

TOWN OF WELLESLEY



MASSACHUSETTS

## BOARD OF SELECTMEN

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

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

FACSIMILE: (781) 239-1043  
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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. Tuesday, November 7, 2017**

1. 7:00 Citizen Speak
2. 7:05 Review Revised Employment Contract for Fire Chief
3. 7:15 Appointment of Firefighters
4. 7:25 Review Feasibility Study Results – Library Interior Renovation
5. 8:05 Review Model Designer Selection Document
6. 8:15 Review Letter to Mass Housing 135 Great Plain Avenue 40B Application
7. 8:40 Common Victualler License – Sweet Greens
8. 8:50 Executive Director's Update
  - Approval of Minutes
  - Acceptance of Gifts
9. 9:00 New Business/Correspondence

Next Meeting Dates: Monday, November 13, 2017 7:00 p.m.  
Monday, November 20, 2017, 6:30 p.m.  
Monday, November 27, 2017 7:00 p.m.



## **MOTIONS- NOVEMBER 7, 2017**

2. **MOVE** to approve a revision to the contract between the Town of Wellesley and Chief Richard A. DeLorie to increase the compensation for this position to \$165,000 in FY18.
  
3. **MOVE** to appoint Pablo Castillo, Andrew Verbitzki and Gerard Jones to the position of Firefighter with the Town of Wellesley.
  
5. **MOVE** to approve the proposed model designer selection procedures for the Town of Wellesley.
  
6. **MOVE** to approve the response from the Town to the Massachusetts Housing Partnership as proposed regarding the development at 135 Great Plain Avenue.
  
7. **MOVE** authorize a Common Victualler license to Sweetgreen Boston, LLC for their restaurant located at 180 Linden Street until December 31, 2017.
  
8. **MOVE** to approve the minutes of the October 10 and October 16, 2017 Selectmen's meetings.
  
8. **MOVE** to accept a gift of \$500 from Berkshire Hathaway Home Services that has been donated to the Recreation Department to support the Wellesley Hills Halloween parade that was held on October 28<sup>th</sup>.



11/3/2017

Black regular agenda items

**Board of Selectmen Calendar – FY17**

<b>Date</b>	<b>Selectmen Meeting Items</b>	<b>Other Meeting Items</b>
11/13 Monday	<b>Meeting</b> Joe - FMD Capital Presentation COA Board - FY19 budget discussion BOS Procedures & Policies Manual Assistant Fire Chief Contract	
11/20 Monday	<b>Meeting</b> 148 Weston Road - 40B Letter Joint Meeting to Select Consultant for HPP	<b>FYI-Tuesday 11/21- Unified Plan Steering Committee</b>
11/27 Monday	<b>Meeting</b> DPW Benchmarking Study Trail Signs - MWRA Cochituate Aqueduct Finalize 148 Weston Road Letter Deputy Police Chief - Final Interview	<b>Unified Plan Public Forum/ Open House- Wednesday- 11/29 7:00PM Great Hall</b>
12/2 Saturday	<b>BUDGET Meeting</b> Budget Workshop - 8 AM - 1 PM	
12/4 Monday	<b>Meeting</b> Tax Classification Hearing (7:15 - Advertised) Vote to open/close warrant for ATM Approve CV and alcohol licenses being renewed Naming of Additional Rooms in Tolles Parsons Center Appoint Deputy Chief Police Unified Plan update from Marjorie	
12/11 Monday	<b>Meeting</b> Quarterly Traffic Update Discuss Marijuana bylaw	<b>FYI-Tuesday 12/14- Unified Plan Steering Committee</b>
12/18 Monday	<b>Meeting</b>	
12/25 Monday	<b>TOWN HALL CLOSED</b>	
1/1/18 Monday	<b>TOWN HALL CLOSED</b>	
1/8 Monday	<b>Meeting</b>	
1/15 Monday	<b>Town Hall Closed – MLK</b>	
1/16 Tuesday	<b>Meeting</b>	<b>Friday 1/19 &amp; Saturday 1/20- MMA Annual Meeting &amp; Trade Show- Please let Heidi Henderson know if you would like to attend.</b>
1/22 Monday	<b>Wellesley Club</b>	
1/23 Tuesday	<b>Meeting</b>	
1/29 Monday	<b>Possible STM Date</b>	
1/30	<b>Possible STM Date</b>	

11/3/2017

Black regular agenda items

<i>Date</i>	<i>Selectmen Meeting Items</i>	<i>Other Meeting Items</i>
<i>Tuesday</i>		
<i>2/5 Monday</i>	<b>Possible STM Date</b>	
<i>2/6 Tuesday</i>	<b>Possible STM Date</b>	
<i>2/12 Monday</i>	<b>Meeting</b>	
<i>2/19 Monday</i>	<b>Town Hall Closed – President’s Day</b>	
<i>2/20 Tuesday</i>	<b>Meeting</b>	
<i>2/26 Monday</i>	<b>Meeting</b>	
<i>3/5 Monday</i>	<b>Wellesley Club- Town Affairs Night</b>	
<i>3/6 Tuesday</i>	<b>Meeting</b>	<b>Tuesday 3/6- Town Election</b>
<i>3/12 Monday</i>	<b>Meeting</b>	
<i>3/19 Monday</i>	<b>Meeting</b>	
<i>3/26 Monday</i>	<b>ATM Starts</b>	
<i>3/27 Tuesday</i>	<b>ATM</b>	
<i>4/2 Monday</i>	<b>ATM</b>	
<i>4/3 Tuesday</i>	<b>ATM</b>	

**Notes**

*Quarterly updates*

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

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Our regularly scheduled meeting move to Tuesday at 7:00 PM in the Juliani Room as the Wellesley Club meets on Monday night.

### 1. Citizen's Speak



**2. Review Revised Employment Contract for Fire Chief**

With the upcoming process to appoint a new Deputy Chief of Police at a competitive rate of pay for that position, we took note of the fact that the compensation of the Fire Chief ought to be considered. With the Human Resources Director, a survey was completed to understand what Towns similar or near Wellesley are paying for this position. A copy of that information is attached. Based upon that the Chair and I met with the Chief and negotiated a revised salary for FY18 which is \$165,000, an increase of \$17,000 which would be retroactive to July 1, 2017. No other terms of the contract have been changed, or the dates of the contract. A copy of the tracked version of the contract and the final is attached for your information.

**MOVE** to approve a revision to the contract between the Town of Wellesley and Chief Richard A. DeLorie to increase the compensation for this position to \$165,000 in FY18.



EMPLOYMENT AGREEMENT

BETWEEN THE  
TOWN OF WELLESLEY  
AND RICHARD A.  
DELORIE CHIEF FIRE  
ENGINEER

Term

July 1, 2015 to June 30, 2020

## INDEX

ITEM	<u>SECTION</u>	<u>PAGE</u>
EMPLOYMENT AGREEMENT	PREAMBLE	3
TERM OF OFFICE	SECTION 1.	3
DUTIES OF POSITION	SECTION 2.	3
HOURS OF WORK	SECTION 3.	3
COMPENSATION	SECTION 4.	4
GOALS AND OBJECTIVES	SECTIONS.	4
EVALUATION	SECTION 6.	4
DISCIPLINE AND TERMINATION	SECTION 7.	5
REINSTATEMENT AS DEPUTY CHIEF	SECTIONS.	5
PROFESSIONAL DEVELOPMENT	SECTION 9.	6
AUTOMOBILE	SECTION 10.	6
BENEFITS	SECTION 11.	7
INDEMNIFICATION FOR PROFESSIONAL LIABILITY	SECTION 12.	8
GENERAL PROVISION	SECTION 13.	8
SEVERABILITY AND AMENDMENT OF AGREEMENT	SECTION 14	8

RICHARD A. DELORIE  
EMPLOYMENT AGREEMENT

This document outlines the terms and conditions of the employment of Richard DeLorie as Chief Engineer of the Fire Department for the Town of Wellesley, Massachusetts and supersedes any prior such agreement.

SECTION 1.  
TERM OF OFFICE

1. The Board of Fire Engineers of the Town of Wellesley (the "Town") hereby appoints Richard DeLorie as the Chief Engineer of the Fire Department (hereinafter "Fire Chief" or "Chief") for a period commencing on July 1, 2015, and terminating on June 30, 2020.
2. The Fire Chief agrees that because this is his primary employment he will not become employed in any position that would impact in an adverse manner upon this responsibility or that would constitute a conflict of interest or violation of ethics laws

SECTION 2. DUTIES  
OF POSITION

The duties of the position shall be governed by and be consistent with the requirements of M.G.L. c. 48, § 45, et Seq., and the Town's Bylaws, Article 22, Fire Department. Operating within said framework, the Fire Chief shall develop policies for the Fire Department to be proposed for adoption by the Board of Fire Engineers, and upon their approval, said policies will be implemented by the Fire Chief. Subject to said framework, the Fire Chief will have complete authority to administer the internal workings and day-to-day business of the Fire Department, to include, but not be limited to, the responsibilities as detailed within the job description for the position of Chief Engineer, as the same may from time to time be amended. The responsibilities contained in the position description shall be considered to be part of this Agreement.

SECTION 3.  
HOURS OF WORK

As a result of the fact that the Wellesley Fire Department is a twenty-four hour, seven day a week operation, and because of the serious nature and sensitivity of its mission, it is recognized that the duties of the Fire Chief will require that he schedule himself to work those hours necessary to accomplish the responsibilities of the position.

These hours may not necessarily be those hours associated with the typical 9:00 a.m. to 5:00p.m., eight (8) hour business day.

To function effectively, the Fire Chief will be required to participate in community activities, make field inspections of Fire Department operations, attend collective bargaining negotiations, attend meetings, and respond to emergencies and investigations. During such activities he shall be considered working. In any event, it is expected that the Fire Chief will spend such time as is necessary to ensure the efficient operation of the Fire Department while at the same time providing a sufficient amount of time for personal leisure.

SECTION 4.  
COMPENSATION

The annualized compensation for the Fire Chief to be paid in weekly installments during the 5 years of this Agreement shall be as follows:

FY ending June 30, 2016 \$143,000.00

FY ending June 30, 2017 \$148,000.00

FY ending June 30, 2018 \$165,000.00

FY ending June 30, 2019 no less than FY19 increase recommended by Human Resources Board for 50/60 series employees as approved and appropriated at the Annual Town Meeting

FY ending June 30, 2020 no less than FY20 increase recommended by Human Resources Board for 50/60 series employees as approved and appropriated at the Annual Town Meeting

The Fire Chief shall also receive an annual uniform/cleaning allowance of \$1,000.00

The Town agrees that it shall not, at any time during the term of this agreement, reduce the salary, compensation, or other benefits of the Fire Chief except to the extent that a reduction is applied across the board for general non-union Town employees.

SECTION 5.  
GOALS AND OBJECTIVES

Essential to the development of a strong working relationship between the Board of Fire Engineers and the Chief is a clear understanding of the mission, goals and objectives of the Fire Department. The Chief shall develop programs and strategies as goals and objectives and he will present this information periodically to the Board of Selectmen or its representatives.

SECTION 6.  
EVALUATION

Although the assessment process is viewed as a continual dialogue between the Board of Fire Engineers and the Fire Chief, the parties agree and understand that in accordance with the Human Resources By-Law of the Town of Wellesley, a formal written evaluation may be conducted by the Board of Fire Engineers as soon as practicable following July 1<sup>st</sup> of each year of the contract. The Fire Chief will be notified by the Board of Fire Engineers at the commencement of the evaluation process initiated in accordance with the Human Resources By-Law, and a copy of the entire evaluation, in written form, shall be supplied to the Fire Chief as soon as possible, while maintaining an effort to do so within thirty (30) days after it is completed.

SECTION 7.  
DISCIPLINE AND TERMINATION

1. During the term of this Agreement, the Fire Chief may be disciplined for just cause upon proper notice and hearing. The principle of progressive discipline is generally applicable, but the Town reserves the right to terminate the Fire Chief employment without the imposition of prior discipline if circumstances warrant.
  
2. **TERMINATION BY THE TOWN**  
The Town may determine to terminate the contract with the Chief at any time prior to the expiration of the term of the Agreement and only for just cause. Termination will be by notice and hearing as required by law.
  
3. **TERMINATION BY THE EMPLOYEE**  
Should the Chief resign his position at any time prior to the expiration of the term of the Agreement, he shall notify the Board of Fire Engineers in writing, and he shall provide the Town with one year (365 days) or a lesser amount of time of notice as determined by the Board, to allow the Town to consider the appointment of a replacement.

SECTION 8. REINSTATEMENT AS  
DEPUTY CHIEF

The Fire Chief shall be granted a leave of absence pursuant to M.G.L. c. 31 § 37 by the Board of Fire Engineers from the position of Deputy Chief (formerly known as Captain) for the duration of this Agreement to accept the position of Fire Chief of the Town of Wellesley. Upon Richard DeLorie's resignation pursuant to provisions of Section 7.3, or should he not be reappointed upon the expiration of the term of the Agreement or upon termination of this contract pursuant to the provisions of Section 7.2, he shall be entitled to reinstatement in his rank as Deputy Chief in the Wellesley Fire Department with all civil service rights and obligations. He understands, however, that conduct of his that may have led to his non-reappointment or resignation may become part of his record as

Deputy Chief and may render him subject to any civil service disciplinary proceedings upon his reappointment as Deputy Chief. Upon reinstatement, he shall have all the civil service rights and status he had immediately prior to his appointment to the position of Fire Chief. In addition, the number of years served as Deputy Chief, Captain, Assistant Chief (formerly known as Deputy Chief) and Fire Chief shall be credited to him for purposes of his civil service rights and benefits. The Town will file all necessary and appropriate administrative documents as required by the Human Resources Division of the Executive Office for Administration and Finance of the Commonwealth to effectuate all creditable years of service.

#### SECTION 9. PROFESSIONAL DEVELOPMENT

The Fire Chief will be encouraged to take advantage of the latest developments in the field of public safety and fire protection. The Fire Chief shall maintain membership, and is permitted to hold office, in the Fire Chiefs Association of Massachusetts and in the International Association of Fire Chiefs and in other applicable regional fire chiefs' associations. The annual dues in these associations and other professional organizations, as well as the expenses related to conferences and meetings, shall be considered as normal businesses expenses to be proposed in the department budget and charged to the Town. In this regard, the Town agrees to budget appropriate and reasonable finances for travel and expenses related to attendance of the Fire Chief at the annual conferences of the Fire Chiefs Association of Massachusetts and the International Association of Fire Chiefs and for short courses, institutes, seminars that, in his reasonable judgment, are necessary for his professional development. Such time in the foregoing activities shall be considered as time worked; however, the Fire Chief recognizes that his primary responsibility is to the Town of Wellesley Fire Department. Attendance at professional development activities will be limited and/or scheduled in such a manner that they do not impact in an adverse manner upon the Fire Chiefs professional responsibilities and shall be reported to the Board of Fire Engineers in advance.

#### SECTION 10. AUTOMOBILE

The Fire Chief is considered to be on-duty twenty-four (24) hours per day, seven days a week. It is expected that the Fire Chief will respond to the needs and/or emergencies of the community when necessary or required. As a result, the Fire Chief is provided with a standard Wellesley fire automobile for his exclusive and unrestricted use so that he may respond to emergencies and other matters from wherever he may be. This vehicle shall be equipped with a Fire Department radio so that the Fire Chief can remain in contact with the Fire Department and Town officials, a siren and emergency warning lights, and other emergency equipment. The costs associated with the operation and maintenance of this vehicle will be borne by the Wellesley Fire Department.

**SECTION H.**  
**BENEFITS**

The Fire Chief shall receive five (5) weeks of paid annual leave. The Fire Chief may carry forward five (5) days of unused vacation leave days into the next fiscal year. If they are not used in the succeeding fiscal year, they expire without compensation.

If the employment of the Fire Chief is terminated by retirement, removal or death, he (or his estate) shall be entitled to reimbursement for unused vacation days from previous years. For those vacation days that he earned in that then present fiscal year, the reimbursement rate will be determined by dividing the weekly compensation rate for the Fire Chief by five (5) and then by remembering multiplying the sum by the number of unused vacation days from that particular year and those that have been accumulated from previous years. Said payment will be payable in the next scheduled pay period.

The Fire Chief shall be entitled to sick leave benefits. In the event of a bona fide personal and non-service connected sickness or injury (not covered by M.G.L. c. 41, § 111F) the Fire Chief shall receive 30 sick leave days per year on July 1st. The Fire Chief may carry forward up to 12 sick days per year, but the other 18 sick days will be forfeited if not used within 12 months of receipt. Each sick day used by the Fire Chief shall be subtracted first from the 12 sick days eligible to be carried forward to future fiscal years. For example, if the Fire Chief uses four sick days within the 12-month period, he may only carry forward 8 sick days. The Fire Chief may not accumulate over all fiscal years more than one hundred and fifty (150) days.

