close proximity will further impact the water table. The front of the property is the only location that where subsurface infiltration can be located. At this time, there is no information on soil conditions or percolation capabilities of the site. The site is within close proximity to the McCracken Brook culvert that is currently at capacity. Unmanaged stormwater will exacerbate the problems associated with the McCracken Brook culvert and could have significant impact on the small residential neighborhood with potential ground water disturbance. McCracken Brook will be impacted by runoff and stormwater from three projects including 16 Stearns Road, 680 Worcester Street, and Delanson Circle which proposes 90 Units along Linden Street through a Comprehensive Permit as well.

Flood Zone and Wetlands

As noted above, the site is partially located within the Flood Plain. The applicant states they are seeking a Letter of Map Amendment, however as no LOMA has been issued it should be noted the lower level of the parking garage is at the Flood Plain elevation. The plans also show there is a common exercise room with access to an outdoor community space in this flood plain area.

Wetlands are located on the adjacent property at 694 Worcester Street across the right of way from the project site. In December 2015, the Town's Wetlands Protection Committee determined that the isolated wetland on the property is not jurisdictional and the Committee issued a negative Determination of Applicability. As this determination was based upon an inspection in the fall, the Town is of the opinion that an inspection for the presence of a vernal pool should be conducted in the spring, as well as evaluating the role of the wetlands in flood control. The buffer zone for this potential wetland would largely impact the 16 Stearns Road property.

Parking Garage and Visitor Parking

The parking for the site includes 78 parking spaces, configured in 5 surface spaces and two levels of underground parking having 36 and 37 spaces. The applicant has provided minimal visitor parking. It should be noted Stearns and Francis Roads prohibit on street parking. Overflow visitor parking likely could try to locate at either the Alzheimer Center or Sprague School/Field. Sprague School/Field already has a shortage of parking during events and does not allow for overnight parking. Trash is proposed to be located on the eastern side of the property with an exterior dumpster, located at the closest point to the abutting residential property. It is important to note that Wellesley does not have municipal trash removal, but relies on residents or private trash haulers, as licensed by the Board of Health.

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

The Town has significant concerns with respect to the practicality of constructing this project. The size and location of this site makes it difficult to stage cranes or other construction equipment. The significant removal of site material also poses a problem with the number of anticipated trucks needed to haul the soil and blasted ledge material off site with limited access. In addition, the two-tier parking proposed will require significant concrete work, and staging of trucks will be difficult given the limited access to the site from Route 9 and the small neighborhood streets the used to access the project site. Additionally, parking for all construction workers may not be completely accommodated

on site given the size of the project, and as previously noted parking is prohibited on Stearns Road and Francis Road, as well as Route 9. Deliveries will need to be expertly coordinated and offsite parking of workers may be required. The developer has not stated in the site application how construction would be staged and coordinated. This construction effort, in concert with the potential construction of the 680 Worcester Street project will make project logistics impossible. Construction parking will have to be accommodated off site for both projects.

Historical Soil Concerns

The project site is located within close proximity to a landfill remediation site located at Sprague Field. Given the proximity to McCracken Brook Culvert, and the amount of fill proposed for removal, the Town believes the site should conduct a 21E to verify the soil at lower levels has no contamination from the historic landfill located adjacent to the property.

Wellesley's Progress on Affordable Housing

The Town has recently been inundated with 40B Site Eligibility notices. The Town has not met their 10% threshold, however, the Town would like to convey the efforts which it has continually made to increase the Town's affordable housing inventory. The Town of Wellesley has been making steady progress over the last 15 years in increasing the Subsidized Housing Inventory and passing zoning provisions to assist with affordable housing as redevelopment opportunities in Wellesley's commercial districts occur. The Town as of August 24, 2017 is at 6.3% of its 10% goal, with upwards of 38 units in the process of being added to the Subsidized Housing Inventory within the next several months. Below are the Town's actions that have assisted with affordable housing:

- The 2007-2017 Comprehensive Plan was adopted in 2007 with actions for affordable housing.
- The Inclusionary Zoning Bylaw (IZB) was adopted in 2004 which requires residential projects in commercial districts to provide 20% affordable housing, and commercial projects over 10,000 square feet to provide 2% affordable housing (1 unit for every 50,000 square feet constructed).
- 2004: the Town's Community Preservation Committee funded \$65,000 in addition to HUD funds to create a DMR house at 4 Marshall Road (SHI)
- 2005: the IZB was modified to require subdivisions having more than 5 lots to comply with the Bylaw at 20% threshold.
- 2007: the definition of Floor Area Ratio in the Zoning Bylaw was modified to exclude affordable units developed under the IZB from being included in the FAR to increase density and increase opportunities for affordable housing units in commercial districts.
- 2007: the Linden Square project was completed, wherein 7 affordable housing units were created under the IZB (Units have recently be found to be missing from the Town's SHI, but are being added now).
- 2007/2008: permitting began for projects at 978 Washington Street and the former Wellesley Inn site at 576 Washington Street in Wellesley Square; these projects were delayed due to the recession, but both have now been completed, resulting in 7 SHI-eligible units at 978 Worcester and 5 SHI-eligible units at 576 Washington Street. Both

projects were developed under the Town's Zoning and subject to the IZB; 978 Worcester St. also resulted in payment in-lieu funds for 1 unit.

- 2009: the permitting of a CVS resulted in the payment of in-lieu funds under the IZB.
- 2011: a 40B project was approved at 65-71 Washington Street resulting in 1 SHI-eligible unit.
- 2012: a project was permitted at 27 Washington Street, resulting in the development of 82 SHI-eligible units, as well as 7 assisted living units not SHI-eligible but permanently deed restricted to be affordable.
- 2012: the Wellesley Housing Development Corporation purchased a two-family dwelling at Peck Ave and a single-family dwelling at 6 Mellon Road, renovating the homes and creating 3 affordable units; at this time the Town also purchased 9 Highland Road, although it is not on SHI, but it is affordable due to deed restriction not complying with DHCD requirements (Must wait to add on resale per DHCD).
- 2013/2014: a 40B project was approved at 139 Linden Street providing 2 SHI units (to be added to SHI).
- 2013: Wellesley Square Zoning District was amended to create a special permit to increase density; this benefited and allowed the previously stalled Wellesley Inn project to proceed.
- 2016: the Planning Board approved a Definitive Subdivision plan for 135 Great Plain Ave. that included a payment in-lieu for 2.4 units.
- 2016 to present: the Town is developing a new Comprehensive Plan; known as the Unified Plan, the Plan is combining typical land use planning with all aspects of the Town's government to serve as a master strategic plan for the Town. The Plan is expected to be adopted in the Winter/Spring 2018. www.wellesleyunifiedplan.com
- July 2016 to present: the Planning Board, Board of Selectmen, and Housing Development Corporation, have aggregated \$35,000 for the creation of a Housing Production Plan for the Town. An RFP is expected to be released by September 25, 2017.

Based on the above, the proposed development is too intense for a site that is approximately 1 acre in size. More affordable housing opportunities are necessary in the Town of Wellesley and the Town is currently working on a Housing Production Plan. The proposed density in a neighborhood with limited access is unreasonable and incongruous with the 1.5 story residential structures on .25 to .5 acre lots. In addition, this second proposed 40B development is within less than 160 feet from a proposed 40B development, by the same developer, at 680 Worcester Street has significantly decreased the economic value of these properties. The developer is systematically seeking to purchase abutting properties, and given the detrimental effect the two projects might have on the quiet single-family neighborhood, residents feel pressure to sell. This proposal, along with the four other 40B projects currently in site eligibility at MassHousing and MHP are far out of character with the community.