Further, if the employment of the Fire Chief is terminated by retirement, removal or death, he (or his estate) shall be entitled to reimbursement for forty percent (40%) of his accumulated unused sick days as of the date of such termination (which cannot exceed the maximum of one hundred and fifty (150) days as set forth above). The reimbursement shall be computed in the same manner as that as described above for unused vacation days.

The Fire Chief will also receive health and dental insurance, retirement benefits, deferred compensation, life insurance, disability insurance, bereavement leave, reclassification, personal days and other benefits as provided to the Fire Chief by the Town of Wellesley Personnel By-law, Classification plan or otherwise.

**SECTION 12.**  
**INDEMNIFICATION FOR PROFESSIONAL LIABILITY**

The Town agrees that it shall defend, save harmless, and indemnify the Fire Chief against any tort, professional liability claim or demand, or other civil or criminal legal action, whether groundless or otherwise, arising out of an alleged act or omission occurring in the performance of the Fire Chiefs duties as Fire Chief of the Town of Wellesley consistent with the provisions of G.L. c. 258, § 9.

SECTION 13.  
GENERAL PROVISION

Should a dispute arise concerning the interpretation of the terms and conditions set forth in this agreement, the parties shall meet at a mutually convenient time and place in an effort to settle the dispute. Should no settlement be forthcoming the parties may submit the matter to a mutually acceptable mediator for resolution. Mediation is a prerequisite for filing suit.

SECTION 14.  
SEVERABILITY AND AMENDMENT OF AGREEMENT

This agreement represents the full understanding of the parties. If any of the foregoing sections or parts thereto is found to be invalid or unenforceable, the remainder of the agreement shall remain in full force and effect for the term. No additions, modifications or changes shall occur with respect to this agreement without a written document executed by the parties hereto setting forth additions, modifications, or changes.

Signed and executed this day of ~~November~~ 2017  
FOR THE TOWN OF WELLESLEY

\_\_\_\_\_  
ELLEN F. GIBBS, CHAIRMAN  
BOARD OF SELECTMEN ACTING AS THE BOARD OF FIRE ENGINEERS  
TOWN OF WELLESLEY

\_\_\_\_\_  
RICHARD A. DELORIE  
FIRE CHIEF

EMPLOYMENT AGREEMENT  
BETWEEN THE  
TOWN OF WELLESLEY  
AND RICHARD A.  
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ENGINEER

Term

July 1, 2015 to June 30, 2020

## INDEX

ITEM	<u>SECTION</u>	<u>PAGE</u>
EM-LOYMENT AGREEMENT	PREAMBLE	3
TERM OF OFFICE	SECTION 1.	3
DUTIES OF POSITION	SECTION 2.	3
HOURS OF WORK	SECTION 3.	3
COMPENSATION	SECTION 4.	4
GOALS AND OBJECTIVES	SECTIONS.	4
EVALUATION	SECTION 6.	4
DISCIPLINE AND TERMINATION	SECTION 7.	5
REINSTATEMENT AS DEPUTY CHIEF	SECTIONS.	5
PROFESSIONAL DEVELOPMENT	SECTION 9.	6
AUTOMOBILE	SECTION 10.	6
BENEFITS	SECTION 11.	7
INDEMNIFICATION FOR PROFESSIONAL LIABILITY	SECTION 12.	8
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Deputy Chief and may render him subject to any civil service disciplinary proceedings upon his reappointment as Deputy Chief. Upon reinstatement, he shall have all the civil service rights and status he had immediately prior to his appointment to the position of Fire Chief. In addition, the number of years served as Deputy Chief, Captain, Assistant Chief (formerly known as Deputy Chief) and Fire Chief shall be credited to him for purposes of his civil service rights and benefits. The Town will file all necessary and appropriate administrative documents as required by the Human Resources Division of the Executive Office for Administration and Finance of the Commonwealth to effectuate all creditable years of service.

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#### SECTION 10. AUTOMOBILE

The Fire Chief is considered to be on-duty twenty-four (24) hours per day, seven days a week. It is expected that the Fire Chief will respond to the needs and/or emergencies of the community when necessary or required. As a result, the Fire Chief is provided with a standard Wellesley fire automobile for his exclusive and unrestricted use so that he may respond to emergencies and other matters from wherever he may be. This vehicle shall be equipped with a Fire Department radio so that the Fire Chief can remain in contact with the Fire Department and Town officials, a siren and emergency warning lights, and other emergency equipment. The costs associated with the operation and maintenance of this vehicle will be borne by the Wellesley Fire Department.

**SECTION H.**  
**BENEFITS**

The Fire Chief shall receive five (5) weeks of paid annual leave. The Fire Chief may carry forward five (5) days of unused vacation leave days into the next fiscal year. If they are not used in the succeeding fiscal year, they expire without compensation.

If the employment of the Fire Chief is terminated by retirement, removal or death, he (or his estate) shall be entitled to reimbursement for unused vacation days from previous years. For those vacation days that he earned in that then present fiscal year, the reimbursement rate will be determined by dividing the weekly compensation rate for the Fire Chief by five (5) and then by remembering multiplying the sum by the number of unused vacation days from that particular year and those that have been accumulated from previous years. Said payment will be payable in the next scheduled pay period.

The Fire Chief shall be entitled to sick leave benefits. In the event of a bona fide personal and non-service connected sickness or injury (not covered by M.G.L. c. 41, § 111F) the Fire Chief shall receive 30 sick leave days per year on July 1st. The Fire Chief may carry forward up to 12 sick days per year, but the other 18 sick days will be forfeited if not used within 12 months of receipt. Each sick day used by the Fire Chief shall be subtracted first from the 12 sick days eligible to be carried forward to future fiscal years. For example, if the Fire Chief uses four sick days within the 12-month period, he may only carry forward 8 sick days. The Fire Chief may not accumulate over all fiscal years more than one hundred and fifty (150) days.

Further, if the employment of the Fire Chief is terminated by retirement, removal or death, he (or his estate) shall be entitled to reimbursement for forty percent (40%) of his accumulated unused sick days as of the date of such termination (which cannot exceed the maximum of one hundred and fifty (150) days as set forth above). The reimbursement shall be computed in the same manner as that as described above for unused vacation days.

The Fire Chief will also receive health and dental insurance, retirement benefits, deferred compensation, life insurance, disability insurance, bereavement leave, reclassification, personal days and other benefits as provided to the Fire Chief by the Town of Wellesley Personnel By-law, Classification plan or otherwise.

**SECTION 12.**  
**INDEMNIFICATION FOR PROFESSIONAL LIABILITY**

The Town agrees that it shall defend, save harmless, and indemnify the Fire Chief against any tort, professional liability claim or demand, or other civil or criminal legal action, whether groundless or otherwise, arising out of an alleged act or omission occurring in the performance of the Fire Chiefs duties as Fire Chief of the Town of Wellesley consistent with the provisions of G.L. c. 258, § 9.

SECTION 13.  
GENERAL PROVISION

Should a dispute arise concerning the interpretation of the terms and conditions set forth in this agreement, the parties shall meet at a mutually convenient time and place in an effort to settle the dispute. Should no settlement be forthcoming the parties may submit the matter to a mutually acceptable mediator for resolution. Mediation is a prerequisite for filing suit.

SECTION 14.  
SEVERABILITY AND AMENDMENT OF AGREEMENT

This agreement represents the full understanding of the parties. If any of the foregoing sections or parts thereto is found to be invalid or unenforceable, the remainder of the agreement shall remain in full force and effect for the term. No additions, modifications or changes shall occur with respect to this agreement without a written document executed by the parties hereto setting forth additions, modifications, or changes.

Signed and executed this day of May 2017~~5~~  
FOR THE TOWN OF WELLESLEY



~~ELLEN F. GIBBS BARBARA SEARLE~~, CHAIRMAN  
BOARD OF SELECTMEN ACTING AS THE BOARD OF FIRE ENGINEERS  
TOWN OF WELLESLEY

RICHARD A. DELORIE  
FIRE CHIEF

MUNICIPALITY	CHIEF	ASSISTANT/DEPUTY
Arlington	151,477	93,740
Belmont	145,547	116,280
Concord	146,005	114,448
Milton	146,958	92,000 They have four.
Natick	161,262	n/a
Quincy	168,129	115,974 Step 1
Sudbury	148,964	36.63 - 41.77
Waltham	148,915	92,451 See chart
Wayland	122,239	94,174
Weston	128,486	n/a



### 3. Appointment of Firefighters

As you know, there have been several retirements from the Fire Department this year, as well as a promotion to Lieutenant that the Board approved at a previous meeting. The Chief has been working closely with Human Resources in the last few months to conduct a hiring process that has resulted in his attached recommendation that the Board appoint Pablo Castillo, Andrew Verbitzki and Gerard Jones to the position of Firefighter. I would note that it is important to move forward on these appointments so that we can schedule these new recruits to attend the fire academy. The academy will not allow us to apply for open slots until an appointment is made by each community.

**MOVE** to appoint Pablo Castillo, Andrew Verbitzki and Gerard Jones to the position of Firefighter with the Town of Wellesley.





## TOWN OF WELLESLEY

457 WORCESTER ST.  
WELLESLEY, MA 02481  
Telephone 781-235-1300

## FIRE DEPARTMENT

RICHARD A. DELORIE  
FIRE CHIEF  
Fax 781-237-3161

### Memorandum

To: Board of Fire Engineers/Selectmen  
From: Chief Richard A. DeLorie  
Date: November 1, 2017  
RE: Firefighter Appointments

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A selection committee comprised of myself, Union President Michael Leach, Assistant Chief Jeff Peterson and Cheryl Daebritz from Human Resources reviewed applications, backgrounds and credentials of potential candidates for the position of firefighter. Three candidates were selected by the committee and have been recommended by the Fire Chief; Pablo Castillo, Andrew Verbitzki, and Gerard Jones.

It is my request that the Board of Fire Engineers vote to reaffirm the committee's selection and offer permanent appointment to candidates; Pablo Castillo effective November 7, 2017, Andrew Verbitzki effective November 8, 2017 and Gerard Jones effective November 9 2017. The appointment date enables the Fire Chief to submit these individual's names to the fire academy to schedule training. The actual report for duty date will be determined by the Fire Chief and their probationary period will conclude 1 year from the date of graduating from a fire academy. A brief biography of each candidate appears below.

#### Pablo Castillo

- National Honor Society, Keefe Technical High School, 2010
- Fluent in Spanish
- U.S Navel Prep Academy, Honorable Discharge (academic) 2011
- U.S. Navy Honorable Discharge Veterans Status
- Wellesley F.M.D. summer/ seasonal employee 2014
- Wellesley F.M.D. fulltime custodian- 2014- Present
- Massachusetts E.M.T. License (emergency medical technician) 2016

### **Andrew Verbitzki**

- Braintree High School, Diploma, 2007
- U.S. Air Force, Honorable Discharge, 2007-2011
- N.Y Air National Guard 2011- Present
- FDNY (New York City) E.M.T., Division of EMS 2011-2013
- FDNY (New York City) Firefighter, 2013-2015
- Massachusetts E.M.T. License (emergency medical technician) 2015
- Maynard, Mass, Fire Department Firefighter/ EMT 2016

### **Gerard Jones**

- Massachusetts Maritime Academy, Bachelor Degree, 2004
- Seabulk Inc. International shipping industry, Florida, 2004-2005
- Harriman Bros. Investments, Boston Mass 2006- 2012
- Massachusetts E.M.T. License (emergency medical technician) 2010
- Boston Children's Hospital, Emergency Communications Specialist, 2012
- Millis, Mass, Firefighter (call) Part-time, 2013-Present
- Hopkinton, Mass, Public Safety Dispatcher, 2014- Present
- FEMA, Massachusetts Task Force 1, Urban Search and Rescue, 2016- Present

I believe all three of these candidates exceed the established criteria Wellesley Fire & Rescue has for firefighter recruits. All the candidates have passed pre-employment physicals and passed the required Massachusetts Physical Abilities test (PAT) for firefighters. The appointments to the fire department are contingent upon graduation from a firefighting Academy determined by the Fire Chief, followed by a one-year probationary period upon graduation. If any member of the Board of Fire Engineers has any questions regarding these candidates or the hiring process, please do not hesitate to contact me.

Cc: Blythe Robinson - General Government, Director  
Scott Szczebak, Wellesley Human Resources Director

#### **4. Review Feasibility Study Results – Library Interior Renovation**

The FY17 cash capital budget for FMD included \$50,000 to study the interior of the Main Branch Library and look at opportunities to renovate the building to ensure the Library continues to offer the programs and facilities that best meet the needs of our residents. The Library Trustees, Library Director, Joe McDonough, Steve Gagosian and architect Stewart Roberts from Johnson Roberts Associates, Inc will be at the meeting to present the results of the study and discuss with you the details, timeline and costs. The Trustees have submitted a warrant article for ATM to move ahead with this project. There will be a PowerPoint presentation that will facilitate the discussion at the meeting, however it is still in production and we will endeavor to send it to you electronically on Monday, as well as make handouts.

The Trustees have also provided several other documents that are bound and thus not easy to add to the FNM, so they are separately included in your packet. These include:

- Space Utilization Study
- Automated Materials Handling Assessment
- WFL Library User Observation Study
- Library Strategic Plan 2019 - 2023

**NO MOTION**



**5. Review Model Designer Selection Procedures -**

With the transition of staffing for PBC now being managed by FMD we had the opportunity to review the PBC archives and note that PBC's Designer Selection Procedures, as required by the State through Massachusetts G.L. Chapter 7C, were not up to date. With the assistance of Town Counsel, Steve Gagosian took State's model and edited it for use by the HHU School Building Committee (SBC) earlier this year. Town Counsel further recommended that it made sense for the rest of the Town departments (FMD, and maybe DPW/MLP) and committees (PBC) to adopt a similar (more general) version of these procedures, a copy of which is included in your packet for review and approval. Town Counsel notes that although the law is not specific as to whom should adopt the procedures, they recommend that the Board of Selectmen do so on the Town's behalf. Prior to bringing it forward for your consideration it has been vetted by PBC and approved by them at their meeting on October 26<sup>th</sup>.

**MOVE** to approve the proposed model designer selection procedures for the Town of Wellesley.



## TOWN OF WELLESLEY ADOPTED DESIGNER SELECTION PROCEDURES

These procedures are required by MGL Chapter 7C and shall apply to the selection of Engineers, Architects, and specialty consultants including Owner's Project Managers.

**Definitions.** As used in these Designer Selection Procedures, the following words shall have the following meanings:

Awarding Authority: The Board, Committee, Commission, Department, Officer or other Town entity that has received authorization from Town Meeting to oversee and award contracts in connection with a project.

Proposing Body: The Board, Committee, Commission, Department, Officer or other Town entity that has requested funding, support and/or approval of a project.

Designer Selection Committee (the "Committee"): The group of individuals who will conduct the designer selection process. For every project, the Committee shall consist of one or more members of the Wellesley Facilities Management Department (the "FMD"), as determined by the FMD, and a member of the Wellesley Permanent Building Committee. For any given project, the Committee may also include the following members, as determined by the FMD: (1) one or more members of the Proposing Body; (2) one or more members of the Awarding Authority; (3) additional members of the PBC; and (4) any other member(s) that may be required by law; provided, however, that no member of the Committee shall participate in the selection of a designer for any project if the member, or any of the member's immediate family:

- (a) Has a direct or indirect financial interest in the award of the design contract to any applicant;
- (b) Is currently employed by, or is a consultant to or under contract to, any applicant;
- (c) Is negotiating or has an arrangement concerning future employment or contracting with any applicant; or
- (d) Has an ownership interest in, or is an officer or director of, any applicant.

### **Designer Selection Process**

The Committee has the authority to conduct the designer selection process. The Committee may delegate any duties described herein to the extent such delegation is permissible by law.

A Request for Qualifications (RFQ) for each contract subject to these procedures shall be advertised in a newspaper of general circulation in the locality of the building project, in the Central Register published by the Secretary of the Commonwealth, and in any other place required by the Awarding Authority, at least two weeks before the deadline for filing applications.

**The advertisement shall contain the following information:**

A description of the project, including the specific designer services sought, the time period within which the project is to be completed, and, if available, the estimated construction cost;

If there is a program for the building project, a statement of when and where the program will be available for inspection by applicants;

When and where a briefing session (if any) will be held;

The qualifications required of applicants;

The categories of designers' consultants, if any, for which applicants must list names of consultants they may use;

Whether the fee has been set including not-to-exceed amounts or will be negotiated; if the fee has been set, the amount of the fee must be listed in the advertisement;

When and where the RFQ can be obtained and the applications must be delivered.

The RFQ shall include the current "Standard Designer Application Form for Municipalities and Public Agencies not within DSB Jurisdiction. The Application Form may be amended by the Approving Body to include additional information on a project-specific basis.

**The Committee shall evaluate applicants based on the following criteria:**

Prior similar experience;

Past performance on public and private projects;

Financial stability;

Qualifications of proposed personnel, including project manager

Identity and qualifications of the consultants who will work with the applicants on the project;

Project approach

Any other criteria that the Committee considers relevant to the project.

The Committee shall select at least three finalists. Finalists may be required to appear for an interview or provide additional information to the Committee, provided that all finalists are afforded an equal opportunity to do so.