For reference, 40B projects currently in Project Eligibility:

1. 680 Worcester Street (20 Units)- ~160 feet from proposed project
2. Wellesley Crossing – Delanson Circle (90 Units) ~2100 feet from proposed project
3. 135 Great Plain Avenue (44 Units) ~ 1.6 miles from proposed project
4. 148 Weston Road (55 Units) ~ 3000 feet from proposed project

Other 40B projects being considered in Wellesley

1. 136 Worcester Street (44 Units) ` 3 miles from proposed project

DRAFT

TOWN OF WELLESLEY



MASSACHUSETTS

BOARD OF SELECTMEN

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

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EXECUTIVE DIRECTOR OF GENERAL GOVERNMENT

September ~~28~~, 2017

Katharine Miller
MassHousing
One Beacon Street
Boston, MA 02108

RE: 16 Stearns Road, Wellesley, MA Site Eligibility Response

Dear Ms. Miller:

On behalf of the Town of Wellesley Board of Selectmen and Planning Board, please find the following comments with respect to the Comprehensive Permit Site Approval Application recently submitted by 16 Stearns Road, LLC for the construction of a 36-unit residential housing development at 16 Stearns Road within the Town of Wellesley. The Town finds the location of the proposed project ~~is conceived unacceptable~~ given the limited access to the site and proximity to the 680 Worcester Street project currently in Site Eligibility review with MassHousing. The Town finds the project's density, scale, and height incompatible with the neighborhood and finds the project will have a detrimental impact on abutters due to mass, scale, and traffic. ~~We request that your office and the applicant consider our following concerns: based on both its independent construction and relationship to the 680 Worcester Street Project. We request that your office consider the concerns outlined below, as well as consider this project as a joint submittal with the 680 Worcester Street project given the dual ownership by Jay Derenzo and the one parcel separation of the two sites.~~

~~Wellesley's Progress on Affordable Housing~~

~~The Town of Wellesley has been making steady progress over the last 15 years in increasing the Subsidized Housing Inventory and passing zoning provisions to assist with affordable housing as redevelopment opportunities in Wellesley's commercial districts occur. The Town as of August 24, 2017 is at 6.3% of its 10% goal, with at least 8 units in the process of being added to the Subsidized Housing Inventory. Below are the Town's actions that have assisted with affordable housing:~~

- ~~The 2007-2017 Comprehensive Plan was adopted in 2007 with actions for affordable housing.~~
- ~~The Inclusionary Zoning Bylaw (IZB) was adopted in 2004 which requires residential projects in commercial districts to provide 20% affordable housing, and commercial projects over 10,000 square feet to provide 2% affordable housing (1 unit for every 50,000 square feet constructed).~~
- ~~2004: the Town's Community Preservation Committee funded \$65,000 in addition to HUD funds to create a DMR house at 4 Marshall Road (SHI)~~
- ~~2005: the IZB was modified to require subdivisions having more than 5 lots to comply with the Bylaw at 20% threshold.~~
- ~~2007: the definition of Floor Area Ratio in the Zoning Bylaw was modified to exclude affordable units developed under the IZB from being included in the FAR to increase density and increase opportunities for affordable housing units in commercial districts.~~
- ~~2007: the Linden Square project was completed, wherein 7 affordable housing units were created under the IZB (Units have recently be found to be missing from the Town's SHI, but are being added now).~~
- ~~2007/2008: permitting began for projects at 978 Washington Street and the former Wellesley Inn site at 576 Washington Street in Wellesley Square; these projects were delayed due to the recession, but both have now been completed, resulting in 7 SHI-eligible units at 978 Worcester and 5 SHI-eligible units at 576 Washington Street. Both projects were developed under the Town's Zoning and subject to the IZB; 978 Worcester St. also resulted in payment in lieu funds for 1 unit.~~
- ~~2009: the permitting of a CVS resulted in the payment of in lieu funds under the IZB.~~
- ~~2011: a 40B project was approved at 65-71 Washington Street resulting in 1 SHI-eligible unit.~~
- ~~2012: a project was permitted at 27 Washington Street, resulting in the development of 82 SHI-eligible units, as well as 7 assisted living units not SHI-eligible but permanently deed restricted to be affordable.~~
- ~~2012: the Wellesley Housing Development Corporation purchased a two-family dwelling at Peek Ave and a single family dwelling at 6 Mellon Road, renovating the homes and creating 3 affordable units; at this time the Town also purchased 9 Highland Road, although it is not on SHI, but it is affordable due to deed restriction not complying with DHCD requirements (Must wait to add on resale per DHCD).~~
- ~~2013/2014: a 40B project was approved at 139 Linden Street providing 1 SHI unit (to be added to SHI).~~
- ~~2013: Wellesley Square Zoning District was amended to create a special permit to increase density; this benefited and allowed the previously stalled Wellesley Inn project to proceed.~~
- ~~2016: the Planning Board approved a Definitive Subdivision plan for 135 Great Plain Ave. that included a payment in lieu for 2.4 units.~~
- ~~2016 to present: the Town is developing a new Comprehensive Plan; known as the Unified Plan, the Plan is combining typical land use planning with all aspects of the Town's government to serve as a master strategic plan for the Town. The Plan is expected to be adopted in the Winter/Spring 2018. www.wellesleyunifiedplan.com~~
- ~~July 2016 to present: the Planning Board, Board of Selectmen, and Housing Development Corporation, have aggregated \$35,000 for the creation of a Housing Production Plan for the Town. An RFP is expected to be released by September 25, 2017.~~

Site Constraints

The site has an area of 44,578 square feet. The proposed development has a gross floor area of approximately 97,000 square feet with a Floor Area Ratio of 2.18, and an average height of 70 feet. **The west side of the project measures 81 feet in height.** The site has approximately 5,000 square feet within a 0.2% Flood Zone, with the remainder of the site being comprised of steep grades and ledge. The elevation change from Stearns Road to the peak of the property is 18 feet. The proposal will regrade the site to be at street grade of 152 feet above sea level. This will require a tremendous removal of site material and the installation of 7-11 foot retaining walls along the abutting properties with no fencing proposed.

Flood Zone and Wetlands

~~As noted above, the site is partially located within the Flood Plain. The applicant states they are seeking a Letter of Map Amendment, however as no LOMA has been issued it should be noted the lower level of the parking garage is at the Flood Plain elevation. The plans also show there is a common exercise room with access to an outdoor community space in this flood plain area.~~

~~Wetlands are located on the adjacent property at 694 Worcester Street across the right of way from the project site. In December 2015, the Town's Wetlands Protection Committee determined that the isolated wetland on the property is not jurisdictional and the Committee issued a negative Determination of Applicability. As this determination was based upon an inspection in the fall, the Town is of the opinion that an inspection for the presence of a vernal pool should be conducted in the spring, as well as evaluating the role of the wetlands in flood control. The buffer zone for this potential wetland would largely impact the 16 Stearns Road property.~~

Proposed stormwater management concerns

~~Given the dense development of the site and the significant amount of impervious material, stormwater management and groundwater management are significant concerns to the Town. **There is likely a presence of ledge where the underground garage is proposed, and the dense site configuration will limit the available locations for subsurface infiltration.** Ground water has largely been located in the area at depths of 5 feet below grade. On site mitigation must be considered, however, the Town will be opposed to the location of subsurface infiltration underneath the foundation of the proposed building. Although stormwater management is neglected in the application, the developer has proposed similar subsurface systems at the 680 Worcester Street 40B site. The front of the property is the only location that where subsurface infiltration can be located. At this time, there is no information on soil conditions or percolation capabilities of the site. The site is within close proximity to the McCracken Brook culvert that is currently at capacity. **Unmanaged stormwater will exacerbate the problems associated with the McCracken Brook culvert and could have significant impact on the small residential neighborhood with potential ground water disturbance.**~~

Fire Access

The Fire Department has expressed concern over the height of the structure and ability to access the structure from multiple sides. One elevation of the structure is over 81 feet in height, and will be the highest residential structure in Wellesley. The Fire Department will consider the structure as a high rise for construction purposes. The Fire Department finds that additional access will be required to the sides and rear of the structure to meet the Fire Code, as access is limited with 14-15 foot setbacks within 150 feet in either direction from the front door. An access road is required, and at present cannot be accommodated. Further, given the height of the structure, the Tower Truck must respond to all calls at the site. The turning radius of the front, therefore the Tower Truck will also be required to make the turns around the building when a fire access road is added. In addition to the turning radius required for the sides of the building, the turning radius at access driveway is not adequate to accommodate the Tower Truck, and given the limited access to the site from Francis Road and Stearns Road, turning around must be accommodated on the project site.

~~Proposed setbacks will cause unacceptable impacts to abutting properties~~

~~The setbacks of the proposed project are inadequate and juxtapose a 70-foot tall building 15 feet from the abutting property line and 45 feet to a single residence home located at 10 Stearns Road to the east. The Town owns land to the east, south, and west and the structure will be located 14.9 feet from the Sprague School Parking Lot and Sprague Fields access drive. The minimal setbacks leave inadequate adequate buffer or screening from abutters; particularly given front access will be 160 feet from the rear of a proposed 20-unit 40B located at 680 Worcester Street. The two projects significantly impact the properties located at 11 Stearns Road and 9 Stearns Road, which will have projects to the rear and across the street from their low profile single family structures. In addition, the proposal creates exterior balconies that will overlook the abutting properties with minimal visual or sound mitigation.~~

Parking Garage and Visitor Parking

~~The parking for the site includes 78 parking spaces, configured in 5 surface spaces and two levels of underground parking having 36 and 37 spaces. The applicant has provided minimal visitor parking. It should be noted Stearns and Francis Roads prohibit on-street parking. Overflow visitor parking likely could try to locate at either the Alzheimer Center or Sprague School/Field. Sprague School/Field already has a shortage of parking during events and does not allow for overnight parking. Trash is proposed to be located on the eastern side of the property with an exterior dumpster, located at the closest point to the abutting residential property. It is important to note that Wellesley does not have municipal trash removal, but relies on residents or private trash haulers, as licensed by the Board of Health.~~

Water and Sewer service

~~The Town has preliminarily reviewed the water and sewer infrastructure in the immediate area. While DPW/Engineering believes sewer can be handled with the existing 8" main,~~

~~there is significant concern that the existing 6" water main will not provide adequate flow with the necessary sprinkler system, while maintaining appropriate service levels for the neighborhood. Replacement of the line to an 8" or 10" line will be required from Route 9, thus impacting both the Stearns Road and Francis Road water lines.~~

Site access exacerbates existing traffic and circulation problems

The proposal includes direct ingress and egress from Stearns Road, a narrow dead end street located directly off Francis Road, a narrow and dead end street, with direct access from Route 9 eastbound. Stearns Road and Francis Road are heavily traveled pedestrian routes for access to the Sprague School heading south, and Middle School heading southeast. The neighborhood is currently comprised of 17 single family structures (excluding the lot in question) largely 1.5 stories in height. The neighborhood has limited vehicular access, as it can only be accessed from Route 9 eastbound. The limited access to Route 9 is also a concern with traffic backup onto Francis and Stearns Road during peak commuting hours that coincides with pedestrian and school traffic.

It is unclear whether the applicant is proposing to add any sidewalks within the neighborhood. The additional volume of 36 residential properties on a narrow road with significant pedestrian traffic, and no sidewalks is a concern given the current width and limited access to the property. There currently are no sidewalks on either Francis Road or Stearns Road and both rights of way measure approximately 40 feet in width, with pavement widths of approximately 20 feet in width. Sidewalk installation should be a consideration given the increased vehicular and construction volume. The proposed project adds over 200% more residences and vehicular activity to the neighborhood at the current pedestrian access point to both the Sprague elementary school and Middle School. Many residents along Worcester Street also use this neighborhood for access. The adjacent project proposed at 680 Worcester Street will also add pedestrians to the neighborhood, if constructed as it is a safer route to school and fields than along Route 9 where there is no current sidewalk extending westbound. Residents currently access Sprague School by walking through the end of Stearns Road through to the School property via a stone path. The installation of sidewalks is feasible given the 40-foot right of way, however will have significant impact to the existing streetscape requiring removal of established Town trees located within the right of way.

Proposed setbacks will cause unacceptable impacts to abutting properties

The setbacks of the proposed project are inadequate and juxtapose a 70-foot-tall building 15 feet from the abutting property line and 45 feet to a single residence home located at 10 Stearns Road to the east. The Town owns land to the east, south, and west and the structure will be located 14.9 feet from the Sprague School Parking Lot and Sprague Fields access drive. The minimal setbacks leave inadequate adequate buffer or screening from abutters; particularly given front access will be 160 feet from the rear of a proposed 20 unit 40B located at 680 Worcester Street with minimal landscaping provided to the rear of the site. The two projects proposed by Mr. Jay Derenzo significantly impact the properties located at 11 Stearns Road and 9 Stearns Road, which will have projects to the rear and across the street from their low profile single-family structures. In addition, the proposal creates exterior balconies that will overlook the abutting properties with minimal visual or sound

mitigation. The Town reiterates its view that the two projects should be considered as one project as the proposal will eliminate all privacy for 11 Stearns and 9 Stearns Road.

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

~~The Town has significant concerns with respect to the practicality of constructing this project. The size and location of this site makes it difficult to stage cranes or other construction equipment. The significant removal of site material also poses a problem with the number of anticipated trucks needed to haul the material off site and the limited access. In addition, the two tier parking proposed will require significant concrete work, and staging of trucks will be difficult given the limited access to the site from Route 9 and the small neighborhood streets the used to access the project site. Additionally, parking for all construction workers may not be completely accommodated on site given the size of the project, and as previously noted parking is prohibited on Stearns Road and Francis Road, as well as Route 9. Deliveries will need to be expertly coordinated and offsite parking of workers may be required. The developer has not stated in the site application how construction would be staged and coordinated.~~

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

Thirty-six (36) residential units on a 44,578 square foot lot equates to a density of 35 units per acre. ~~This project will be a dense project in Wellesley and the tallest residential structure in Wellesley.~~ The density of the abutting residential neighborhood, not including the subject property, is 3 units per acre. The single-family structures directly abutting the site will be significantly impacted due to the close proximity and potential shadow affects from the development. The developer previously discussed with the Town the potential to subdivide the lot into 2 or 3 units, which would have been consistent with the existing neighborhood density. The 2017 Annual Town Meeting altered the Town's Large House Review zoning provisions, and as a result, the developer has stated his perceived size limitations on residential construction necessitated the current proposed project. This zoning change does not align with the need for the density of 40 units per acre at the 680 Worcester Street site.

The 16 Stearns Road application largely references the Alzheimer's Center as neighborhood context. The site, although within close proximity on a map, has no vehicular neighborhood connection to the Alzheimer's Center and contextually is separated from the proposed 36-unit development because of the street patterns.

Water and Sewer service

The Town has preliminarily reviewed the water and sewer infrastructure in the immediate area. While DPW/Engineering believes sewer can be handled with the existing 8" main, there is significant concern that the existing 6" water main will not provide adequate flow with the necessary sprinkler system, while maintaining appropriate service levels for the neighborhood. Replacement of the line to an 8" or 10" line will be required from Route 9, thus impacting both the Stearns Road and Francis Road water lines and road surfaces. Given the location of the project and required infrastructure upgrades, there is not a piece of the neighborhood unaffected from the proposed projects.

Proposed stormwater management concerns

Given the dense development of the site and the significant amount of impervious material, stormwater management and groundwater management are significant concerns to the Town. There is likely a presence of ledge where the underground garage is proposed, and the dense site configuration will limit the available locations for subsurface infiltration. Ground water has largely been located in the area at depths of 5 feet below grade. On-site mitigation must be considered, however, the Town will be opposed to the location of subsurface infiltration underneath the foundation of the proposed building. Although stormwater management is neglected in the application, the developer has proposed similar subsurface systems at the 680 Worcester Street 40B site. The subsurface recharge of that site, also over 85% impervious within close proximity will further impact the water table. The front of the property is the only location that where subsurface infiltration can be located. At this time, there is no information on soil conditions or percolation capabilities of the site. The site is within close proximity to the McCracken Brook culvert that is currently at capacity. Unmanaged stormwater will exacerbate the problems associated with the McCracken Brook culvert and could have significant impact on the small residential neighborhood with potential ground water disturbance. McCracken Brook will be impacted by runoff and stormwater from three projects including 16 Stearns Road, 680 Worcester Street, and Delanson Circle which proposes 90 Units along Linden Street through a Comprehensive Permit as well.