The Committee shall rank the finalists in order of qualification and transmit the list of ranked finalists to the Awarding Authority. No person or firm, including applicants' listed consultants, debarred pursuant to M.G.L. c. 149, § 44C, shall be included as a finalist on the list.

The list must be accompanied by a written explanation of the reasons for selection including the recorded vote, if any. The written explanation and recorded vote, if any, shall be public records and shall be maintained in the contract file.

If the fee was set prior to the selection process, the Awarding Authority shall select a designer from the list of finalists. If the Awarding Authority selects a designer other than the one ranked first by the Committee, the Awarding Authority shall file a written justification for the selection with the Committee and Awarding Authority and maintain a copy in the contract file.

If the fee is to be negotiated with or without a not-to-exceed limit, the Awarding Authority shall review the list of finalists and may exclude any designer from the list if a written explanation of the exclusion is filed with the Committee and maintained in the contract file. The Awarding Authority shall request a fee proposal from the first ranked designer remaining on the list and begin contract negotiations. If the Awarding Authority is unable to negotiate a satisfactory fee with the first ranked designer, negotiations shall be terminated and undertaken with the remaining designers, one at a time, in the order in which they were ranked by the Committee until agreement is reached. In no event may a fee be negotiated which is higher than the maximum fee set by the Proposing Board prior to selection of finalists.

If the Awarding Authority is unable to negotiate a satisfactory fee with any of the finalists, the Awarding Authority shall recommend that the Committee select additional finalists.

The Awarding Authority may allow a designer who conducted a feasibility study to continue with the design of a project. However, the Awarding Authority may commission, at its discretion, an independent review, by a knowledgeable and competent individual or business doing such work, of the feasibility of the designer's work to insure its reasonableness and its adequacy before allowing the designer to continue on the project, provided the Awarding Authority otherwise complies with the statutory requirements for selecting a designer under Chapter 7C of the General Laws, including those set forth in M.G.L. c. 7C, § 54(a)(i).

**Every contract for design services shall include the following:**

Certification that the designer, construction manager, or owner's project manager has not given, offered, or agreed to give any person, corporation, or other entity any gift, contribution, or offer of employment as an inducement for, or in connection with, the award of the contract for design services;

Certification that no consultant to, or subcontractor for, the designer, construction manager, or owner's project manager has given, offered, or agreed to give any gift, contribution, or offer of employment to the designer or construction manager, or to any other person, corporation, or entity as an inducement for, or in connection with, the award to the consultant or subcontractor of a contract by the designer or construction manager;

Certification that no person, corporation, or other entity, other than a bona fide full-time employee of the designer, construction manager, or owner's project manager has been retained or hired by the designer or construction manager to solicit for or in any way assist the designer or construction manager in obtaining the contract for design services upon an agreement or understanding that such person, corporation, or other entity be paid a fee or other consideration contingent upon the award of the contract to the designer; and

Certification that the designer has internal accounting controls as required by M.G.L. c. 30, § 39R(c), and that the designer has filed and will continue to file an audited financial statement as required by M.G.L. c. 30, § 39R(d).

All fees shall be stated in design contracts, and in any subsequent amendments thereto, as a total dollar amount. Contracts may provide for equitable adjustments in the event of changes in scope or services.

The Awarding Authority shall not enter into a contract for design services unless the designer has obtained professional liability insurance covering negligent errors, omissions, and acts of the designer or of any person or business entity for whose performance the designer is legally liable arising out of the performance of the contract. The total amount of such insurance shall at a minimum equal the lesser of one million dollars or ten percent of the project's estimated cost of construction, or such larger amounts as the Awarding Authority may require, for the applicable period of limitations. A designer required by the Awarding Authority to obtain all or a portion of such insurance coverage at its own expense shall furnish a certificate or certificates of insurance coverage and copies of policies to the Awarding Authority prior to the award of the contract.

Every contract for design services shall include a provision that the designer or its consultants shall not be compensated for any services involved in preparing changes that are required for additional work that should have been anticipated by the designer in the preparation of the bid documents, as reasonably determined by the individual responsible for administering the design contract.

In the event of an emergency that precludes the normal use of these designer selection procedures, the Awarding Authority may elect to authorize expedited procedures to address the emergency. The Awarding Authority shall document in writing the reasons for the emergency declaration, the proposed scope of work, the estimated cost of construction, the established fee for the needed design services, and any other relevant information.

The Awarding Authority may select three finalists from any standing list of designers who have applied for projects of a similar nature, or may otherwise select three designers to be considered as finalists for the project. The Awarding Authority shall rank the finalists in order of qualification and select the designer for the emergency work.

The Awarding Authority shall publish the name of any designer awarded a contract in the Central Register.

**The following records shall be kept by the Awarding Authority:**

All information supplied by or obtained about each applicant;

All actions taken relating to the project; and

Any other records related to designer selection.

All records shall be available for inspection by the state Designer Selection Board and other authorized agencies.

The Awarding Authority shall evaluate designers' performance on contracts using the Designer Selection Board evaluation form(s) in accordance with M.G.L. c. 7C, § 48(g), and file completed evaluations with the Board and any other agency named in M.G.L. c. 7C, § 48(g).

Nothing in these Procedures shall be interpreted to require the establishment of a board or waive or reduce the requirements of any other applicable law or regulation.

**6. Review Letter to Mass Housing 135 Great Plain Avenue 40B Application -**

Included in your packets is a revised copy of the letter to MassHousing regarding Northland Corporation's proposal under Chapter 40B to develop 44 units of housing at 135 Great Plain Avenue, of which 11 would be designated as affordable. The letter has been modified to reflect the comments made at last week's meeting by the Board and the members of the public who either spoke or provided written input to the Town. The deadline for submission of the Town's comments regarding eligibility are due by November 15<sup>th</sup>, though we recommend that this be finalized at this meeting if you are ready to do so. This revised draft has been posted online, sent out via news and announcements, and has been distributed to abutters via email. (Those we have addresses for).

**MOVE** to approve the response from the Town to the Massachusetts Housing Partnership as proposed regarding the development at 135 Great Plain Avenue.



TOWN OF WELLESLEY



MASSACHUSETTS

**BOARD OF SELECTMEN**

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

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BLYTHE C. ROBINSON  
EXECUTIVE DIRECTOR OF GENERAL GOVERNMENT

November XX, 2017

Michael Busby  
MassHousing  
One Beacon Street  
Boston, MA 02108

RE: 135 Great Plain Avenue, Wellesley, MA Site Eligibility Response

Dear Mr. Busby:

On behalf of the Town of Wellesley (“the Town”) Board of Selectmen and Planning Board, please find the following comments with respect to the *Comprehensive Permit Site Approval Application* recently submitted by Northland Residential for the construction of 44 dwelling units on an approximately 12 acre parcel in the Town. It should be noted that 2.46 acres of the site contains wetland and/or is located within a Flood Plain Zone A.

**Previous Projects**

As MassHousing will see from the submittal documents, the developer worked closely with the Town for the approval of a 12-lot subdivision. The Town Departments and Planning Board worked continuously with the developers to maintain open space, significant trees, protect natural resources, and mitigate impacts to directly abutting neighbors and their privacy. The Town continuously stressed the desire to mitigate stormwater using Low Impact Design (LID) methods and Best Management Practices (BMPs). While subsurface infiltration was the only solution palatable to the developer, the conditions imposed on the Planning Board’s approval of the Definitive Subdivision Plan required at least one LID BMP to be installed on each of the 12 lots. The developers are now before the Town with a project that will increase the density by over 3 times the previous proposal, so the Town continues to encourage that the new design embrace the maintenance of open space, retention of significant trees, protection of natural resources, and alternative stormwater mitigation practices utilizing LID techniques.

**Traffic**

The originally vetted traffic study for the proposed 12-unit subdivision, anticipated 150 vehicles daily. The increased density will result in a significant increase in volume, estimated to be 450-525 vehicle trips a day. The Great Plain Avenue corridor lacks pedestrian and bicycle accommodations and the community, through the Unified Plan, has been encouraging design to improve mobility, access, and health. The neighborhood from Brook Street to the Needham Line consists of 47 homes: 29 with frontage on Great Plain Avenue, 18 on Skyline Drive. The 44 units proposed will effectively double the size of the neighborhood.

The Town notes that warrant analysis has been conducted for the Town's Recycling and Disposable Facility (RDF) located approximately 700 feet to the southeast of the project site and is being considered for signalization. The Town is also working on the redesign of the Wellesley Avenue/Great Plain Avenue rotary/intersection to improve safety. This intersection has been found to have the highest number of crash incidents in Town and averages approximately 15 crashes a year. The additional volume generated from the site will increase safety concerns in this area.

Site access is challenging, particularly turning left into the site, while heading northwest on Route 135 (Great Plain Avenue). Without updated traffic data it is difficult for the Town to understand the true impact, however concerns are centered around striking a balance between maintaining the residential road and accommodating significant increased traffic volumes. The increased volume from the site is compounded by the close proximity to high traffic generators such as the Wellesley RDF, Boston Sports Club, and Babson Ice Rink along a 40mph corridor.

The Town's initial mitigation considerations include the addition of a northwest bound turning lane to improve access to the site, and a deceleration lane heading southeast on Route 135 to allow for the flow of traffic to continue. The Town has concerns that stacking and queuing will be considerable within the site. Given the high rate of speed on Great Plain Avenue, existing traffic volumes, and the topography of the road the Town has quite a few concerns over access and egress from the site.

### **Site Design**

From an architectural standpoint, the project is well designed and is consistent with the quality and character of other homes in the area. The Town has concerns that the site layout is lacking in creativity, is too regimented, and does not provide variation in the height or siting of structures. For instance, the triplex units fronting Great Plain Avenue are inconsistent with the irregular street pattern. The Town would encourage the site to stagger the groupings throughout the site, or maintain duplexes for all units in varied square footage. The affordable units are also clustered in the triplexes, the Town encourages the affordable units to be dispersed through the site.

The Town encourages the developers to consider shared driveways, particularly in the Tier II area to reduce impervious cover and to improve the aesthetics and view of the Tier III properties which, will front the rear of the Tier II structures. The Town would recommend a more diverse pattern in the entire site layout, which would seek to improve setbacks from abutting properties. Given the size of the site, side yard setbacks should be increased from 16-20 feet, particularly directly abutting existing homes. As part of the previous subdivision process, abutters worked with the developers to have increased setbacks of up to 50 feet. The current setbacks should be increased given the increased density.

The access into the site, with parallel parking immediately present upon entering the site, is a concern given the anticipated volume of vehicles accessing the property. The Town encourages all of the on-street parallel parking spaces (guest parking areas) to be reconsidered. Turning access is limited in the triplex areas, and there is concern that vehicles on the end units, let alone fire trucks, will not be able to exit or turnaround given the limited turning space.

The Town notes the density of the site, which will serve a variety of residents, offers no active recreational amenities. The project site is removed from other Town amenities, excluding access to the Sudbury Aqueduct, and it is recommended that consideration be given to play structures or other active outdoor recreation infrastructure. The plan notes gathering spaces, but the Town also encourages additional gathering amenities to allow for communal outdoor activities (benches, fire pit).

### **Pedestrian/Bicycle Amenities**

The sidewalk and paths interior to the site, and connecting to the Sudbury Aqueduct are appreciated and should be widened to truly facilitate a multi-modal universal path that should be accessible to the public. The site is located approximately 1 mile from Wellesley Square, and  $\frac{3}{4}$  of a mile from the High School.

Sidewalk connections are lacking on Great Plain Avenue, and it is recommended that a multi-modal connection from the site to Wellesley Avenue, along Great Plain Avenue, be installed. At a minimum, a multimodal connection should be installed from the site to Brook Street along Great Plain Avenue. The higher vehicle speeds and volumes on Great Plain Avenue are also a concern for pedestrian and bike crossings. Crosswalk access is limited in the area, and with the increased number of residents, pedestrian and bicycle safety is paramount.

### **Stormwater Management**

The submitted plans currently do not include information on stormwater calculations or management. The developer has made comments that the same system previously permitted as part of the 12-unit subdivision would be used. The Town believes the previous subsurface infiltration system will be of insufficient size to handle the significant increase in impervious cover under the new project proposal. As such, the increased impervious cover within an area with high groundwater will continue to be a primary concern. The Town suggests that the proposal seek ways to increase the use of LID techniques on the site to include practices for rainwater recapture, open drainage systems, bio retention, and pervious pavement.

### **Wetlands**

The Wetlands for the project site set the precedent with the Wellesley Wetlands Protection Committee to have the 200-foot buffer be an arc from the end of the riverbank. The current plans do not align with the previous approvals. In addition, the Town seeks clarification whether the proposed grading and construction, particularly of the units on the western property line, will have grading within the riverfront area or whether there will be any discharge that will impact resources protected by the State Wetlands Protection Act and local wetlands bylaw and regulations. Given the topography of the site and the changes to grade with **extensive tree removal**, sedimentation and erosion must be considered and evaluated. The applicants are encouraged to file a RDA or NOI as it appears the wetlands are impacted by the development. The Town further notes that the existing ORAD will expire on June 15, 2018, so the applicant may want to have the ORAD updated or extended.

### **Landscape**

The Town prides itself on being conscience of efforts to improve sustainability and preserve substantial and significant trees and vistas, and past and continued efforts have been recognized through the Tree City USA program, the EPA, Green Communities, etc. It is unclear from the current plans what trees, if any, outside of the protected Flood Plain and wetlands areas will be retained. The Town asks the developer to identify protected trees. The previous subdivision plan had areas where significant tree retention was planned. The Town encourages preservation of significant trees and encourages the replanting of a diverse array of native species including trees, understory plantings, and shrubs. It is also noted that any alteration or removal of public shade trees, per MGL c. 87 along the frontage of the property will require approval.

### **Water and Sewer**

The site is located in an area of Wellesley where there is a mix of public utility services. The Town requests that all existing septic systems and private wells on abutting properties be identified on plans to evaluate potential impact. Additionally, given the size and scale of the project, the abutting properties not currently on sewer or Town water should be given the opportunity to connect in the future if Title V fails, so connections should be provided and available to abutting properties not currently on sewer.

The Town notes there is concern over sewer capacity in the area. There is no information to analyze capacity, but the sewer connection shall be required to extend the existing gravity sewer in Great Plain Avenue to the easterly side of the property. The Town would like to maintain gravity sewer where possible, but given the grades of the site, ejector pumps will be needed in some locations that shall be privately owned and operated. The Town at present believes there is suitable capacity for water service, but must analyze data on projected water use once received.

## **Fire**

A fire hydrant will be required at the front and likely the rear of the site. The site layout prevents maneuverability around the site with two dead end access points in the triplex (Tier I) section of the property. Information on the turning radii for the proposed access roadway to the Tier II and Tier III sections of the site has not been provided. Any on street parking (not in designated parking spaces), given the 22 foot width of the roadway, could cause access issues. Guest parking, greater than what can be accommodated in driveways, should be restricted on the access drives.

## **Wellesley's Progress on Affordable Housing**

As you are more than aware, the Town has recently been inundated with 40B Site Eligibility notices. The Town has not met its 10% threshold; but would like to convey the efforts 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 consistently passing zoning provisions to assist with affordable housing as redevelopment opportunities in Wellesley's commercial districts occur. The Town as of October 18, 2017 is at 6.33% of its 10% goal, with upwards of 36 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 supported development of 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.
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- 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](http://www.wellesleyunifiedplan.com)
- July 2017 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. The Town is currently interviewing consultants.

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2. 16 Stearns Road (36 Units) ~2 miles from proposed project (Masshousing)
3. 148 Weston Road (55 Units) ~ 1.8 feet from proposed project (Masshousing)
4. Delanson Circle (90 Units) ~ 1.4 miles from proposed project (MHP)

Other 40B projects being considered in Wellesley

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

Sincerely,

Sincerely,

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Ellen F. Gibbs, Chair

---

Jack Morgan, Vice Chair

---

Marjorie R. Freiman

---

Beth Sullivan Woods

---

Thomas Ulfelder



TOWN OF WELLESLEY



MASSACHUSETTS

**BOARD OF SELECTMEN**

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

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

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

~~October~~ November XX, 2017

Michael Busby  
~~Massachusetts Housing Partnership~~  
~~160 Federal Mass Housing~~  
~~One Beacon Street~~  
Boston, MA ~~02110~~ 02108

RE: 135 Great Plain Avenue, Wellesley, MA Site Eligibility Response

Dear Mr. Busby:

On behalf of the Town of Wellesley ("the Town") Board of Selectmen and Planning Board, please find the following comments with respect to the *Comprehensive Permit Site Approval Application* recently submitted by Northland Residential for the construction of 44 ~~condominium dwelling~~ units on ~~just over an~~ approximately 12 acres of landacre parcel in ~~Wellesley, Massachusetts, the Town~~. It should be noted that 2.46 acres of the site contains wetland and or is located within a Flood Plain Zone A.