Flood Zone and Wetlands

As noted above, the site is partially located within the Flood Plain. The applicant states they are seeking a Letter of Map Amendment, however as no LOMA has been issued it should be noted the lower level of the parking garage is at the Flood Plain elevation. The plans also show there is a common exercise room with access to an outdoor community space in this flood plain area.

Wetlands are located on the adjacent property at 694 Worcester Street across the right of way from the project site. In December 2015, the Town's Wetlands Protection Committee determined that the isolated wetland on the property is not jurisdictional and the Committee issued a negative Determination of Applicability. As this determination was based upon an inspection in the fall, the Town is of the opinion that an inspection for the presence of a vernal pool should be conducted in the spring, as well as evaluating the role of the wetlands in flood control. The buffer zone for this potential wetland would largely impact the 16 Stearns Road property.

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The parking for the site includes 78 parking spaces, configured in 5 surface spaces and two levels of underground parking having 36 and 37 spaces. The applicant has provided minimal visitor parking. It should be noted Stearns and Francis Roads prohibit on street parking. Overflow visitor parking likely could try to locate at either the Alzheimer Center or Sprague School/Field. Sprague School/Field already has a shortage of parking during events and does not allow for overnight parking. Trash is proposed to be located on the eastern side of the property with an exterior dumpster, located at the closest point to the abutting residential property. It is important to note that Wellesley does not have municipal trash removal, but relies on residents or private trash haulers, as licensed by the Board of Health.

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

The Town has significant concerns with respect to the practicality of constructing this project. The size and location of this site makes it difficult to stage cranes or other construction equipment. The significant removal of site material also poses a problem with the number of anticipated trucks needed to haul the **soil and blasted ledge material off site with limited access**. In addition, the two-tier parking proposed will require significant concrete work, and staging of trucks will be difficult given the limited access to the site from Route 9 and the small neighborhood streets the used to access the project site. Additionally, parking for all construction workers may not be completely accommodated on site given the size of the project, and as previously noted parking is prohibited on Stearns Road and Francis Road, as well as Route 9. Deliveries will need to be expertly coordinated and offsite parking of workers may be required. The developer has not stated in the site application how construction would be staged and coordinated. **This construction effort, in concert with the potential construction of the 680 Worcester Street project will make project logistics impossible. Construction parking will have to be accommodated off site for both projects.**

Historical Soil Concerns

The project site is located within close proximity to a landfill remediation site located at Sprague Field. Given the proximity to McCracken Brook Culvert, and the amount of fill proposed for removal, the Town believes the site should conduct a 21E to verify the soil at lower levels has no contamination from the historic landfill located adjacent to the property.

Wellesley's Progress on Affordable Housing

The Town has recently been inundated with 40B Site Eligibility notices. The Town has not met their 10% threshold, however, the Town would like to convey the efforts which it has continually made to increase the Town's affordable housing inventory. The Town of Wellesley has been making steady progress over the last 15 years in increasing the Subsidized Housing Inventory and passing zoning provisions to assist with affordable housing as redevelopment opportunities in Wellesley's commercial districts occur. **The Town as of August 24, 2017 is at 6.3% of its 10% goal, with upwards of 38 units in the process of being added to the Subsidized Housing Inventory within the next several months.** Below are the Town's actions that have assisted with affordable housing:

- The 2007-2017 Comprehensive Plan was adopted in 2007 with actions for affordable housing.
- The Inclusionary Zoning Bylaw (IZB) was adopted in 2004 which requires residential projects in commercial districts to provide 20% affordable housing, and commercial projects over 10,000 square feet to provide 2% affordable housing (1 unit for every 50,000 square feet constructed).
- 2004: the Town's Community Preservation Committee funded \$65,000 in addition to HUD funds to create a DMR house at 4 Marshall Road (SHI)
- 2005: the IZB was modified to require subdivisions having more than 5 lots to comply with the Bylaw at 20% threshold.

- 2007: the definition of Floor Area Ratio in the Zoning Bylaw was modified to exclude affordable units developed under the IZB from being included in the FAR to increase density and increase opportunities for affordable housing units in commercial districts.
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- 2011: a 40B project was approved at 65-71 Washington Street resulting in 1 SHI-eligible unit.
- 2012: a project was permitted at 27 Washington Street, resulting in the development of 82 SHI-eligible units, as well as 7 assisted living units not SHI-eligible but permanently deed restricted to be affordable.
- 2012: the Wellesley Housing Development Corporation purchased a two-family dwelling at Peck Ave and a single-family dwelling at 6 Mellon Road, renovating the homes and creating 3 affordable units; at this time the Town also purchased 9 Highland Road, although it is not on SHI, but it is affordable due to deed restriction not complying with DHCD requirements (Must wait to add on resale per DHCD).
- 2013/2014: a 40B project was approved at 139 Linden Street providing 2 SHI units (to be added to SHI).
- 2013: Wellesley Square Zoning District was amended to create a special permit to increase density; this benefited and allowed the previously stalled Wellesley Inn project to proceed.
- 2016: the Planning Board approved a Definitive Subdivision plan for 135 Great Plain Ave. that included a payment in-lieu for 2.4 units.
- 2016 to present: the Town is developing a new Comprehensive Plan; known as the Unified Plan, the Plan is combining typical land use planning with all aspects of the Town's government to serve as a master strategic plan for the Town. The Plan is expected to be adopted in the Winter/Spring 2018. www.wellesleyunifiedplan.com
- July 2016 to present: the Planning Board, Board of Selectmen, and Housing Development Corporation, have aggregated \$35,000 for the creation of a Housing Production Plan for the Town. An RFP is expected to be released by September 25, 2017.

Based on the above, the proposed development is too intense for a site that is approximately 1 acre in size. More affordable housing opportunities are necessary in the Town of Wellesley and the Town is currently working on a Housing Production Plan. The proposed density in a neighborhood with limited access is unreasonable and incongruous with the 1.5 story residential structures on .25 to .5 acre lots. In addition, this second proposed 40B development is within less than 160 feet from a proposed 40B development, by the same developer, at 680 Worcester Street has significantly decreased the economic value of these properties. The developer is systematically seeking to purchase abutting properties, and given the detrimental effect the two projects might have on the quiet single-family neighborhood, residents feel pressure to sell. This proposal, along

with the ~~3~~^{four} other 40B projects currently in site eligibility at MassHousing and MHP are far out of character with the community. ~~The Town would be inclined to support development on the site, but at a density in the range of 4-8 units per acre.~~

For reference, 40B projects currently in Project Eligibility:

1. 680 Worcester Street (20 Units)- ~160 feet from proposed project
2. Wellesley Crossing – Delanson Circle (~~95~~⁹⁰ Units) ~2100 feet from proposed project
3. 135 Great Plain Avenue (44 Units) ~ 1.6 miles from proposed project
4. 148 Weston Road (55 Units) ~ 3000 feet from proposed project

Other 40B projects being considered in Wellesley

- ~~1. 148 Weston Road (60 Units) ~ 3000 feet from proposed project~~
- ~~2.~~1.144136 Worcester Street (44 Units) ~ 3 miles from proposed project

DRAFT

5. Final Read through – Budget Preparation Manual

As was discussed at last week's meeting, we decided to make some final edits to the manual to reflect some of the comments received by various boards. An updated version is included in your packet and the changes have been tracked for ease of use. The changes include:

- Several boards noted that we had not provided information on how to handle part-time non-union staff, some of which may be temporary, seasonal or on call. That has been addressed by outlining the process to be undertaken with Human Resources.
- Clarification was requested about the guideline, so the specific amounts for FY19 have been included. Near the end of the manual the definition of what it means to be out of guideline has also been added.
- The Board of Health had expressed concerns about the timing of the process with the HR Board to vet new positions, as well as what costs make up the \$20,000 budget for benefits attributed to a new position. It is impossible to know exactly how much the benefits will be until the employee is hired, as they make choices that affect cost, such as which health plan they choose and whether it is for an individual or a family. On page four of the manual you will find additional language on both of these topics.
- In order to provide clarity, we have also added language in the capital request section of the manual to specify the amount of funding available for cash capital this year, and emphasized our request for prioritization by boards/departments so the best decisions can be made.
- Comments were noted about the references to different guidelines for salaries and expenses. Those had been removed from a prior version of the manual, which is why they are not highlighted now.
- Schedule – as we talked about last week, the schedule had already been modified as to when capital budgets were due, and we've further refined it to delay when warrant article notice is due.

There were some changes that were requested that have not been made for the following reasons:

- Purchase of computers – It has not been fully transparent in prior years as to the true cost of IT for the Town, in part because the budgets for PCs and such is spread out through various departments. In some ways this can be compared to the perceived lack of transparency in the “work for others” program by DPW. It is our intent to take a soft approach to this, and work with departments to centralize this over a couple of budget cycles where it makes sense to do so. We think this will also bring about efficiency and effectiveness as a result.
- Clarification as to the role of the Selectmen, their staff and Advisory – I believe that the role of both the Selectmen and Advisory is clear in the Town's bylaws, which is why it has not been addressed. Further, the role of staff is to support these boards and manage the work needed to achieve the objective of the boards. I believe this

comment stems more from interactions in the past in trying to carry out this work, and that we should continue to work to improve those communications in the future.

- Budgets for vacant positions – I have touched base with HR and they are in full agreement that positions should not be budgeted above the midpoint, which is why the manual was written in this way. HR completes a salary survey each year to keep an eye on whether Wellesley’s structure is up to date, and believes that it is, with minor exceptions. I would encourage departments who believe they would have an issue to discuss this directly with HR.
- The Board of Health has suggested that the guideline is punitive towards small departments and has suggested a change. I understand their rationale, but I think that this is a much larger discussion that needs to be had before such a change should be made. The implementation of the Unified Plan next year may help resolve this item.
- According to HR – they view the budgeting of new employee positions and vacant positions to be the same issue, and if it is a new FTE to be hired, a budget for benefits associated with it is relevant.
- Recreation notes that they don’t turn in a capital budget as they fund such projects out of program dollars. That is certainly the case and I would suggest this be a topic of conversation between the boards at some point. Choices that they make as to programs that are run or projects completed can impact the turn back to the Town, and may be something we want to address going forward.

NO MOTION

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Town of Wellesley

**Fiscal Year 2019
Budget Preparation Manual**



Finance Department

July 1, 2017

Budget Preparation Overview

Boards and Committees

The Town of Wellesley strives to provide excellent services to its citizens through its numerous elected and volunteer boards and departmental managers. Each board/department has a mission statement and work plan which forms the basis for its annual operating and five-year capital request.

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

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

Under the Town's bylaws, the Board of Selectmen are responsible for coordinating the annual budget submissions for all boards; coordinating the timing of capital requests and determining methods for financing capital needs; estimating available revenues; and developing the Town-Wide Financial Plan and Five-Year Capital Budget Program. In order to accurately create (1) the "Sources and Uses" format required by Article 19.16.1, (2) the Town-Wide Financial Plan, and (3) the Five-Year Capital Budget Program, the Finance Department, under the direction of the Board of Selectmen and Executive Director, has developed standard formats for receiving departmental requests. The format includes a departmental narrative outlining departmental responsibilities and current objectives with emphasis on current year needs, a revenue summary, and detailed operating budget requests showing a four-year history. The Finance Director, under Article 19.42 c of the bylaws assists "in the development of budgets and reviewing all budgets for format, completeness, and accuracy before submission to the Advisory Committee".

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

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Application of Operating Budget Guidelines

Introduction

Operating budget guidelines are established by the Board of Selectmen in early Fall for the upcoming fiscal year. The Selectmen make this determination after evaluating the Town's financial position as prepared by the Finance Director, and with input from other boards and committees regarding their anticipated priorities. In recent years there has been a separate budget guideline for school and non-school departments, but this may not always be the case. Guidelines are also provided for operating expenses and may or may not be the same as for personal services.

All departments must create budgets that meet the stated guidelines after all factors (contracts, steps, longevity, merit pay, etc.) are taken into consideration. For FY19 the Board of Selectmen have set the operating budget guideline at a 3.5% increase in the School department budget, and a 2.5% increase in all other Town budgets. Departmental initiatives that cause requests to exceed guideline should be quantified and vetted during the budget cycle discussions. The Board of Selectmen may or may not recommend an override for initiatives that cannot fit within the guidelines.

1.0 Personal Services

1.1 Overview

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

- 40-series employees who typically receive a set percentage increase, recommended by the HR Board, which is based upon analysis of market conditions.
- 50/60 series employees who are compensated through a merit pay plan which is administered and appropriated by the Human Resources Department.
- Unionized employees – there are 13 town and school unions which have agreements that specify the percentage Cost of Living Adjustment (COLA) received by these groups each year.
- Contract employees – Executive level positions whose compensation is set by their respective Board.
- Non-union unclassified positions – positions are generally part-time, temporary and or seasonal positions. Wage increases for these positions are developed through a request made by a department head to the Human Resources to set a wage schedule for the ensuing fiscal year.

1.1.1 Budget templates

Locate the department's operating budget template. Each year, Finance updates the basic information on the templates and places them on the H-drive under the "FIN" folder. This allows department heads and their boards to spend more time budgeting for the fiscal year instead of changing formatting details and entering previous year actuals. From there, find the folder labeled "FY19 Operating Budgets" and locate the department's template under either the "Selectmen" or "Non-Selectmen" sub-folder. Please make a copy of that excel file and save it to your personal F or G drive. The template is made up of three tabs: Salaries, Personal Services & Expenses, and Summary. In these three tabs, the salary tabs links to the PS&E tab, which links to the summary tab. Updating the salaries on the salary tab and the expenses on the PS&E should be enough to link your items correctly. It is important to check the template to ensure all the items are linking

correctly once you have finished working. Do not forget to periodically save the template while updating it. This will prevent any changes from being lost.

1.2 Pay Weeks

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

FY19	52.0
FY20	52.4
FY21	52.2
FY22	52.2

1.3 Employee Job Classes

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

- 40-series employees are the hourly clerical “town” staff. The amount of increase for these employees is determined by the Human Resources Board and the percentage increase will be communicated to all departments by Finance once the guidelines are finalized. This salary increase amount remains in department operating budgets throughout the budget process and is never removed. These employees may be eligible for longevity increases as well. Please consult the (40 Series) longevity table to the right and add longevity increases to the budget where appropriate.
- | Years of Service | Amount |
|------------------|-----------|
| 30 or more | \$ 800.00 |
| 25-29 years | \$ 700.00 |
| 20-24 years | \$ 600.00 |
| 15-19 years | \$ 500.00 |
| 10-14 years | \$ 300.00 |
- 50/60-series employees are salaried “town” staff eligible for increased compensation through the merit pay plan, based upon the result of their annual performance review. The HR Board recommends a pool of funds for fiscal-year merit bonuses, usually as a percentage increase in payroll costs. Because the results of performance evaluations are unknown at the time the budget is created, departments must factor into their calculations providing this increase for their eligible employees. After budgets are turned in, the Finance Department removes the funds from these budgets and appropriates a like amount in a separate article at Town Meeting. This process enables all relevant parties to see the estimated true cost of employee salaries.
 - Unionized employees receive their compensation based upon their respective union agreement with the Town and Schools. All COLA, steps, lanes, certifications, stipends, longevity and any other benefits associated with the contracts must be calculated in the operating budget submission. Some bargaining agreements also have mid-year steps that departments will have to budget for as well. These amounts remain in the operating budget through the process and are not accounted for separately.
 - Contracted employees There are four “town” employees under contract (Executive Director, Finance Director, Police Chief, and Fire Chief) as well as a number of School department personnel. Estimated increases for these positions must be built into the operating budget and the increase does not get removed. Departments must include monies for this purpose based either on the language of the employee’s contract, or on what the Board estimates might be an increase in compensation for the ensuing year.

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- Non-Union Unclassified Positions are generally hourly part-time, seasonal or temporary hires. Examples of such positions include recreation seasonal staff, crossing guards, part-time “on call” staff and per diem employees. Department heads should contact the Human Resource Director to discuss hourly rates and wage schedules as part of the budget development process.