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**Previous Projects**

As MassHousing will see from the submittal documents, the developer worked closely with the Town ~~to have approved for the approval of a 12-~~lot subdivision. The Town Departments and Planning Board worked continuously with the developers to maintain open space, significant trees, ~~to engage in protect~~ natural ~~resource protection resources~~, and ~~to~~ mitigate impacts to directly abutting neighbors and their privacy. The Town continuously stressed the desire to mitigate stormwater ~~in using~~ Low Impact Design (LID) methods and ~~Best Management Practices (BMPs-Subsurface)~~. While subsurface infiltration was the only solution palatable to the developer, the conditions imposed on the Planning Board's approval of the Definitive Subdivision Plan required at least one LID BMP to be installed on each of the 12 lots. The developers are now before the Town with a project that will increase the density by over 3 times the previous proposal, so the Town continues to encourage that the new design ~~to embrace~~ the maintenance of open space, retention of significant trees, ~~natural resource~~-protection of natural resources, and alternative stormwater mitigation ~~with practices utilizing~~ LID techniques.

**Traffic**

The ~~Town~~ originally vetted traffic study for the proposed 12-unit subdivision, anticipated 150 vehicles daily. The ~~increase in increased~~ density will result in a significant increase ~~the in~~ volume ~~significantly,~~ estimated to approximately be 450-525 vehicle trips a day. The Great Plain Avenue corridor lacks pedestrian and bicycle accommodations and the community, through the Unified Plan, has been encouraging design to improve mobility, access, and health ~~and access~~. The neighborhood from Brook Street to the Needham

Line consists of 47 homes: 29 with frontage on Great Plain Avenue, 18 on Skyline Drive. The 44 units proposed will effectively double the size of the neighborhood.

Access to the site will have challenges including turning left into the site, while heading northwest on Route 135 (Great Plain Avenue). A turning lane should be added to improve access. A deceleration lane should also be added heading southeast on 135 to allow for the flow of traffic to continue. The Town has concerns that stacking and queuing will be considerable on site. Additionally, the Town notes that the aThe Town notes that warrant analysis has been conducted for the Town's Recycling and Disposable Facility (RDF) located approximately 700 feet to the southeast of the project site and is being considered for signalization. The Town is also working on the redesign of the Wellesley Avenue/Great Plain Avenue rotary/intersection to improve safety. This intersection has been found to have the highest number of crash incidents in Town and averages approximately 15 crashes a year. AdditionalThe additional volume generated from the site will increase safety concerns in this area.

Site access is challenging, particularly turning left into the site, while heading northwest on Route 135 (Great Plain Avenue). Without updated traffic data it is difficult for the Town to understand the true impact, however concerns are centered around striking a balance between maintaining the residential road and accommodating significant increased traffic volumes. The increased volume from the site is compounded by the close proximity to high traffic generators such as the Wellesley RDF, Boston Sports Club, and Babson Ice Rink along a 40mph corridor.

The Town's initial mitigation considerations include the addition of a northwest bound turning lane to improve access to the site, and a deceleration lane heading southeast on Route 135 to allow for the flow of traffic to continue. The Town has concerns that stacking and queuing will be considerable within the site. Given the high rate of speed on Great Plain Avenue, existing traffic volumes, and the topography of the road the Town has quite a few concerns over access and egress from the site.

### **Site Design**

The proposed architectureFrom an architectural standpoint, the project is of nice design, quality, well designed and is consistent with the quality of construction and character of other homes in the area. The Town has concerns that the site layout is lacking in creativity, is too regimented, and does not provide variation in the height or siting of structures. For instance, the triplex units fronting Great Plain Avenue are inconsistent with the irregular street pattern. The Town would encourage the site to stagger the groupings throughout the site, or maintain duplexes for all units in varied square footage. The affordable units are also clustered in the triplexes, the Town encourages consideration the affordable units to be given to dispersed through the site.

The Town encourages the developers to consider shared driveways, particularly in the tierTier II area to reduce impervious cover and to improve the aesthetics and view of the tierTier III properties which will front the rear of the structures. The dense triplex townhouses in the front of the site and the uniform nature of the design are inconsistent with the land use pattern in the development corridor. Tier II structures. The Town would recommend a more diverse pattern in the entire site layout, which would seek to improve setbacks from abutting properties. Given the size of the site, side yard setbacks should be increased from 16-20 feet, particularly directly abutting existing homes. As part of the previous subdivision process, abutters worked with the developers to have increased setbacks of up to 50 feet. The current setbacks should be increased given the increased density.

The access into the site, with parallel parking immediately present upon entering the site, is a concern given the anticipated volume of vehicles accessing the property. The Town encourages all of the on-street parallel parking spaces (guest parking areas) to be reconsidered. Turning access is limited in the triplex areas, and there is concern that vehicles on the end units, let alone fire trucks, will not be able to exit or turnaround given the limited turning space.

The Town notes the density of the site, which will ~~houseserve~~ a variety of residents, offers no active recreational amenities. The project site is ~~fairly~~ removed from other Town amenities, excluding access to the Sudbury Aqueduct, and it is recommended that consideration be given to play structures or ~~sports courts (i.e. tennis courts, basketball)-other active outdoor recreation infrastructure~~. The plan notes gathering spaces, ~~but~~ the Town also encourages additional gathering amenities to allow for communal outdoor activities (benches, fire pit).

### Pedestrian/Bicycle Amenities

The sidewalk and paths interior to the site, and connecting to the Sudbury Aqueduct are appreciated and should be widened to truly facilitate a multi-modal universal path that should be accessible to the public. The site is located approximately 1 mile ~~to~~from Wellesley Square, and a ¼ of a mile ~~to~~from the High School. Sidewalk connections are lacking on Great Plain Avenue, and it is recommended that a multi-modal connection from the site to Wellesley Avenue, along Great Plain Avenue, be installed. At a minimum, a multimodal connection should be installed from the site to Brook Street along Great Plain Avenue. ~~The higher vehicle speeds and volumes on Great Plain Avenue are also a concern for pedestrian and bike crossings. Crosswalk access is limited in the area, and with the increased number of residents, pedestrian and bicycle safety is paramount.~~

### Stormwater Management

The submitted plans currently do ~~to~~not include ~~information on~~ stormwater ~~information~~calculations or ~~management~~. The developer has made comments that the same system previously permitted as part of the 12-unit subdivision would be used. The Town ~~is unsure whether~~believes the ~~proposed~~previous subsurface infiltration system will be ~~sized properly given~~of insufficient size to handle the significant increase in impervious ~~area~~cover under the new project proposal. As such, the increased impervious cover within an area with high groundwater will continue to be a primary concern. The Town suggests that the proposal seek ways to increase the ~~low impact development (use of LID)~~ techniques on the site to include ~~BMP~~practices for rainwater recapture, open drainage systems, bio retention, and pervious pavement.

### Wetlands

~~The proposed project appears to be outside of the wetlands buffers and the FEMA Flood Plain Zone A. The~~The Wetlands for the project site set the precedent with the Wellesley Wetlands Protection Committee to have the 200-foot buffer be an arc from the end of the riverbank. ~~The current plans do not align with the previous approvals. In addition, the~~ Town seeks clarification whether the proposed grading and construction, particularly of the units on the western property line, will have grading within the riverfront area or whether there will be any discharge that will impact resources protected by the State Wetlands Protection Act and local wetlands bylaw and regulations. Given the topography of the site and the changes to grade with ~~extensive tree removal~~, sedimentation and erosion ~~should~~must be considered and evaluated. The applicants are encouraged to file a RDA or NOI ~~if~~as it appears ~~that any potential impact to the existing wetlands is possible~~are impacted by the development. The Town further notes that the existing ORAD will expire on June 15, 2018, so the applicant may want to have ~~the~~ ORAD updated or extended.

### Landscape

The Town prides itself on being conscience of efforts to improve sustainability, ~~and~~ preserve substantial and significant trees and vistas, and past and continued efforts have been recognized through the Tree City USA program, the EPA, Green Communities, etc. It is unclear from the current plans what trees, if any, outside of the protected Flood Plain and wetlands areas will be retained. The Town asks the developer to identify protected trees. The previous subdivision plan had areas where significant tree retention was planned. The Town encourages preservation of significant trees and encourages the replanting of a diverse array of native species including trees, understory plantings, and shrubs. It is also noted that any alteration or removal of public shade trees, per MGL c. 87 along the frontage of the property will require approval.

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## Water and Sewer

The site is located in an area of Wellesley where there is a mix of public utility services. The Town requests that all existing septic systems and private wells on abutting properties be identified on plans to evaluate potential impact. Additionally, given the size and scale of the property project, the abutting properties not currently on sewer or Town water, should be given the opportunity to connect in the future if Title V fails, so stalled connection connections should be provided and available to abutting properties not currently on sewer.

The Town notes there is concern over sewer capacity in the area. There is no information to analyze capacity, but the sewer connection shall be required to extend the existing gravity sewer in Great Plain Avenue to the easterly side of the property. The Town would like to maintain gravity sewer where possible, but given the grades of the site, ejector pumps will be needed in some locations that shall be privately owned and operated. The Town at present believes there is suitable capacity for water service, but must analyze data on projected water use once received.

## Fire

A fire hydrant will be required at the front and likely the rear of the site. The site layout prevents maneuverability around the site with two dead end access points in the triplex (~~tier~~Tier I) section of the property. Information on the turning radii for the proposed access roadway to the ~~tier~~Tier II and ~~tier~~Tier III sections of the site has not been provided. Any on street parking (not in designated parking spaces), given the 22 foot width of the roadway, could cause access issues. Guest parking, greater than what can be accommodated in driveways, should be restricted on the access drives.

## Wellesley's Progress on Affordable Housing

As you are more than aware, the Town has recently been inundated with 40B Site Eligibility notices. The Town has not met its 10% threshold; but would like to convey the efforts 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 consistently passing zoning provisions to assist with affordable housing as redevelopment opportunities in Wellesley's commercial districts occur. The Town as of ~~August 24~~October 18, 2017 is at 6.~~333~~% of its 10% goal, with upwards of ~~3836~~ 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 supported development of 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.

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- July ~~2016~~2017 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 was released September 25, 2017~~The Town is currently interviewing consultants.

~~More affordable housing opportunities are necessary in the Town of Wellesley and the Town is currently working on a Housing Production Plan as noted above.~~

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Other 40B projects being considered in Wellesley

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Jack Morgan, Vice Chair

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Marjorie R. Freiman

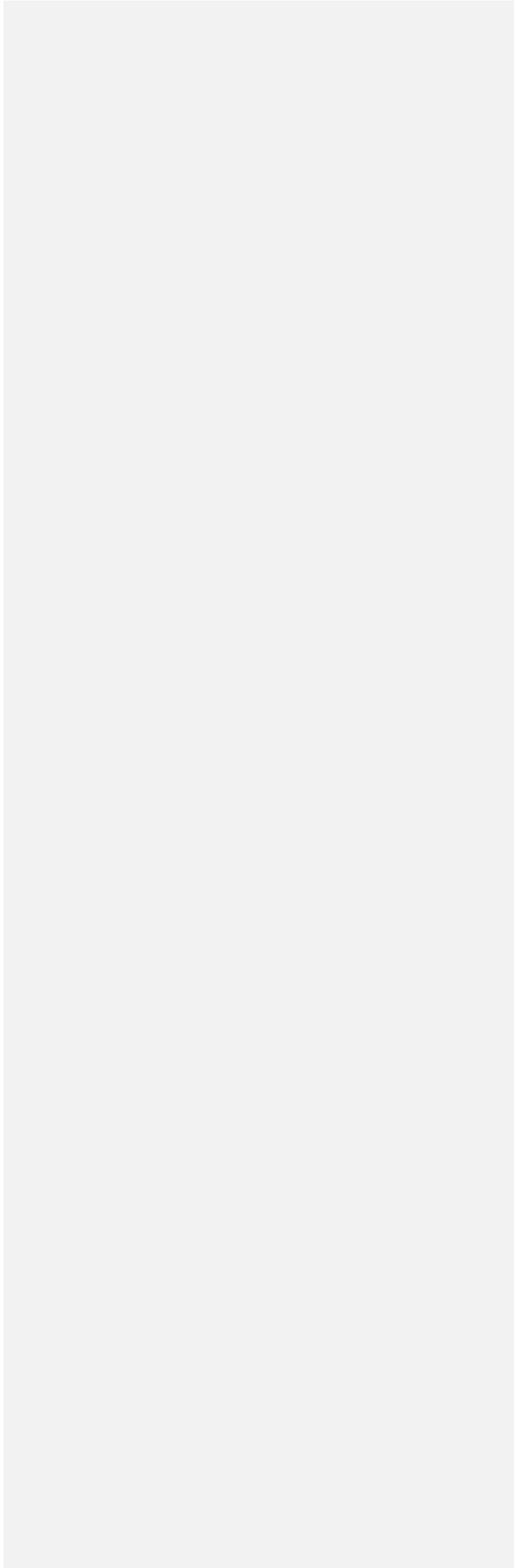
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Beth Sullivan Woods

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Thomas Ulfelder

DRAFT



**7. Common Victualler License – Sweet Greens**

Included in your packet is an application for a Common Victualler license from Sweetgreen Boston, LLC to open a store at #180 Linden Street in Linden Square. As you may recall from this year' annual town meeting, the 4<sup>th</sup> amendment to the development agreement for Linden Square allowed for two new restaurants, one of them being a "turnover" restaurant for which this qualifies. This application has been reviewed and approved by the various departments that must do so, thus we recommend approval.

**MOVE** authorize a Common Victualler license to Sweetgreen Boston, LLC for their restaurant located at 180 Linden Street until December 31, 2017.





COMMON VICTUALLER LICENSE APPLICATION

Date Applied:	Date Approved:	Date Issued:
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Office Use Only	Fees Paid:	Tax Cert:	Resumes:	T&P Info:	Plan:	Interview:
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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: Sweetgreen Boston LLC, Jason Hopkins Date: \_\_\_\_\_

D.O.B: 12/29/1976 S.S.N: 536-82-8388 Dr. Lic #: \_\_\_\_\_ Fed. ID #: \_\_\_\_\_

Business Address: Linden Square, 180 Linden Street, # 160, Wellesley, MA 02483

Home Address: 391 Hyde Park Ave, #103 Roslindale, MA 02131

Business Telephone: N/A Home Telephone: \_\_\_\_\_

Name & Location of Establishment: Sweetgreen, Sweetgreen Boston LLC, 180 Linden Street #160

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.): 1,700 Number of Seats: 40 Number of Employees: \_\_\_\_\_

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:		
Fire Department:		
Design Review:		

**COMMON VICTUALLER LICENSE APPLICATION (continued)**

What will be the hours of operation? Sun-Sat - 7:00 AM-11:00 PM

Time(s) of Peak Customer Activity Weekdays - 11:00AM - 2:00 PM

Est. Number of Customers at Peak Time(s): \_\_\_\_\_ Est. Number of Employees at Peak Time(s): \_\_\_\_\_

What provisions have been made for trash removal? There is a shared dumpster for al tenants and there will be several 2yd dumpsters for recycling and trash. In addition Sweetgreen will have several trash totes for transportation to the dumpsters.

How much parking is needed? The existing parking lot will provide adequate parking.

How will parking be provided? Per the "Fourth Amendment to Development Agreement" dated 11/18/16 and approved at the Wellesley Annual Town Meeting, Linden Square was approved for two new restaurants, with Sweetgreen being the "turnover restaurant" (as defined in the Institute of Traffic Engineers Trip Generation, 7th Edition) of up to

What are delivery times? Every day at approximatley <sup>2,000 sf</sup> 7:00 - 8:00 AM

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: [Signature] Printed Name: Jason Hopkins Date: 11/12/17

*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.*

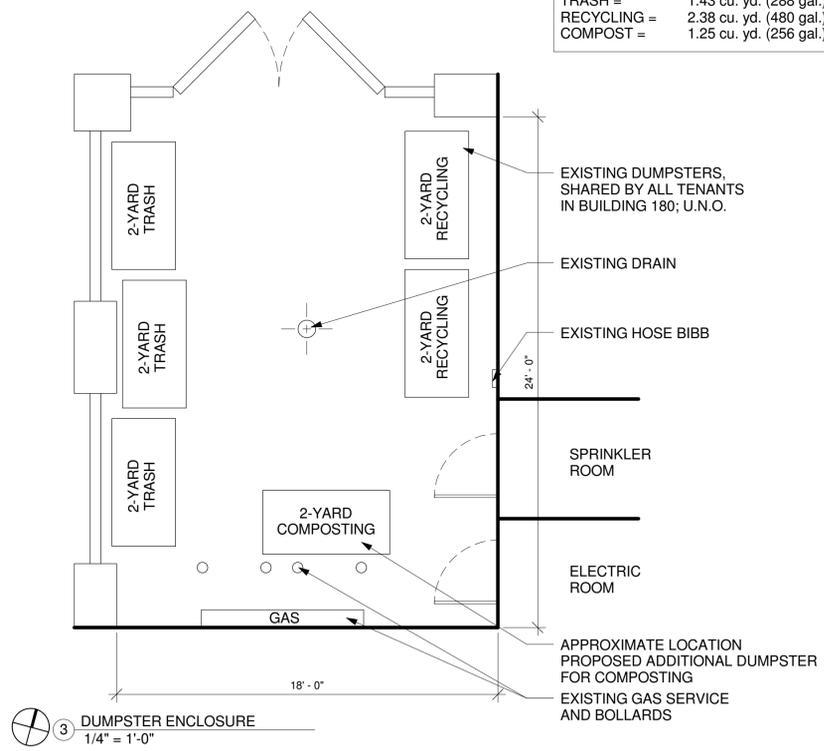
**FOR OFFICE USE ONLY**

**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:				

**PROJECTED DAILY WASTE VOLUME:  
(SWEETGREEN ONLY)**

TRASH = 1.43 cu. yd. (288 gal.)  
 RECYCLING = 2.38 cu. yd. (480 gal.)  
 COMPOST = 1.25 cu. yd. (256 gal.)