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

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

1.4 Vacant Positions

Departments are encouraged to budget vacant positions at the mid-point of the salary range. If a department has a long-time employee who was at the top of the range in their job class that has recently retired, replacing the position with a less senior employee may generate a savings. As the salary tables are created by the Human Resources Department, and are based on comparable industry standards, this method of budgeting allows for fair compensation of employees while helping control the growth rate in a department’s budget.

1.5 Salary Tab

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

Job Title Employee Name	FY18 Rate as of 6/30/2018	Group - Step	FY19 Starting Rate 7/1/2018	Ed. Stipend	Weekly	Group-Step	Step Rate	Ed. Stipend	New Weekly	Total
Municipal Zoo Director Don Duquette	\$ 2,200.00	62	\$ 2,244.00	N/A	N/A	N/A	N/A	N/A	N/A	\$ 116,688
Municipal Zoo Coordinator Anthony Tigre Date of hire 6-1-17	\$ 1,000.00	Z50-1 7-1-17	\$ 1,020.00	15.00	1,035	Z50-2 12-1-17	\$ 1,040.40	15.00	\$1,055.40	\$ 54,436

1.6 New Employees

Requests to add new employees generate additional costs and therefore require additional steps. First, the Human Resources (~~HR~~) Board must approve any new position by December 1st. This process allows enough lead time for HR to evaluate the position, prepare job descriptions and go through its internal process. The Human Resources Board encourages any department contemplating a new position to begin the process as early as possible in the budget season. The Human Resources Board's process includes discussing the need for the position, approval of the final job description, and by doing so sets the grade for the position which dictates the salary range to which it is assigned. Second, the Advisory Committee must be provided sufficient time to review the new position request. Lastly, once the new position is approved, the position must be added to the operating budget with an extra \$20,000 to show the true cost of a full-time benefited employee. The \$20,000 budget was developed several years ago to account for all of the benefits provided to a full-time position. The assumptions include various insurances: (family health plan, long-term disability, life, dental insurance and worker's compensation) as well as Medicare taxes. For employees less than full-time, please provide a prorated benefits cost. The benefited amount, along with merit pay, will be removed prior to Town Meeting and budgeted with other like costs. However, operating budgets must be evaluated versus guideline with benefits included in the department total.

In order to assist departments with planning for a new position, a new form has been included (Appendix B) which should be used to project work space and tools needed by a new employee. Examples of this include: a new computer, phone, office supplies, and anything else relevant for that employee to complete his/her specific job. This form should be completed, signed by the department head or board chair, and submitted with the operating budget. It is pre-populated with typical items and average costs. The items listed on the new employee form should also appear in the operating budget in both the personal services and expense part of the budget request. This form can be found in the H-Drive under the "FIN" folder then "Forms" subfolder.

2.0 Expenses

2.1 Overview

The expense part of the budget can be found on the middle tab of the operating budget template titled "Personal Services & Expenses." On this tab, please add all the necessary items that are not related to salaries. This section includes office supplies, conferences, training and development, travel and anything else the department might need to fulfil its mission. The expense part of the operating budget has four parts in addition to the price for any line item: Munis Org, Munis Object, the account title, and the explanation. All of these pieces should be filled in for each item in the expense budget. Please research costs by calling vendors and evaluating past expenditures to develop a defensible budget. Departments should also be prepared to answer questions from Advisory and provide calculations and backup for specific line items.

2.2 Categorizing Expenses

Expenses should be placed with the corresponding account title and explanation. The account title relates to the Munis Org and Object. For most departments, generic expenses have been set up in Munis and many of the account titles will already be there. However, some departments may have unique expenses that do not fit in with existing Munis codes. For example, a department may have to purchase paper bags for an initiative. Such an item would not appropriately go under office supplies or any other Munis code description. Therefore, it is recommended that departments work with Finance to determine when it is appropriate to have new accounts created. Finance will create new Munis codes if the situation merits it. Please see appendix "A" for a list of commonly used expense charge codes. When adding a new expense line, please refer to this list to see what is available. The Explanation part of the budget is more of a free-text field where details can be given about the specifics of a line item request. The Munis description "Conferences" can list specific conferences that the staff of a department is planning to attend in the coming year. Please provide as much specificity as possible to better inform those who review the departmental budgets.

2.3 Centralized Expenses

Gas and Utility costs are centrally managed and budgeted by the Facilities Management/Intelligence Department. Fuel costs are managed by the Department of Public Works. The Executive Director's office prepares centralized Legal, Liability Insurance, and Compensated Absences budgets. Each year, Human Resources will disseminate the IRS per-mile employee reimbursement rate to be used when estimating annual mileage. Employee benefit costs such as Health Insurance, Unemployment, Medicare, Pension, and OPEB are budgeted centrally.

2.4 Budgeting for IT Equipment and Services

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

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

Costs will vary greatly by use/configuration and ITD will work with you to obtain quotes for budgeting purposes.

2.5 Encumbrances

When updating the column on the expense tab that represents the most recently completed year, please update the encumbrance amount at the bottom of that column. The total encumbrance amount for the most recent completed year should be what was actually spent the following year, not the grand total that was encumbered. For example, for the FY19 budget request submission, the most recently completed year would be FY17. The total encumbrance to be updated in FY17 would then be what was actually spent in FY18, not the total amount that was originally encumbered. Therefore, if \$500 was originally encumbered from FY17 but only \$400 was spent, \$400 would be recorded in the FY17 column.

3.0 Narratives

3.1 Narrative Overview

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

3.2 Mission Statement

The Mission Statement section of the departmental narrative should describe the department's purpose, the services it provides, and manner in which services are to be delivered. Well-crafted Mission Statements can be communicated at a high level and don't necessarily need to be lengthy.

3.3 Organizational Structure

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

3.4 Previous Accomplishments

In this section, the department should discuss goals and initiatives completed during the past year and how those achievements have benefitted the Town. This space can be used to describe completed projects and their impact, successful studies that were completed, new programs that were rolled out, and any other relevant statistics or items of interest.

3.5 Department Goals

The next section should describe what the department wishes to accomplish in the coming year. This should include new programs, projects, initiatives, and goals along with how these items will benefit the

Town. Should any of your goals result in a financial impact to another board or department, please be specific about the operational and financial impact.

3.6 Warrant Article Requests

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

3.7 Operating Budget Summary

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

3.8 Revenue Explanation

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

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

3.9 Out of Guideline

The final section of the operating budget narrative provides the opportunity, if necessary, for the department to request more resources and explain in further detail why it cannot comply with guidelines. To clarify, out of guideline is defined as the percentage increase in a budget being higher than a 2.5% increase in "Town" budgets and a 3.5% increase in School budgets from what was approved in FY18. In this section, departments will make their case to the Board of Selectmen and Advisory if they are requesting additional staff, unplanned capital, or increases in expense budgets that push their budgets over guidelines. The total financial impact of this 'over guideline' initiative should be clearly quantified. Much consideration should be given to this section so that the requests being made by the department are clear. All sections of the narratives should be written so that a person who has no familiarity with municipal government can understand what is being described. This reduces the number of questions relevant parties might have and makes for a much less complicated request process.

Capital Request Process

Boards submit a detailed five-year capital plan annually. Capital requests should support the department's strategic direction, and the financial and operational impact of each requested capital purchase should be quantified. Because financial resources are limited, Boards ~~are asked to should consider~~ prioritizing capital needs and should fully research the cost of each item. The Board of Selectmen have set a threshold of \$5.3 million for "cash capital" items in FY19 that will necessitate reductions across the organization to achieve this number. Prioritization of projects will assist us in ensuring the projects most needed receive funding.

With this cash capital cap in FY19~~There are currently no numeric capital guidelines, but~~ consideration should be given to smoothing the department's capital request impact over several years to facilitate affordability, particularly in departments requesting large amounts of cash capital. Thorough preparation will help the Department explain and advocate for its needs, both within the Town's levy or as a separate referendum. The Board should work with the Finance Director and Executive Director to evaluate different funding strategies.