### SURVEY NOTES

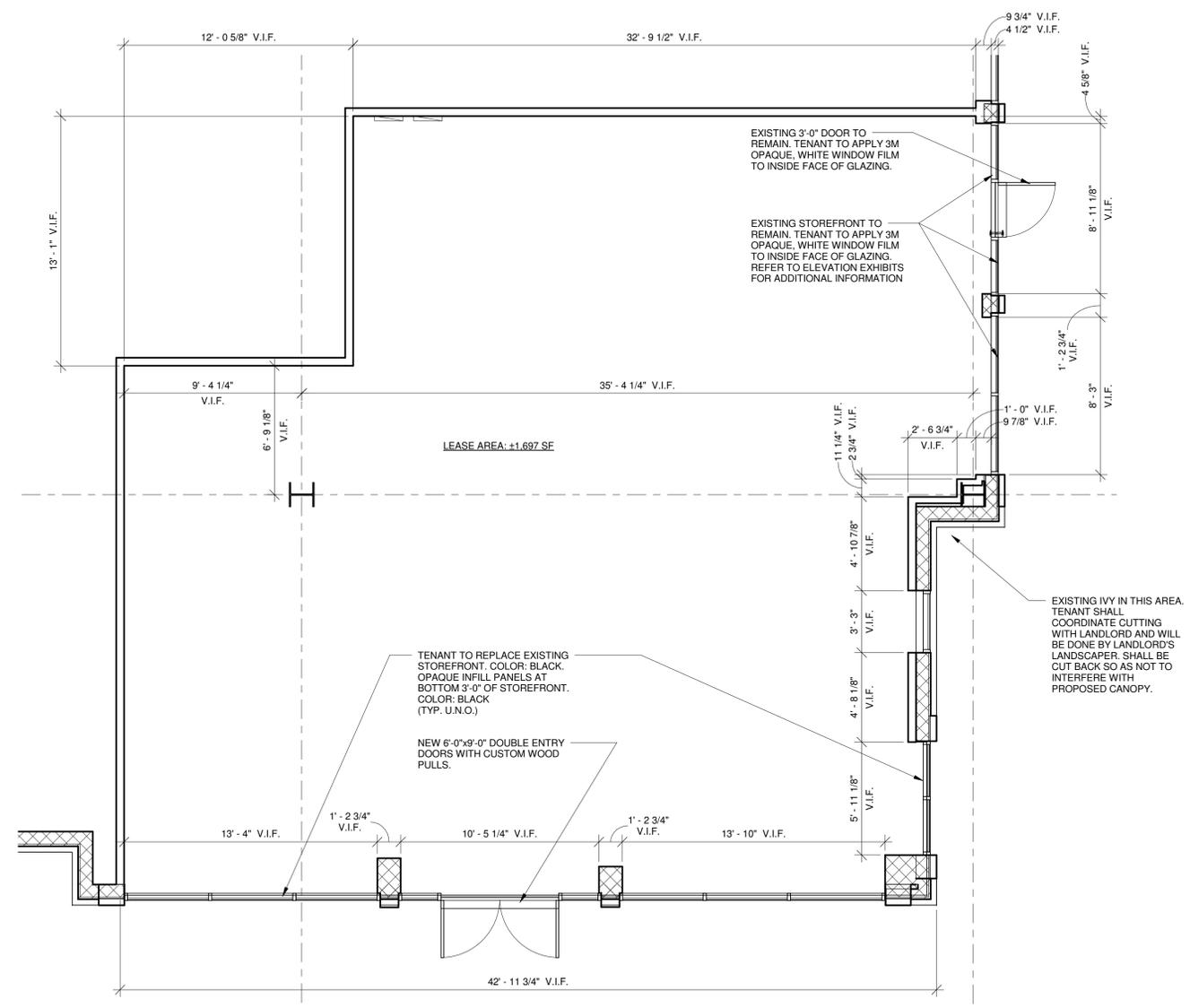
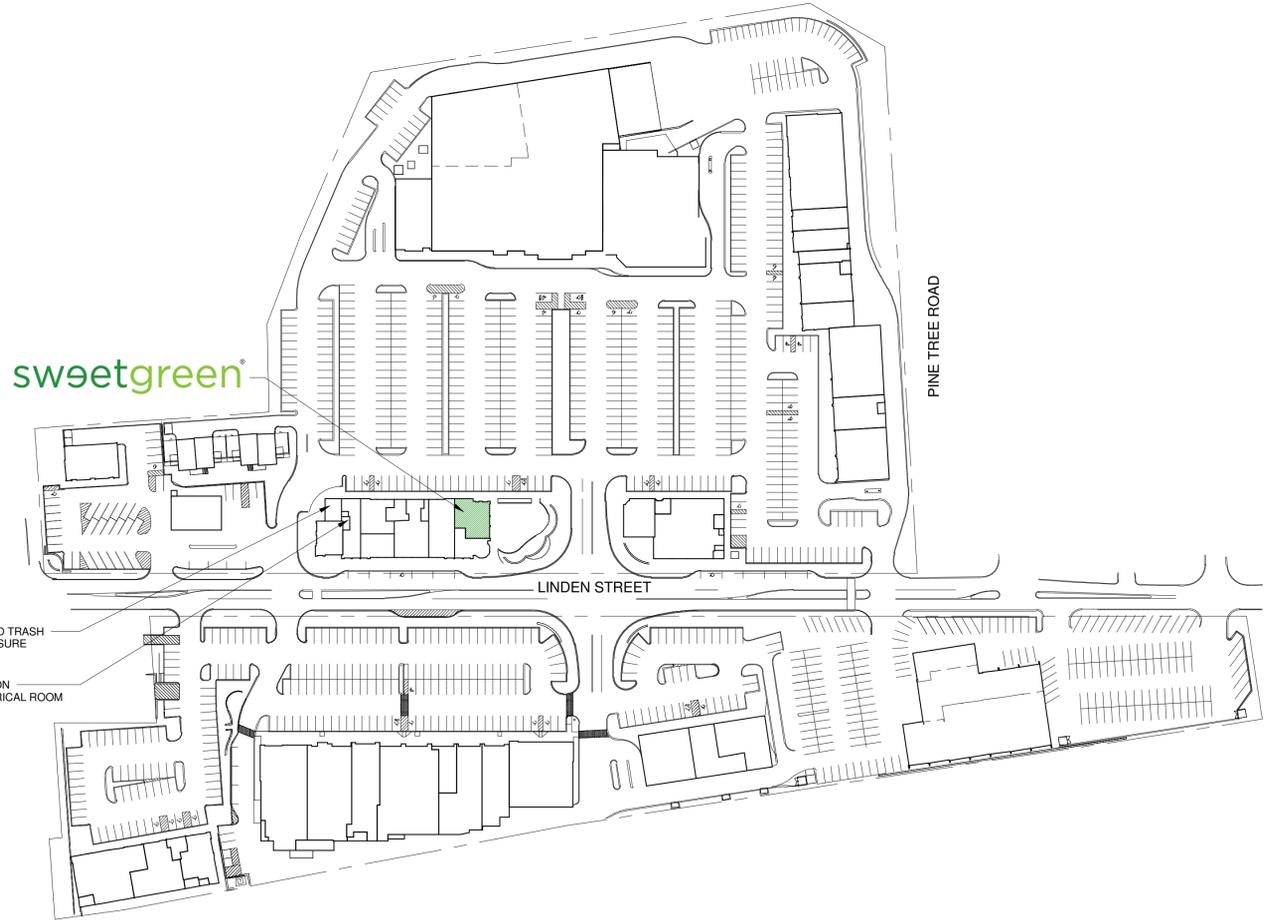
AFTER DEMOLITION IS COMPLETE, GENERAL CONTRACTOR SHALL INSPECT AND VERIFY THE FOLLOWING ITEMS AGAINST THE TENANT IMPROVEMENT FLOOR DRAWINGS:

- CLEAR DIMENSIONS AS INDICATED ON THE DEMISED PREMISES PLAN
- GENERAL CONDITION OF EXISTING WALL & ROOF FRAMING, INCLUDING EXTERIOR FINISHES & WEATHERPROOFING
- HEIGHT TO UNDERSIDE OF ROOF DECK AND MAJOR ROOF FRAMING MEMBERS
- ITEMS HIDDEN BEHIND WALLS OR CEILINGS THAT MAY INTERFERE W/ NEW CONSTRUCTION
- CONSTRUCTION ITEMS COMPLETED BY THE LANDLORD THAT DIRECTLY AFFECT TENANT WORK
- POST DIGITAL PHOTOS TO EXPESITE.COM OF ENTIRE SPACE AFTER ALL DEMOLITION IS COMPLETE.

### GENERAL NOTES

A. ALL DIMENSIONS TO BE FIELD VERIFIED. NOTIFY ARCHITECT IMMEDIATELY IF DISCREPANCIES ARISE.

B. ALL DIMENSIONS ARE TO FACE OF EXISTING WALLS AND CENTERLINE OF FIXTURES UNLESS OTHERWISE NOTED



1 DEMISED PREMISES PLAN  
1/4" = 1'-0"

Issue Record:

Date	Description
03/31/2017	Issued for Landlord Review
05/17/2017	Landlord Comments
05/17/2017	Submit to Design Review Board for Exterior Work
06/02/2017	Resubmit to Design Review Board for Exterior Work
06/15/2017	Resubmit to Design Review Board for Exterior Work
07/10/2017	Submit for Permit
09/27/2017	Owner Modifications
09/27/2017	Health Department Changes
11/02/2017	Owner Modifications / Clarifications

SEAL

Issue Record:

03/31/2017	Issued for Landlord Review
05/19/2017	Landlord Comments
05/19/2017	Submit to Design Review Board for Exterior Work
06/02/2017	Resubmit to Design Review Board for Exterior Work
06/16/2017	Resubmit to Design Review Board for Exterior Work
07/10/2017	Submit for Permit
09/27/2017	Owner Modifications
09/27/2017	Health Department Changes
11/02/2017	Owner Modifications / Clarifications

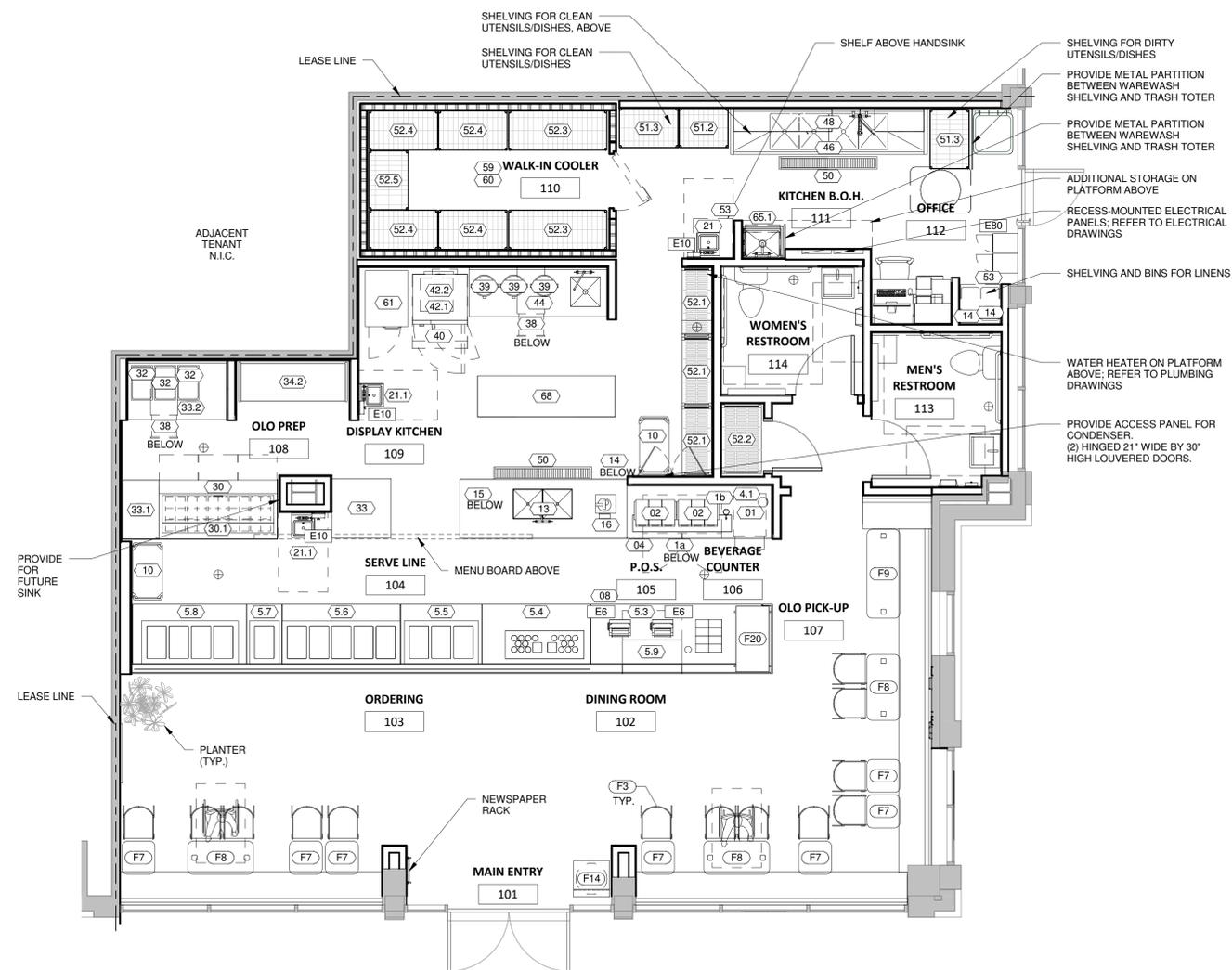
REFRIGERATION CALCULATIONS		
<b>WALK-IN COOLER (#59) - Quantity: 1</b>		
TOTAL VOLUME:	13'-2"(l) x 7'-8"(w) x 9'-2"(h)	±925 cu. ft.
INTERIOR VOLUME:	12'-6"(l) x 7'-0"(w) x 8'-0"(h)	±706 cu. ft.
STORAGE VOLUME:	28'-0"(l) x 2'-0"(d) x 7'-0"(h)	±392 cu. ft.
<b>UNDERCOUNTER REFRIGERATOR (#18) - Quantity: 1</b>		
TOTAL VOLUME:	31.95"(h) x 48.19"(w) x 30.56"(d)	±27.23 cu. ft.
<b>REFRIGERATED MERCHANDISER (#34.2) - Quantity: 1</b>		
TOTAL VOLUME:	82.25"(h) x 66.38"(w) x 24.00"(d)	±75.83 cu. ft.

## GENERAL NOTES

- REFER TO SHEET A141 FOR EQUIPMENT LIST AND FURNITURE SCHEDULE.
- ALL DIMENSIONS ARE TO FACE OF FRAMING, OR CENTERLINE OF EQUIPMENT UNLESS NOTED OTHERWISE.
- GC TO COORDINATE EQUIPMENT WITH UNDERGROUND/UNDER-SLAB PLUMBING. GC TO NOTIFY ARCHITECT AND SWEETGREEN OF ANY DISCREPANCIES OR CONFLICTS.
- GC TO PROVIDE CAULKING AT EQUIPMENT
- REFER TO ENLARGED TOILET ROOM PLAN SHEET FOR EQUIPMENT AND ACCESSORY SCHEDULE FOR RESTROOM ITEMS.
- GC TO INSTALL COOLER MANUFACTURER SUPPLIED STRIP CURTAIN INSIDE COOLER DOOR.
- GC TO SUPERVISE INSTALLATION OF VENDOR INSTALLED ITEMS FOR PROPER INSTALLTION PER EQUIPMENT PLAN.

## CODED NOTES

- PROVIDE GROMMETS IN BACK CORNER OF DESK.
- PLASTIC CURTAIN AT COOLER DOOR
- PROVIDE GALVALUME CLOSER STRIPS BETWEEN COOLER AND WALL



1 FIXTURES FURNITURE & EQUIPMENT PLAN  
 1/4" = 1'-0"

sweetgreen

BOS 10 - Linden Square - Wellesley  
 180 Linden Street #160  
 Wellesley, MA 02482

Drawn: MMB & MAB  
 Checked: KTB

BKA JOB #: 216124

Sheet Title:  
 Fixtures, Furniture & Equipment Plan

**A140**

**8. Executive Director's Update**

Approval of Minutes

Included in your packet are the minutes from the October 10<sup>th</sup> and 16<sup>th</sup> minutes for approval.

**MOVE** to approve the minutes of the October 10 and October 16, 2017 Selectmen's meetings.



TOWN OF WELLESLEY



MASSACHUSETTS

## BOARD OF SELECTMEN

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

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

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

### MEMORANDUM

DATE: November 3, 2017  
TO: Board of Selectmen  
FROM: Blythe C. Robinson, Executive Director  
SUBJECT: Weekly Report

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

- Enclosed please find a very first draft of warrant articles for the ATM in 2018. This is a combination of the typical items and ones that we are aware might be of interest or that we've been asked to put on the list by other boards. Other than grouping them by the categories as we have typically done, they are not in any particular order, and whether or not they are going to be funded hasn't been taken into account either. Having said that, I did make #3 the presentation of the unified plan since I thought that should be up front, but whether that is where it should be or it could be a "report that is received" under #1 is certainly up for debate. As any changes come about I will provide you with regular updates.
- Just a reminder that the group who had gathered in late summer to talk about communications meets again on Monday the 6<sup>th</sup> at 1 PM in the Juliani Room. I am looking forward to discussing the State's draft, people's thoughts and hopefully gaining some consensus on a path forward. In anticipation of this I attended the HR Board meeting on Monday and they did approve the proposed job description at a job group 54. A copy of that is also in your FNM.
- You will note from a review of the agenda that a presentation on the Town Hall exterior renovation is not there. The architect is working on this and was not ready for Tuesday night, however they will be at the PBC's next meeting on November 9<sup>th</sup>. We are working

with PBC to see when we can get the architect in for a presentation to the Board so everyone can stay on track about the project.

- The DPW has had interns working over the summer to take an inventory of all of the Town's street signs. You may be interested to know there are about 5,000! One of the requirements that communities must meet is that regulatory signs (stop, speed, yield, etc). have to meet a certain standard of reflectivity by law. The department has started with the stop signs and about all but 30 passed the test. We've ordered replacement signs to be put in. The department will continue to check signs and we'll be working to replace them over time to make sure that Wellesley becomes fully compliant.
- The website has been updated with the announcement regarding the opportunity to apply for one of the 2018 Boston Marathon bibs to run for charity. We've scheduled this on the Selectmen's agenda on December 4<sup>th</sup> for approval of the awards.
- I met with Mike Hluchyj this week to go over a number of topics, one of which was the timeline to a special town meeting for the HHU project. It is clear that it would be exceedingly difficult for them to be ready for a January STM, however he is comfortable that a February 5/6 meeting will work, and thus the schedule has been updated accordingly. A copy of that is in your FNM.
- FMD has been gearing up with the schools to begin the PAWS feasibility study. We anticipate that this study will begin a few weeks after the Town Hall Interior visioning and space utilization process.
- As you recall, we've been monitoring the property at 25 Shaw Road. The owner cancelled the meeting that Building and BOH had to inspect the property, and she has not been cooperative to reschedule that. However, from what we can see on the outside the property has been cleaned up significantly, and we know of no activity to rent it. The Townsman reporter called this week to ask if we would be pursuing a bylaw change to which I told her likely not. We will continue to monitor this and try to gain access to the house at some point.
- You might also be curious about the status of the CR for 892 Washington Street. It has been submitted to the State for their signature and we're waiting to get that back. Given that the changes were quite minor we don't anticipate any issues...!
- The Audit Committee has their next meeting on Tuesday the 7<sup>th</sup> at 4:00 PM. They will be reviewing an RFP prepared by Sheryl to seek proposals from firms interested in doing the Town's audit work in the future. I plan to attend the meeting as I support this effort.
- Health insurance negotiations started on Thursday afternoon with all of the unions. The meeting seemed to go well, and they asked a number of good questions about the details, and continued to caucus after we left the meeting. We are scheduled to meet again next Thursday to continue.
- A heads up that the Town celebrates Veterans Day next Friday, November 10<sup>th</sup> because the 11<sup>th</sup> is a Saturday. Town Hall will be closed on that day.

1 **Board of Selectmen Meeting: October 10, 2017**

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

3 **Also Present: Robinson, Jop**

4 **Minutes Approved: November 7, 2017**

5  
6 **Warrants approved: 2018-013 in the amount of \$4,222,085.23**

7  
8 **Meeting Documents:**

- 9 1. Agenda
- 10 2. Agenda Background Memorandum
- 11 3. Weekly Report
- 12 4. BOS Calendar
- 13 5. Documents related to the proposed energy reduction and fuel efficient vehicle policy
- 14 6. Draft Minutes of September 18, 2017
- 15 7. Email RE: Junior Women's Club Parking Lot Request
- 16 8. Resolution regarding gas leaks
- 17 9. Fact sheet on gas leaks
- 18 10. PowerPoint on High School Field proposed improvements
- 19 11. Proposed Letter to MHP Re: Delanson Circle
- 20 12. Delanson Circle developer response to MHP
- 21 13. Plan Modification for Delanson Circle 40B Project
- 22 14. FY19 Capital requests for Police, Fire, IT, and COA
- 23 15. Copy of executed IMA and a proposed amendment- Water Management Act Litigation
- 24 16. Town Counsel joint representation letter and waiver form- Water Management Act Litigation
- 25 17. Veteran's District September Report
- 26 18. PowerPoint Presentation to Advisory Committee – Debt & Capital
- 27 19. PowerPoint Presentation to Advisory Committee – Pension, OPEB & Health Insurance
- 28 20. 148 Weston Road Extension Request
- 29 21. Email Re: 40B abutter to 135 Great Plains Ave.
- 30 22. 135 Great Plains Ave Extension Request Approval
- 31 23. Press Release RMV Inspections Program
- 32 24. Town Notice Re: Proposed 40B Wellesley Park
- 33 25. Letter from State Senator Regarding Sustainable Materials Recovery Program
- 34 26. Wellesley Meet Up Flyer

35  
36 **1. Sustainable Energy Committee – Review Green Communities Application**

37  
38 The Board of Selectmen joined the School Committee in the Great Hall to discuss the Green  
39 Communities Application. The joint meeting with the School Committee was called to order at 6:30PM.

40  
41 **Upon a motion by Ms. Freiman and seconded by Mr. Morgan, the Board voted (5-0) to convene a**  
42 **joint meeting with the School Committee.**

43  
44 **Upon a motion by Ms. Freiman and seconded by Mr. Morgan, the boards voted (10-0) to elect Ellen**  
45 **Gibbs as chair of the joint meeting.**

46  
47 **Upon a motion by Ms. Freiman and seconded by Mr. Morgan, the boards voted (10-0) to elect**  
48 **Michael D'Ortenzio, Jr. as secretary of the joint meeting.**

49  
50 Ms. Marybeth Martello and Ms. Laura Olton, of the Sustainable Energy Committee, joined the joint  
51 meeting to give a presentation on the Green Communities Grant Application. Eligible grant opportunities

52 for the Town will range between \$100,000 and \$250,000. Ms. Martello reviewed the five criteria needed  
53 for the application. She reviewed the energy use by sector and reviewed the energy conservation  
54 measures that are proposed in the plan. The Town has initiated many of the energy conservation measures  
55 already, with the remainder in the queue to be completed. Some examples in Town are the existing  
56 Metasys system and the LED retrofit of street lights.

57  
58 Ms. Martello discussed several new measures including an audit of water and wastewater equipment and  
59 practices. She mentioned the purchase of Idleright technology for police cruisers and seeking ways to  
60 encourage purchase of electric vehicles for various Town departments.

61  
62 Ms. Martello stated that the Board of Selectmen would be arbiters of the Energy Conservation Measures  
63 proposed for the plan/grant. Ms. Martello outlined the proposed tasks including the fuel efficiency vehicle  
64 policy which requires non-exempt vehicles to meet new mileage standards.

65  
66 Ms. Martello reviewed the timeline for the application to the program, as well as the timeline for the first  
67 grant for which the Town will apply.

68  
69 Ms. Olton commented on the collaborative efforts with the Department of Public Works on the vehicle  
70 policy and their efforts to assist the process. She noted they have been tremendous partners.

71  
72 The Selectmen noted they would finalize their decision at the meeting on October 23, 2017.

73  
74 **Upon a motion by Ms. Freiman and seconded by Mr. Morgan, the Board voted (5-0) to dissolve the**  
75 **joint meeting of the Board of Selectmen and School Committee.**

76  
77 At 7:50 pm The Board of Selectmen reconvened to the Juliani Room for the remainder of the Selectmen's  
78 meeting.

79  
80 **2. Call to Order & Citizen's Speak**

81  
82 Ms. Gibbs, Chair, called the meeting back in session in the Juliani Room at 7:52 PM.

83  
84 Ms. Gibbs announced the League of Women's Voters has sponsored "Meet Up" scheduled for Thursday,  
85 October 12, 2017 at the Hills Branch Library and also noted the World of Wellesley Annual Diversity  
86 Summit on Saturday, October 21, 2017.

87  
88 Ms. Gibbs noted that last week the Council on Aging hosted hundreds of people for a preview and guided  
89 tour of the new Tolles Parsons Center. The grand opening of the center is scheduled for October 22,  
90 2017.

91  
92 Citizen's Speak

93  
94 None.

95  
96 **3. Executive Director's Update**

97  
98 Ms. Robinson noted that the Board of Selectmen received the final Conservation Restriction signed off by  
99 the Natural Resource Commission for 892 Washington Street and is now awaiting the Board of  
100 Selectmen's signature.

101  
102

103 Minutes

104

105 The Board took no action on the minutes for September 18, 2017. They will be approved at the October  
106 16, 2017 meeting after Ms. Gibbs provides her comments.

107

108 Approve Wellesley Hills Junior Women's Club use of Town Parking Lot

109

110 **Upon a motion by Ms. Freiman and seconded by Mr. Morgan, the Board voted (5-0) to approve the**  
111 **use of the Tailby Commuter Lot for by the Wellesley Hills Junior Women's Club for parking on**  
112 **November 11, 2017 to support their Wellesley Marketplace boutique craft fair.**

113

114 Discuss Resolution in support of Massachusetts House Bill #2683 Senate Bill #1845 regarding gas leaks

115

116 Ms. Lise Olney and Ms. Raina McManus, Chair, and Vice Chair of the Natural Resources Commission  
117 joined the Board of Selectmen to discuss the resolution. Ms. McManus noted that this is a consumer  
118 protection bill that encourages utilities to fix gas leaks to decrease the cost of lost gas passed onto  
119 consumers.

120

121 **Upon a motion by Ms. Freiman and seconded by Mr. Morgan, the Board voted (5-0) to approve a**  
122 **resolution in support of Massachusetts House Bill #2683 Senate Bill #1845 regarding gas leaks.**

123

124 **4. Andy Wrobel – Discuss Phase II High School Improvements Proposal**

125

126 Mr. Andy Wrobel, Chair of the Recreation Commission, came before the Board. He was joined by Mr.  
127 Tripp Sheehan, Phase I project lead, Ms. Lisa Westley, Field Fund Trustee, Ms. Patti Quigley, School  
128 Representative and Mr. Cliff Canada, neighborhood representative. He presented the Phase II High  
129 School Improvements Proposal. Mr. Wrobel stated that he is going to CPC for a portion of the funding  
130 for the team rooms and rest rooms.

131

132 Mr. Ulfelder stated that he cannot give approval at this time since the Selectman are awaiting cash capital  
133 and capital projects. He did not want to commit to the project prior to reviewing the status of the Town's  
134 proposed capital projects.

135

136 Mr. Morgan agreed that the High School improvement project is not on the FY19 plan, and the Town is  
137 trying to reduce capital by over a million dollars.

138

139 Ms. Sullivan Woods asked if the schools might be able to find the funding for the team room. She agreed  
140 that the restroom component is needed and is a benefit to the town field users, where the team room is  
141 only beneficial to the school.

142

143 The Board was supportive of putting a placeholder on the Warrant for the project.

144

145 Ms. Sullivan Woods asked if the Board would be willing to say that we conceptually support the idea for  
146 Mr. Wrobel to move forward to CPC for funding.

147

148 Ms. Gibbs was supportive of placing it on the Warrant, but cautioned the financial circumstances may  
149 preclude the project from moving forward at this time.

150

151 Ms. Freiman was supportive of the concept of having accessible restrooms at the fields. She agreed to  
152 place it on the Warrant as a placeholder. She agreed that this should have been on the capital plan.

153

154 Mr. Wrobel noted that the project could be phased over two years if the Town was committed to moving  
155 forward.

156  
157 It was suggested that Mr. Wrobel submit a request for the capital project by October 20<sup>th</sup> as well as submit  
158 the Warrant article.

159  
160 **5. Review Plan Modification for Delanson Circle 40B Project**

161  
162 Ms. Jop discussed the plan modification for Delanson Circle, noting that the number of units was reduced  
163 from 95 to 90 units. The Board reviewed the proposed letter, asked questions on process, and discussed  
164 strengthening the letter. Ms. Jop noted that she has since received comments from Planning Board  
165 members, as well as Board Members that will be incorporated into the updated letter. Ms. Jop noted there  
166 will also be time at the next meeting for abutters' comments.

167  
168 **6. Discuss Selectmen's FY19 Capital Budget**

169  
170 Ms. Robinson reviewed the initial capital plans for the IT Department, Police Department, Fire  
171 Department, and the Council on Aging. She noted the IT Department and the Council on Aging have  
172 both already stated that they are able to reduce their FY19 budget, for a reduction of 25%.

173  
174 Mr. Ulfelder asked if it was possible to ask Wellesley Media about the upgrading the equipment in the  
175 Kingsbury Room at the Police Department to allow for meetings to be broadcast. He pointed out the  
176 contingency fund remaining for the Tolles Parsons Center and asked if it was still appropriate as the  
177 construction is wrapping up.

178  
179 **7. Revise IMA Agreement to include Town of Needham for the Water Management Act**  
180 **Litigation**

181  
182 Ms. Robinson noted that the Town of Needham is in a similar situation as Wellesley in regard to the  
183 Town's Water Management Act registration and would like to join the litigation. The shared services  
184 would be divided by three Towns, rather than two, once Needham files.

185  
186 **Upon a motion by Ms. Freiman and seconded by Mr. Morgan, the Board voted (5-0) to approve the**  
187 **revised version of the inter-municipal agreement with the Towns of Hamilton and Needham for the**  
188 **purposes of litigation to defend the Town's Water Management Act registration.**

189  
190 **Upon a motion by Ms. Freiman and seconded by Mr. Morgan, the Board voted (5-0) to execute the**  
191 **revised waiver form regarding joint representation.**

192  
193 **8. New Business/ Correspondence**

194  
195 Ms. Sullivan Woods suggested that the Board of Selectman thank Mr. Walter Woods for his service at the  
196 next Town Meeting. Mr. Woods served 32 years on the MWRA and 38 years as a Town Meeting  
197 member. It would be nice to plan a formal recognition of this service. The Board agreed that a  
198 proclamation or resolution would be added to the articles at Town Meeting.

199  
200 Ms. Jop reminded everyone that there is a site walk at 10:00am on Thursday, October 12, 2017 for the  
201 135 Great Plain Avenue project. There is a site walk for the 148 Weston Road project scheduled for  
202 October 17, 2017 at 9:00am.

203  
204 **The meeting was adjourned at 8:36 p.m.**

1 **Board of Selectmen Meeting: October 16, 2017**

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

3 **Also Present: Robinson, Jop**

4 **Minutes Approved: November 7, 2017**

5  
6 **Warrants approved: 2018-014 in the amount of \$1,614,050.09**

7  
8 **Meeting Documents:**

- 9 1. Agenda
- 10 2. Agenda Background Memorandum
- 11 3. Weekly Report
- 12 4. BOS Calendar
- 13 5. Memo from Chief DeLorie Recommending promotion of a Firefighter to Lieutenant
- 14 6. FMD cash capital budget projects for FY19
- 15 7. Revised draft letter to MHP re: Delanson Circle
- 16 8. Two letters from abutters of Delanson Circle project
- 17 9. Draft Minutes of September 18, 2017
- 18 10. Application from Babson College for one-day license
- 19 11. Email from Cricket Vlass re: Hills Garden Club gift
- 20 12. Legal advice re: Wellesley's authority under Marijuana Bylaws
- 21 13. Memo Re: Animal control bylaw update
- 22 14. Memo from Animal Control Association about the legislative changes
- 23 15. Copy of Chapter 193 of the Acts of 2012
- 24 16. Draft animal control bylaw
- 25 17. Email from Joe McDonough re: Town Hall interior
- 26 18. Town Counsel motion- Water Management Act permit litigation
- 27 19. Police Department presentation to Advisory Committee October 11, 2017
- 28 20. Fire Department presentation to Advisory Committee October 11, 2017
- 29 21. Board of Selectmen work plan as of October 2017
- 30 22. Public records appeal letter

31  
32 **1. Call to Order**

33  
34 Ms. Gibbs, Chair, called the meeting to order at 7:00 p.m. She announced the Tolles Parsons Center grand  
35 opening is scheduled for October 22, 2017 at 1:00pm.