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

Budget Submission Timeline

- July 1, 2017 Fiscal Year begins
- Early August – Input by Departments, Advisory, and Finance on budget guidelines
- Mid-August – Capital templates are distributed by Finance with instructions
- Late August – Finance recommends budget guidelines to BOS
- September 8th – Advisory Committee announces work schedule
- September 26th – Operating Budget guideline finalized
- September 28th – Inter-board meeting to review guidelines/go over budget document
- September 29th – Operating budget manual & forms sent out
- ~~September 30th – ATM draft warrant articles due from all Departments/Boards~~
- October 6th – HR Board provides guideline for 40/50/60 series
- ~~October 20th – Capital budget requests submitted to Finance from all departments~~
- ~~ATM draft warrant articles due from all Departments/Boards~~
- November 17th – Operating budgets due from Selectmen's departments
- November 20th – Finance begins budget compilation & tax classification hearing
- November 30th – Final day to submit warrant articles for ATM
- December 2nd – Selectmen's budget workshop
- ~~December 4th – Operating budgets due to Finance from non-school departments~~
- December 15th – School operating budget due
- December 18th – Determine budget gap & begin closing process



Operating Budget Checklist

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

Capital Budget Checklist

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

Appendix A

Common Munis Expense Accounts

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

Appendix B

New Position Form

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

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

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

Subtotal Personal Services #VALUE!

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

New Employee Grand Total #VALUE!

6. New Business & Correspondence

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

- ❖ Recycling Dividends Award Notice
- ❖ Email from WOW: Annual Community Diversity Summit
- ❖ Letter of Commendation re: criminal investigation
- ❖ MassHousing letter re: Fieldstone Way
- ❖ Memo from Chief of Police re: One Mind Campaign



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CHARLES D. BAKER
GOVERNOR

KARYN E. POLITO
LIEUTENANT GOVERNOR

September 20, 2017

Dear Mr. Hans Larsen,

Congratulations! I am pleased to notify you that the Town of Wellesley has been awarded a Recycling Dividends Program grant of \$10,400 through the Sustainable Materials Recovery Program. I want to thank you for your commitment to reducing waste and increasing recycling for the benefit of our communities and the environment.

Enclosed you will find further instructions from the Department of Environmental Protection on next steps. Please feel free to contact Tina Klein at 617-292-5704 if you have any questions.

Governor Charles D. Baker

Lt. Governor Karyn E. Polito

Handwritten signature of Charles D. Baker in blue ink.

Handwritten signature of Karyn E. Polito in blue ink.



Commonwealth of Massachusetts
Executive Office of Energy & Environmental Affairs

Department of Environmental Protection

One Winter Street Boston, MA 02108 • 617-292-5500

Charles D. Baker
Governor

Karyn E. Polito
Lieutenant Governor

Matthew A. Beaton
Secretary

Martin Suuberg
Commissioner

September 20, 2017

Mr. Hans Larsen
Executive Director
Town of Wellesley
525 Washington Street
Wellesley, MA 02482

Dear Mr. Larsen,

Congratulations! It is my pleasure to inform you that the Massachusetts Department of Environmental Protection (MassDEP) has awarded the Town of Wellesley Recycling Dividends funds under the Sustainable Materials Recovery Program. The Town of Wellesley has earned 8 points and will receive \$10,400.

Please note, awards for the following grant categories are being evaluated (Mattress Recycling Initiative, SMART/PAYT, Curbside Recycling/Food Waste Carts, Drop-off Equipment, School Recycling Assistance, Waste Reduction Enforcement Coordinator, Waste Reduction Projects, Organics Capacity Projects) and will be announced separately.

The Sustainable Materials Recovery Program (SMRP) was created under 310 CMR 19.300-303 and the Green Communities Act, which directs a portion of the proceeds from the sale of Waste Energy Certificates to recycling programs approved by MassDEP. The Recycling Dividends Program (RDP) provides payments to municipalities that have implemented specific programs and policies proven to maximize reuse, recycling and waste reduction. Municipalities receive payments according to the number of criteria points their program earns. Eligibility criteria will ramp up over time, leveraging increasingly greater diversion results and lower solid waste disposal.

The key dates and deadlines specific to your award are summarized in the enclosed Checklist. The detailed terms and conditions are specified in the RDP Contract which has been mailed to the Recycling Contact of record for your municipality, copied below. The Recycling Contact will facilitate getting this document signed by an Authorized Signatory and will return it to MassDEP. Once received, the RDP Payment will be remitted to your municipality. Should you have any questions, please call Tina Klein at 617-292-5704.

Thank you for your commitment to advancing recycling and waste reduction in Massachusetts. Together our efforts will reduce greenhouse gas emissions, conserve natural resources and save energy, while also supporting jobs and reducing disposal costs for waste generators and municipalities.

Sincerely,

Martin Suuberg
Commissioner

cc: Jeff Azano-Brown, RDF Superintendent, DPW

This information is available in alternate format. Contact Michelle Waters-Ekanem, Director of Diversity/Civil Rights at 617-292-5751.

TTY# MassRelay Service 1-800-439-2370

MassDEP Website: www.mass.gov/dep

Printed on Recycled Paper

Henderson, Heidi

From: World of Wellesley <info=worldofwellesley.org@mail27.us4.mcsv.net> on behalf of World of Wellesley <info@worldofwellesley.org>
Sent: Thursday, September 28, 2017 12:11 PM
To: DL: Board of Selectmen
Subject: 4th Annual Wellesley Community Diversity Summit

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You are invited to attend:

4th Annual Wellesley Community Diversity Summit

Saturday, October 21, 2017 from 8:00 AM - 1:00 PM

Diversity Issues have LOCAL, NATIONAL & GLOBAL impact

World of Wellesley's annual diversity summits provide an opportunity for community leaders, neighbors, educators, students, and parents to collectively learn, discuss, and celebrate diversity. This years' summit will focus on the local, national and global impact of diversity issues.

Schedule

8:00am -- Registration, Breakfast, Ice Breaker

8:45am -- Wellesley High School Diversity Club presentation

9:45am -- Panel Conversation with Wellesley Town Government, local senate, and mayoral candidates

10:50am -- Special Storytelling with Mohamed Zefzaf
11:30am -- Break-Out Sessions
12:30pm -- Community Lunch, Engage, Next Steps

Thank You to Our Sponsors!

Wellesley Community Center, Wellesley College, Roche Bros, Wellesley Access Media, Rutledge Properties, Harvard Pilgrim Health, Christine Mayer Coldwell Banker

Questions?

Contact Michelle Chalmers, President, World of Wellesley, at 781-591-9435 or info@worldofwellesley.org.

The summit is FREE and open to everyone in and outside of Wellesley.



219 Washington St
219 Washington
Street
Wellesley, MA
02481

Attend Event

Events powered by [EventBrite](#)

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You are on this email list because you expressed interest in World of Wellesley events and activities.

Our mailing address is:

World of Wellesley
P.O. Box 812381
Wellesley, MA 02482

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MailChimp



TOWN OF WELLESLEY

WELLESLEY, MA 02482
Telephone 781-235-1212

POLICE DEPARTMENT

JACK PILECKI
Chief of Police

TO: OFFICER MARK CARRASQUILLO
DETECTIVE ROBERT GALLAGHER
DETECTIVE CHRISTOPHER CONNELLY

FROM: CHIEF JACK PILECKI

SUBJECT: LETTER OF COMMENDATION

DATE: SEPTEMBER 25, 2017

I was pleased to receive a letter from Assistant District Attorney (ADA) Phil Mallard of the Essex County District Attorney's Office in regards to an extensive criminal investigation into a multi-state ATM burglary case.

In March of 2016, Officer Carrasquillo, while on patrol during the midnight shift, was conducting security checks of commercial businesses in Wellesley Hill Square. While patrolling, he noticed a vehicle parked behind the Santander ATM in the 300 block of Washington Street. This vehicle had not been parked there previously, and seemed out of place. A computer check revealed the vehicle was stolen.