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

38  
39 None.

40  
41 **3. Fire Department- Lieutenant Promotion**

42  
43 Ms. Gibbs invited Chief Rick DeLorie, Assistant Chief Jeff Peterson, and candidate, Firefighter Jim  
44 Claflin, of the Fire Department to join the Board. The Chief recommended promotion of Jim Claflin to  
45 the position of Lieutenant. Mr. Claflin was ranked #1 in the assessment center. He was appointed as a fire  
46 fighter in 2013, previously served in Ashland from 2007-2013, and was a Wellesley dispatcher from  
47 2000-2006. It was noted that Mr. Claflin works at all the community events. The Chief highly recommend  
48 Mr. Claflin for promotion to the position of Lieutenant.  
49

50 Ms. Freiman asked what experience Mr. Claflin gained while as acting lieutenant. Mr. Claflin stated he  
51 learned how to interact and how to lead a crew during that time. The Chief commented that supervisory  
52 training allows candidates to learn to lead in real life experiences.

53  
54 Mr. Morgan commented that Mr. Claflin has had a substantial career in public safety. He asked what led  
55 him to fire service. Mr. Claflin noted that his father was a fireman. Mr. Claflin joined the fire explorers in  
56 Northborough at the age of 14.

57  
58 Ms. Gibbs asked Mr. Claflin what his hopes were for the next stage of service to the Town. Mr. Claflin  
59 noted that he always wanted to move his career forward and to broaden his spectrum of opportunities. He  
60 is hoping this will develop into a deputy chief position and work towards Assistant Fire Chief.

61  
62 **Upon a motion by Ms. Freiman and seconded by Mr. Morgan, the Board voted (5-0) that the Board**  
63 **vote to promote Firefighter James R. Claflin to the rank of Fire Lieutenant as recommended by**  
64 **Chief Richard DeLorie.**

65  
66 Ms. Gibbs extended the Board's best wishes to Bob Lyons after retiring from the department with 32  
67 years of service.

68  
69 **4. Facilities Management Department FY19 Capital Review**

70  
71 Mr. Joe McDonough joined the Board to present the FY19 Cash Capital budget for review. He noted the  
72 Facilities Management Department has caught up on deferred maintenance. He noted 60% of the budget  
73 is taken up by energy conservation projects totaling \$1,080,000, which includes LED lighting and HVAC  
74 recommissioning. Exterior lighting projects have largely been completed and now the focus is on interior  
75 lights, particularly in areas where lights are on longer.

76  
77 Other projects that Mr. McDonough discussed included:

- 78 • \$417K in maintenance projects- such as steam trap replacements, carpets, and painting
- 79 • \$230K in feasibility studies- mostly at DPW
- 80 • \$148K equipment and contingencies – such as custodial equipment, grounds equipment

81  
82 Mr. Morgan shared concerns over the pattern of cash capital. Given that there may be items where the  
83 Town wants to put out a debt exclusion, he is concerned how the Town will find room in the budget to do  
84 other items. He recommended planning ahead how we will finance projects.

85  
86 Ms. Freiman noted that we do not have all the budget information as of yet, and projects such as HHU  
87 and priorities generated from the Unified Plan will need to be considered. The Town needs to figure out  
88 sequencing of the larger picture and address projects systematically.

89  
90 Mr. Ulfelder asked Mr. McDonough to review the cash capital in FY21 as a way to reduce the curve. Mr.  
91 McDonough noted the FMD is trying to balance pushing out projects and benefits to the customers. He  
92 noted that the Middle School steam pipe work is very important work that needs to be completed.

93  
94 **5. Executive Director's Update**

95  
96 Given that the meeting was ahead of schedule, Ms. Gibbs asked to hear the Executive Director's Update  
97 next. Ms. Robinson highlighted the Board of Selectmen's work plan in their packets. Ms. Robinson noted  
98 the work plan is ambitious and asked the Board to determine which projects they would like to tackle  
99 next. She provided the example of the policy on alcohol in Town buildings that has been pushed off in

100 the past. Mr. Morgan commented that he wants to get back on track on this item. Ms. Gibbs suggested to  
101 place the work plan as an item for a future meeting for discussion.

102  
103 Minutes

104  
105 **Upon a motion by Ms. Freiman and seconded by Mr. Morgan, the Board voted (5-0) to approve the**  
106 **regular session minutes of September 18, 2017.**

107  
108 Babson One Day License

109  
110 **Upon a motion by Ms. Freiman and seconded by Mr. Morgan, the Board voted (5-0) to approve a**  
111 **One Day License for Babson College on November 4, 2017 in Olin Hall for the AKPSI Alumni**  
112 **Reunion.**

113  
114 Acceptance of Gifts

115  
116 **Upon a motion by Ms. Freiman and seconded by Mr. Morgan, the Board voted (5-0) to accept a gift**  
117 **of \$8,730 from the Hills Garden Club to install a cobblestone labyrinth in the west end of Clock**  
118 **Tower Park.**

119  
120 Ms. Sullivan Woods asked for a brief description of the proposed labyrinth for the viewing public. The  
121 Board noted the area has been dramatically improved. Ms. Jop gave a brief update on the design and  
122 location.

123  
124 **6. Delanson Circle Site Eligibility Modified Plan Review**

125  
126 Ms. Jop recapped the revised modified plans for Delanson Circle. She noted the draft has been revised  
127 since the last meeting with comments from the Board of Selectmen and abutters to the project.

128  
129 The Board noted that the letter has accounted for all comments and it reads very well.

130  
131 Mr. Bill Fitzpatrick, 18 Hollis Street, came before the Board to comment on the peer review report by  
132 ICON Architecture, noting they were calling Hollis Street a public way incorrectly. It is a private way.

133  
134 Joe Grignaffini, 141 Linden Street, came before the Board to address his concerns. As past president of  
135 the Building Association he is familiar with the developers on 40B projects. He suggested it is always the  
136 intention of the developers to ask for twice as much as they would accept. Mr. Grignaffini would disagree  
137 with the 66 units, as he feels that would be too many units.

138  
139 Jean McCorry, 134 Linden Street, came before the Board to address her concerns that the Fire  
140 Department had signed off on the access road with the project being a wood framed building. She  
141 suggests the Fire Department relook at this issue and reconsider, as it is a safety concern.

142  
143 **Upon a motion by Ms. Freiman and seconded by Mr. Morgan, the Board voted (5-0) to approve the**  
144 **response from the Town to the Mass Housing Partnership regarding the revised project proposal**  
145 **for the development at Delanson Circle.**

146  
147 Ms. Jop noted that she will submit the letter to Mass Housing Partnership after including the public  
148 comments noted tonight. She will discuss with the Fire Chief the issue addressed by Ms. McCorry  
149 regarding the fire access road.  
150

151 **7. Marijuana Bylaw Update**

152  
153 Mr. Morgan gave a brief overview of the Town's standing with regard to recreational marijuana. The  
154 Town passed a moratorium at the 2017 ATM that is in effect until December 31, 2018. The legislature  
155 passed an amendment that allows the municipalities that voted against the legalization of marijuana to  
156 accept bylaw regulations between now and the end of 2019. The Selectmen intend to hold a public  
157 hearing on the issue before moving forward with an article at this year's Annual Town Meeting. The  
158 Board will decide if they want to move this forward at this year's Annual Town Meeting.  
159

160 **8. Animal Control Bylaw Update**

161  
162 Ms. Robinson provided background regarding the Animal Control Bylaw noting that the State  
163 significantly updated the rules regarding animals and dogs in 2012. The main topic discussed with the  
164 Board was the leash laws. Ms. Robinson noted that the Town has been handling the leash laws well, so  
165 not many changes were proposed. As it stands, if a dog is on a street, on a sidewalk, or off their property  
166 the dog needs to be on a leash. If a dog is on public property such as a school, NRC, or the Police  
167 Department, the Town has left it to the individual Boards with jurisdiction over the property to make  
168 those rules. Ms. Robinson noted that given animal litter is not something that can be enforced, it is not  
169 included in the Bylaw. Language has been added regarding confining an animal until a hearing can be  
170 held. The Selectmen will be looking into the possibility of delegating the role of Animal Hearing officer,  
171 for which the Board is also responsible.  
172

173 After presenting an overview of the draft bylaw, Ms. Robinson asked the Board to review and send their  
174 comments. An updated draft will be circulated for discussion and approval at a later meeting prior to  
175 moving forward with a request for approval at this year's Annual Town Meeting. Ms. Robinson will look  
176 into the rules and regulations for the Board of Selectman regarding the Bylaws; if they are not available  
177 then the Board will create them.  
178

179 Ms. Freiman inquired about adding to the Animal Control Bylaws a section on cats and the need for  
180 rabies shots. She also strongly urged residents who walk their dogs at night to carry a flashlight or wear a  
181 reflective vest so that they can be visible. Mr. Morgan seconded this recommendation for the need to  
182 make dogs visible at night.  
183

184 Ms. Sullivan Woods asked if the Town can look at the fees for dog licenses and the like to ensure they are  
185 competitive with surrounding Towns.  
186

187 **9. Discuss Liaison Assignment to Town Hall Interior Project**

188  
189 Ms. Robinson noted that the Town Hall interior project was pushed back to January 2018 from July 2017.  
190 The process is getting started and an RFP will be released shortly that would include FMD, staff, the  
191 Selectmen Liaison, and the PBC Liaison to look at all of the departments and determine their space needs  
192 or any desire to move them to new locations. It is estimated that this will be a yearlong process to  
193 determine space needs. Ms. Robinson noted that the motion tonight is to appoint Marjorie Freiman to be  
194 the liaison to this process for the Board of Selectmen.  
195

196 Mr. Morgan is very supportive of the project, and encouraged the need to consider bringing the war  
197 memorials up to date in the Great Hall.  
198

199 **Upon a motion by Mr. Morgan and seconded by Ms. Sullivan Woods, the Board voted (5-0) that**  
200 **Marjorie Freiman participate as the Selectmen's Liaison to the Town Hall Visioning and Space**  
201 **Utilization Study.**

202

203 **10. New Business/ Correspondence**

204

205 No new business was noted.

206

207 **The meeting was adjourned at 8:38 p.m.**



Acceptance of Gifts – Recreation Commission -

Included in your packet is a memo from the Recreation Director regarding a donation from Berkshire Hathaway Home Services in the amount of \$500 that has been used to support the Halloween parade. Our policy calls for gifts at this threshold to be approved by the Board of Selectman. The gift will be deposited into the department's summertime gift fund.

**MOVE** to accept a gift of \$500 from Berkshire Hathaway Home Services that has been donated to the Recreation Department to support the Wellesley Hills Halloween parade that was held on October 28<sup>th</sup>.



TOWN OF WELLESLEY



RECREATION DEPARTMENT

WARREN BUILDING  
90 WASHINGTON STREET  
WELLESLEY, MASSACHUSETTS 02481

DIRECTOR  
MATTHEW G. CHIN

TELEPHONE: 781-235-2370  
FAX: 781-237-3558  
WWW.WELLESLEYMA.GOV/RECREATION

DEPUTY DIRECTOR  
BRANDON G. FITTS

October 31, 2017

Board of Selectmen  
Town Hall  
525 Washington Street  
Wellesley, MA 02482

To the Wellesley Board of Selectmen,

On behalf of the Recreation Commission, we ask the Wellesley Board of Selectmen to accept this donation in the amount of \$500 received from Berkshire Hathaway Home Services.

This donation was to cover the costs of a Recreation Department special event, the Hills Halloween Parade held on Saturday, October 28, 2017.

A thank you has been sent to the donor.

Thank you in advance for your assistance.

Sincerely,  
  
Matthew G. Chin  
Director of Recreation

Enclosure: 1 check

Please deposit to SUMMERTIME account # 29063285-483000

CASH ONLY IF ALL CHECKLOCK™ SECURITY FEATURES LISTED ON BACK INDICATE NO TAMPERING OR COPYING

**BerkshireHathawayHomeServices**  
**Town and Country Real Estate**  
Operating Account  
239 Washington Street  
Wellesley, MA 02481-3101

BOSTON PVT BANK AND TRUST CO  
WELLESLEY, MA 02481  
6-234/110

34645

10/24/2017

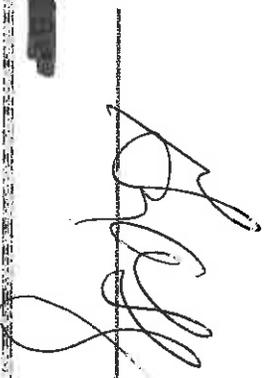
PAY TO THE ORDER OF Town of Wellesley - Recreation Department

\$ \*\*500.00

Five Hundred and 00/100\*\*\*\*\* DOLLARS

Town of Wellesley - Recreation Department

MEMO  
Donation - pumpkin fair



## **9. 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:

- ❖ Draft Schedule for December 2, 2017 Budget Workshop
- ❖ Updated Special Town Meeting Schedule for a February 5, 2018 STM
- ❖ Draft List of Annual Town Meeting Articles
- ❖ Communications Officer Job Description
- ❖ Boston College Spring Course Study Description from Ed Chazen – Barton Road
- ❖ World of Wellesley- Strategic Planning Session Invite
- ❖ Advisory Calendar as of November 3, 2017



## **Board of Selectmen Operating Budget Meeting**

Saturday, December 2, 2017

8:00am – 1:00pm

Wellesley Police Station, Kingsbury Room

### *Proposed Schedule*

8:00 – 8:10	Overview
8:10 – 8:30	IT
8:30 – 9:00	Fire
9:00 – 9:30	Facilities Maintenance
9:30 – 10:00	Police
10:00 – 10:20	Traffic & Parking, Special Police
10:20 – 10:45	COA
10:45 – 11:00	Executive Director (Streetlights, Law, etc.)
11:00 – 11:15	Finance (Accounting, Treasurer/Collector)
11:15 – 11:45	Shared Costs (excluding Group Insurance)
11:45 – 12:15	Capital and Debt
12:15 – 12:45	Supplemental Discussions
12:45 – 1:00	Wrap-up



## Special Town Meeting Checklist

### Date of Special Town Meeting - 02/05/2018 7:00 PM - Wellesley Middle School

Day of Week	Date	Action
Friday	12/15/17	Legal Ad submitted to Wellesley Townsman for 12/21/17 printing
Monday	12/18/17	Board of Selectmen Call Special Town Meeting, set dates for Closing STM Warrant, and STM Motions Submitted (TBL 8.11 & 19.51)
Monday	12/18/17	Warrant Opened
Tuesday	12/19/17	Notice to be received by all governmental departments of the date the STM Warrant will be closed and all articles to be included in the Warrant to be filed with the Selectmen's Office (TBL 19.52)
Thursday	12/21/17	Notice indicating Special Town Meeting Warrant Closing Date printed in the Townsman (TBL 19.52) include time/place and availability of warrant
Friday	12/22/17	STM Warrant Closed - Articles to be included in the Warrant for the Special Town Meeting to be in the Selectmen's Office (TBL 8.12; 19.52) - Submitted to Town Clerk for signature verification 100 registered voters required
Tuesday	1/02/18	Warrant for STM signed by Board of Selectmen
Wednesday	1/03/18	Transmit Warrant to Town Meeting Members and Advisory Committee (TBL 19.53).
Wednesday	01/03/18	Warrant Signed and Posted by Constable - Phil Juliani 617-799-5482
Wednesday	01/10/18	Advisory Committee Public Hearing
Friday	01/05/18	Submit Notice to <i>Townsman</i> for 01/11/18 publication
Thursday	01/11/18	Publish Time/Place of Meeting and availability of warrant on website in <i>Townsman</i> (TBL 8.10)
Monday	01/22/18	Copies of each motion to be made under the Articles of the Warrant are due to the Selectmen's Office (TBL 8.13)
Thursday	01/25/18	Mailing Motions to Town Meeting Members with Advisory Book
Monday	02/05/18	Special Town Meeting Session 1 - Wellesley Middle School 7:00PM