As Officer Carrasquillo continued to investigate, he discovered a break in to the Santander ATM. Heavy duty cutting tools and equipment were inside, and it was clear that the suspects had just left while in the process of attempting to cut open and steal the money inside the ATM. The suspects, who fled as Officer Carrasquillo was checking the businesses, eventually stole another vehicle from Wellesley and fled to the North Shore.

Detectives Bob Gallagher and Chris Connelly responded and began to extensively process the crime scene for evidence. This methodical evidence processing, which took many hours, resulted in a single fingerprint being lifted from the tools that were left behind. Because the Wellesley Police Department has the ability and trained detectives, the suspect was identified from the fingerprint almost immediately.

In addition, the three of you analyzed hours of traffic camera videos surrounding the burglary attempt. The efforts determined that there was second suspect vehicle that was performing active counter surveillance while the burglary was in progress. The vehicle owner was identified, and it was determined that the owner was an active part of this criminal enterprise.

The information that the Wellesley Police Department developed was brought to a regional task force investigating ATM burglaries, which had spanned three states. Most of the burglaries occurred in the North Shore and New Hampshire area. The Essex County District Attorney had an investigation ongoing, and took the lead. Several suspects were then identified and charged. The two primary defendants plead out to lengthy state prison sentences. The defendants were all experienced 'dedicated and professional' criminals, and had successfully broken into several other ATMs prior to being charged.

ADA Mallard indicated in his letter that the information and evidence developed by Officer Carrasquillo, as well as Detectives Gallagher and Connelly, was critical to the defendants being identified and charged. ADA Mallard writes, "Were it not for the invaluable contributions of these officers and the Wellesley Police, this case would not have been made."

As Chief of the Wellesley Police Department, I want to commend all of you for the hard work, dedication to duty, and attention to detail that you put forth in this case. Your work is indicative of the type of work that Wellesley Police Officers perform in our community on a daily basis. In this particular case, several hardened criminals were successfully prosecuted for crimes not only in Wellesley, but numerous other New England communities.

AUTHORIZED:



JACK PILECKI
CHIEF OF POLICE

cc: Board of Selectmen
Personnel File
Roll Call

Pilecki, Jack

From: Mallard, Philip (DAA) <philip.mallard@state.ma.us>
Sent: Wednesday, September 20, 2017 2:24 PM
To: Pilecki, Jack
Subject: ATM Burglary Investigation, Officer Mark Carrasquillo and Detectives Gallagher and Connolly

Chief Pilecki,

My name is Phil Mallard and I am a prosecutor here in Essex County. I wanted to write you a quick email to particularly commend the extraordinary efforts of your officers as part of the Regional ATM Burglary Case that my office organized and prosecuted. The prosecution ended today with all defendants pleading guilty, and the principal defendants, Barker and Montero receiving lengthy state prison sentences by agreement (6 years for Baker, 5 to 7 for Montero).

In particular Patrol Mark Carrasquillo is responsible for our solving the entire case. His attention to detail and diligence during an evening patrol shift was the critical point in the entire investigation, leading to critical evidence of who was responsible for the atm burglaries hitting four states. Mark's dogged alertness in March 2016 to a vehicle that simply 'appeared out of place,' led to the discovery of a stolen vehicle outside of the Santander ATM where our suspects were in the process of actively cutting into the ATM. His observation of the minivan (later reported to be stolen from Andover) led to him radioing the station and prompted the defendants to change their plan and drop all of their belongings and tools that they were using and flee the area. They ultimately stole another car and fled the scene.

Detectives Gallagher and Connelly were as spectacular in the hours and weeks that followed. Det. Gallagher did an exhaustive processing of the crime scene where the defendants belongings were left behind, and made a positive fingerprint hit tying the defendants to the tools they left behind, and he then traced through traffic cameras a vehicle that was being used as a countersurveillance vehicle. That countersurveillance vehicle was owned by the codefendant and with that information, tied with other evidence developed by my office the investigation began in earnest. The extraordinary efforts of your detectives did not end there. The investigation proceeded to live cell phone pings of the targets phones and Detectives Gallagher and Connelly routinely would devote hours to conducting surveillance on the targets to gather critical evidence necessary for dismantling of this criminal enterprise.

Plainly speaking, these defendants were dedicated and professional criminals who knew their trade and were extremely skilled in breaking into ATMs and stealing money. Such a case required an uncommon level of dedication and professionalism on the part of the investigators in order to bring the suspects to justice. Luckily for us, and unluckily for Mr. Barker and Mr. Montero, they chose Wellesley, MA to attempt their crimes, where Officer Carrasquillo and Detectives Gallagher and Connelly were more than up to the task. In short, were it not for the invaluable contributions of these officers and Wellesley Police, this case would not have been made.

I cannot overstate how much I appreciate the opportunity to have worked with such exemplary officers. If I or my office can ever be of any assistance in the future, please do not hesitate to contact me.

Philip Mallard | Assistant District Attorney
Eastern District Attorney's Office
Ten Federal Street | Salem, MA 01970
Office 978-745-6610 x 5033 | Fax 978-744-9470

The preceding email message (including any attachments) contains information that may be confidential, may be protected by the attorney-client or other applicable privileges, or may constitute non-public information. It is intended to be conveyed only to the designated recipient(s) named above. If you are not an intended recipient of this message, please notify the sender by replying to this message and then delete all copies of it from your computer system. Any use, dissemination, distribution, or reproduction of this message by unintended recipients is not authorized and may be unlawful.



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

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

September 18, 2017

Ellen F. Gibbs, Chair
Board of Selectmen
Town of Wellesley
525 Washington Street
3rd Floor
Wellesley, MA 02482

RE: Fieldstone Way

Dear Chair Gibbs:

The Massachusetts Housing Finance Agency (MassHousing) is currently reviewing an application for Site Approval submitted by Northland Residential. The proposed development will consist of 44 homeownership units located on a 12-acre parcel of land located at 135 Great Plain Avenue in Wellesley.

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

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

During the course of its review, MassHousing will conduct a site visit, which Local Boards, as defined in 760 CMR 56.02, may attend. The site visit for this development has been tentatively scheduled for October 3, 2017. Please notify Michael Busby, MassHousing 40B Specialist, at (617) 854-1219 promptly if any representatives of your office or of other Local Boards plan to attend the scheduled site visit.

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

If you have any questions, please do not hesitate to telephone me at (617) 854-1219.
Thank you for your assistance.

Sincerely,

A handwritten signature in black ink, appearing to read "Michael Busby", with a stylized flourish extending to the right.

Michael Busby
40B Specialist



TOWN OF WELLESLEY POLICE DEPARTMENT

WELLESLEY, MA 02482
Telephone 781-235-1212

JACK PILECKI
Chief of Police

MEMORANDUM

To: HONORABLE BOARD OF SELECTMEN
FROM: JACK PILECKI
CHIEF OF POLICE
CC: BLYTHE ROBINSON, EXECUTIVE DIRECTOR
SUBJECT: ONE MIND CAMPAIGN
DATE: SEPTEMBER 27, 2017

I am pleased to report to all of you that the Wellesley Police Department has successfully completed all the steps necessary to complete the One Mind Campaign. The One Mind Campaign, initiated by the International Association of Chiefs of Police, is a program geared toward ensuring successful interactions between police officers and persons affected by mental illness. The steps taken include:

1. "Establish a clearly defined and sustainable partnership with a community mental health organization." We have this partnership with Riverside.
2. "Implement a policy addressing police response to persons affected by mental illness." We developed this policy during accreditation.
3. "Train and certify all of the officers in Mental Health First Aid for Public Safety." We completed this training last week.
4. "Provide Crisis Intervention Team (CIT) training to at least 20% of the officers." We currently have over 20% of our officers trained in this and continue to expand on this percentage.

I am excited that this goal has been achieved and even more excited that our officers will now have a better understanding of how to deal with people with a mental illness.

Thank you and please contact me if you have any questions.

RESPECTFULLY SUBMITTED,

A handwritten signature in black ink, appearing to read "Jack Pilecki". The signature is written in a cursive style with a prominent initial "J" and a long, sweeping underline.

JACK PILECKI
CHIEF OF POLICE