# Special Town Meeting Checklist

## Town Bylaw References

8.10	<b>8.10 Notice of Town Meeting.</b> Notice of each Town Meeting, whether Annual or Special, shall be given by the Selectmen by publishing a copy of the notice in a newspaper generally circulated in the Town at least seven days before the date on which the Annual Town Meeting, and at least 14 days before the date on which the Special Town Meeting, is to commence. Said notice shall state the time and place of the meeting and that the full text of the warrant shall be published on the Town's website and be available from the Selectmen's office. Additionally, the Selectmen shall post attested copies of the warrant for that Meeting in no less than two conspicuous places in the Town including but not limited to the Town Hall and Wellesley Square and shall make the warrant available on the Town's website. <i>(Amended ATM 2008, Approved by Attorney General 7/8/2008, Effective 10/20/2008)</i>
8.11	<b>8.11. Calling Special Meeting.</b> The Selectmen shall call a Special Town Meeting upon request in writing of 200 registered voters. The meeting shall commence not later than 45 days after receipt of such request, in accordance with Chapter 39, Section 10 of the General Laws. The Selectmen may also call a Special Town Meeting on their own initiative.
8.12	<b>8.12. Warrant Articles.</b> The Selectmen shall insert in the warrant all subjects requested of them in writing by: a. any board, b. any official, c. ten or more registered voters, for an Annual Town Meeting, and d. 100 or more registered voters, for a Special Town Meeting. The Selectmen may also insert subjects on their own initiative, and e. those persons or boards authorized by Chapter 40A, Section 5 of the General Laws to initiate adoption of or changes in Zoning Bylaws.
8.13	<b>8.13. Motions.</b> The Selectmen shall include, in the notice given under Section 8.10. a date by which motions to be offered to the Town Meeting must be submitted to the Selectmen. The Selectmen shall forward copies of motions to the Advisory Committee, Town Counsel, and any other board, officer or official they deem appropriate.
11.13	<b>11.13. Notice of Request for Other Appropriations.</b> For any appropriation other than those involving collective bargaining or covered by Sections 11.11. and 11.12. the requesting board, official or officer shall file written notice thereof, including the amount to be requested and its purpose, with the Advisory Committee and the Board of Selectmen at least 14 days before the session of the Town Meeting at which such appropriation will be acted upon. In the event of emergency requiring immediate consideration, this provision may be waived by the Town Meeting but only upon the advice of the Advisory Committee that it has duly considered the request.
19.51	<b>19.51. Town Meeting.</b> The Selectmen are responsible for calling all Town Meetings and shall take such actions as are required by law or by Article 8 of these bylaws relative to Town Meeting.
19.52	<b>19.52. Closing of Warrant.</b> The Selectmen shall, by notice to each board and by notice in a newspaper generally circulated in the Town, specify the date when the warrant for any Town Meeting shall close.
19.53	<b>19.53. Copies of Warrant.</b> The Selectmen, after drawing a warrant for a Town Meeting, shall transmit as soon as possible a copy of the same to each member of the Advisory Committee and to each Town Meeting Member.
19.54	<b>19.54. Copies of Motions.</b> The Selectmen shall distribute copies of all draft motions received by them to the Moderator, Advisory Committee, Town Counsel, and to any board which in its opinion is likely to have an interest in the motion, so that they may communicate with the author of the motion as far in advance of the meeting as possible. Copies of such drafts shall also be available for public inspection at the Selectmen's office and at the Wellesley Free Library.

2018 Annual Town Meeting Warrant Articles			
	Description	Sponsor	
1	Choose Moderator & Receive Reports	BOS	NM
2	Town-Wide Financial Plan & Five Year Capital Budget Program	BOS	1
3	Unified Plan	BOS	
<b>Appropriations - Operating and Outlay</b>			
4	Consent Agenda - Simply Majority vs 2/3	BOS	1
5	Amend Job Classification Plan	HR	*
6	Amend Salary Plan - Pay Schedule (including union contract settlements)	HR	3
7	Set Salary of Elected Official	BOS	*
8	FY18 Budget Supplemental Appropriations	BOS	4
9	Omnibus Budget and Capital (FY19)	BOS	4
10	Revise Revolving Funds (eliminate bldg plans & recreation, set amounts for the year)	BOS	3
11	Re-appropriate Building Plan Revolving Fund receipts to Electronic Permitting Software	BOS	1
12	Special Leave Indemnity Fund Contribution	BOS	1
13	Special Education Reserve Fund Contribution	BOS	1
14	Water Program	BPW	1
15	Sewer Program	BPW	*
16	Electric Program	WMLP	1
17			
<b>Appropriations - Special Capital Projects</b>			
18	HHU - Feasibility Study		1
19	Town Hall Exterior Renovation	PBC	1
20	Community Preservation Fund Appropriations	CPC	1
21	Various Middle School Projects (Steam Pipes, parking lot, etc).	SCH	1
22	Wellesley High School Field Improvements		*
23	Reconstruction of Grove Street	BPW	1
24	Library Interior Renovation	BLT	1
25	Library Materials Handler (if #24 doesn't pass)	BLT	
<b>Street Acceptance</b>			
26	Granite Street	BOS	
<b>Authorizations</b>			
27	TPC - rescind debt for HS apply to TPC	COA/BOS	1
28	Accept/Abandon Easements - Westgate Road	BPW	1
29	Retirement Board - Increase in COLA	WRP	1
30	Traffic & Parking Revenues - Designate as Receipts Reserved	BOS	1
31	Approval to purge unpaid uncollectable traffic and parking fines	BOS	1
32	North 40 CPA Designation	BOS	1
<b>Amend Zoning Bylaw</b>			
33	Recreational Marijuana Bylaw	BOS	1
34	Amend Tree Protection and Preservation Bylaw	PB	1
35	Update/Revise Off Street Parking Bylaw	PB	1
36	Rezoning of NRC Properties - Phase 3	PB	1
37	Zoning Map Corrections - Phase 2	PB	1
38	Outdoor Lighting Bylaw	PB	1
39	Regulate short-term rentals of property	BOS	1
40			
<b>Amend Town/General Bylaws</b>			
41	Various General Bylaw Updates	BOS	1
42	Article 47 - Animal Control Bylaw	BOS	1
43	Alcohol in Town Buildings	BOS	1
44			1
<b>Citizen Petitions</b>			
45	7 Burke Lane Rezoning	Citizen	1
46	Limit Debate at Town Meeting	Citizen	1
47	Accessory Apartments	Citizen	1
<b>General</b>			
48	Rescind or Transfer Debt; Appropriate Premiums	BOS	*
49	Indemnify Town Employees/Officials	BOS	NM
50	Settle Claims	BOS	NM
51	Disposal of Property	BOS	NM
52	Appoint Fire Engineers	BOS	*
53			





2. Conveys information and provides education and awareness to citizens and business stakeholders regarding Town initiatives and efforts by creating and distributing press releases, public service announcements, advertisements, brochures and flyers, and other forms of communication. In cooperation with local, regional, and state departments or associations, prepares and publishes advertising campaigns to promote the Town.
3. Proactively seeks information concerning the Town activities and operations that should be communicated to the public. Attends events such as various staff meetings, public meetings, events, celebrations, and press conferences to gather, communicate, and promote information relevant to the Town. Prepares and presents appropriate communication materials for public audience.
4. Participates in interviews with media representatives to publicize various program events or other information as assigned.
5. Coordinates and executes public relations activities, special events, and other informational campaigns for Town departments as assigned. Serves as a resource and clearing house to departments in coordinating public outreach efforts related to project planning and implementation as needed.
6. Manages, edits, promotes, and maintains content of the Town's official social media and outreach accounts. Ensures current and pertinent information is available to citizens and responds to citizens' questions and comments when applicable. Monitors the Town's social media postings to ensure compliance with established guidelines and uniformity in messaging.
7. Assists in ensuring that time-sensitive and/or emergency information is conveyed to residents as needed by updating the Town's web site and/or social media accounts and responding to events both inside and outside of regular business hours.
8. Promotes citizen participation through online marketing efforts. Increases knowledge of Town business through partnerships and world-wide media outlets. Promotes the use of video through the Town's public access and/or other cable mediums.
9. Serves as the point of contact and webmaster for the Town's web site and sub-sites. Organizes training sessions and provides functional oversight to Town administrative staff regarding the creation and posting of content to the Town's web sites.
10. Serves as Administrator for the Town's self-help and interactive web based applications. Collects submission data and responds to submissions where applicable.
11. Provides status updates and participation reports to the Executive Director's office regarding outreach endeavors, media outlet followers, and web site subscriptions or account registrations. Keeps the Assistant Executive Director abreast of current and projected concerns of the citizenry.
12. Serves as the main point of contact for assigned Town boards and/or committees regarding public outreach, open meeting requirements and posting obligations.

13. Serves as a member of the Town Meeting Management Team assisting with the compilation, coordination, and distribution of all article materials and information. Attends all sessions of Town Meeting and relevant public hearings.
14. Takes photographs for the web site, press releases, slide shows, and the Annual Town Report.
15. Performs special projects and related responsibilities as initiated and requested.
16. Performs other duties as assigned.

### **MINIMUM QUALIFICATIONS**

- Bachelor's Degree in Communications, Journalism, Marketing, Business Administration, or related field or equivalent.
- Five to seven years of experience with communications, social networking, and web site administration, preferably in a municipal setting, or equivalent.
- Mastery of grammar and excellent ability to communicate effectively in writing, orally, and via internet media outlets.
- Strong ability to plan and coordinate effective marketing, communications management, and public relations programs.
- Strong interpersonal skills with a high level of social perceptiveness; ability to engage and form relationships with all stakeholders in a wide variety of settings; ability to effectively deal with members of the public in a courteous and tactful manner; and ability to establish and maintain good working relations with co-workers.
- Ability use and apply discretion in order to maintain a high level of confidentiality while determining how and when information dissemination is appropriate.
- Extensive PC software knowledge including all MS Office applications, MS Publisher, InDesign, Facebook, Twitter, and other publishing/graphic design software. Knowledge and skill in using digital photography equipment.
- Demonstrated understanding, familiarity, and skill regarding maintenance and outreach with all social media business and outlets and web sites.
- Familiarity with local government functions. Ability to comprehend Town-wide operations and goals and develop effective ways to relay Town business through a wide variety of media outlets.
- Strong time management and organizational skills; attention to detail; and ability to multi-task, self-motivate, and regularly reassess priorities. Ability to work under pressure and manage stress.

- Competency in working independently and in handling assignments with a high degree of flexibility.
- Ability to train, mentor, and develop staff to present and create professional communications. Train and coach others in information management and marketing.

### **ESSENTIAL JOB FUNCTIONS**

#### **TOOLS AND EQUIPMENT USED**

Personal computer, printer, presentation, publishing and spreadsheet software; digital photography equipment; telephone; and fax, copying and scanning machines.

#### **PHIYSICAL DEMANDS**

While performing the duties of the job, the incumbent is frequently required to sit, talk and hear. The incumbent is occasionally required to walk; use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. Hand-eye coordination is necessary to operate various pieces of equipment.

#### **WORK ENVIRONMENT**

The noise level in the work environment is usually quiet.

## **Boston College Field Project proposal**

**Proposal:** The client is the Town of Wellesley, MA. A team of five undergraduate students at Boston College will evaluate the feasibility of re-developing the land totaling approximately 28 acres (8 parcels) consisting of the following: a) existing public housing property and undeveloped land on Barton Road east of Cedar Street; b) the office buildings directly south of Barton Road with frontage on Route 9/ Worcester Street; and, c) the land and existing building between Barton Road and Minuteman Lane currently improved with a State National Guard Armory building. Collectively, the subject properties are referred to as the “Sites.”

The student team will prepare a plan to improve the Sites into a mix of higher density, mid-rise rental housing affordable to low-moderate income, middle income/workforce and market rate households; small-scale neighborhood retail space; commercial office space; and, educational space. The plan is intended to be a catalyst for further real estate development in this area of Wellesley.

The goal of the field project is to create development plans for the Sites, based on demographic data, local market research, existing site conditions, physical constraints on new development based on topographical reports and other sources of site information, existing apartment rental conditions and expected additions to supply, and market rents for various types of apartments and retail/commercial/educational space.

The work will be based on primary and secondary market research; preliminary massing of new buildings on each site, subject to natural restrictions such as wetlands; identifying potential challenges with existing zoning regulations; mitigating displacement of existing residents on Barton Road; infrastructure improvements and access to transit needed to increase feasibility of development; and, in-depth financial and development cost analysis, including potential incremental property tax revenue from the proposed development plan.

**Timing:** The field project will start in mid-January and the final presentation to The Town of Wellesley will be the second week in May.

**Process:** The team will be supervised by Edward Chazen, Senior Lecturer at the Boston College Carroll School of Management. The team will meet with the instructor once each week for 90 minutes to review the work plan and results, methods of data collection and analysis, identifying key sources of information and people to interview, and practicing presentations to The Town of Wellesley. The key contact at The Town of Wellesley is Michael Zehner.

### **Methodology:**

- Analyze demographic, economic and employment data to identify relevant trends in the local area
- Review recent and planned new apartment and commercial developments near the Sites
- Visits to the Sites and local market area
- Interview a variety of local experts and stakeholders, including:
  - Planning, Zoning and other public officials in Wellesley
  - Residents of Barton Road in “stakeholder forums”
  - Leasing agents at existing apartment communities in the market area
  - Retail and commercial leasing brokers active in the market area
  - Representatives from local commercial landlords and colleges
  - Architects and construction managers
  - Local community leaders, newspaper reporters and other opinion leaders
- Valuation of Sites for future development, based on realistic pro forma financial statements, development cost budgets and a range of return on development costs
- Projection of potential property tax revenue, and discounted present value, based on proposed development plan
- Prepare preliminary design, layout and development plan, with color renderings

**Involvement by The Town of Wellesley:** The primary involvement is to assist with introductions to various experts, local stakeholders and opinion leaders (both within and outside of the Town) the team should interview. If possible, a representative from The Town of Wellesley should be available every other week for a 20-minute conference call with the team.

In the third week of January the team will meet at The Town of Wellesley’s office to get acquainted, discuss the project and the methods to collect and analyze relevant information. In mid-March the team will come to The Town of Wellesley’s office for a presentation of the work completed to-date, solicit feedback and suggestions of others to interview. In the second week in May the team will return to The Town of Wellesley for its final presentation of its findings, conclusions and recommendations.

The final presentation of its development plans - supported with market research, financial analysis, site and building development analysis - will also be provided in a hard copy and digital format.

**Non-Disclosure:** Each team member will sign and deliver to The Town of Wellesley a Non-Disclosure Form obligating each student to keep confidential all information provided by The Town of Wellesley and not disclose to outside parties that the field project is being done for The Town of Wellesley, without its express prior authorization. The students will be instructed to describe the field project as part of their course work at Boston College.

**Henderson, Heidi**

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**From:** World of Wellesley <info=worldofwellesley.org@mail126.wdc01.mcdlv.net> on behalf of World of Wellesley <info@worldofwellesley.org>  
**Sent:** Tuesday, October 31, 2017 12:04 PM  
**To:** DL: Board of Selectmen  
**Subject:** Help Shape World of Wellesley's Future



## A Letter From The Board

Dear Friend,

In recent years World of Wellesley has launched new programs and events, developed new and deeper partnerships, and strengthened our ability to serve as a critical resource to our community. As we look to the future, we're hoping to build on these successes and continue to grow our impact. We'd love your help in envisioning that future.

Please join us at a **strategic planning session** to inform World of Wellesley's goals and objectives in the coming years. Whether you are a **volunteer, partner, supporter, event attendee and/or friend**, we value your input and would appreciate your participation in this special event.

## DATE, TIME & LOCATION

Thursday, November 9, 2017

7:00 PM – 8:30 PM

Wellesley Community Center

219 Washington Street

Help us continue striving to make Wellesley a welcoming community where diversity is celebrated. **Please click the button below to RSVP.** We hope to see you there!



RSVP

Sincerely,

World of Wellesley Board of Directors



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## Advisory Calendar 2017-18

Date	Advisory Meeting	Description
September 6	✓	(1) Orientation for New Members (Tom F.) (2) Muni Finance Review and Budget Recap/Preview (Sheryl)
September 13	✓	HHU Update (Sharon/Matt/Jack)
September 20		Rosh Hashanah – No Meeting
September 27	✓	School Budget Workshop (Michael/David)
September 28 (Thursday)		Inter-Board Meeting
October 4	✓	(1) Capital Planning and Service Liabilities (Blythe/Sheryl) (2) Playing Fields Phase 2 (Andy/Michael)
October 11	✓	(1) Police (2) Fire
October 18	✓	Municipal Light Board/Board of Public Works
October 21 (Saturday)		Saturday Conference: Association of Town Finance Committees
October 25	✓	Library Board of Trustees
November 1	✓	Sustainable Energy Committee, Permanent Building Committee
November 8	✓	Board of Health
November 13 (Monday)		FMD Capital Budget Presentation (BOS Meeting)
November 15	✓	Planning Board
November 22		No Meeting (Thanksgiving)
November 29	✓	
December 6	✓	
December 13	✓	<ul style="list-style-type: none"> <li>• Advisory Meeting</li> <li>• <b>MSBA Decision Announced</b></li> </ul>
December 20	✓	
December 21 (Thursday)		<i>Townsmen publishes notice of Advisory Public Hearing for STM</i>
December 27		No Meeting (School Vacation)
January 3	✓	<b>SBC/SC Presents Final Proposal for STM</b>
January 5 (Friday)		<b>Draft version of SBC/SC reports (if any) for inclusion in STM Advisory Report due</b>
January 8 (Monday)		<b>Draft STM write-up due</b>
January 10	✓	<ul style="list-style-type: none"> <li>• <b>Advisory Public Hearing on STM</b></li> <li>• <b>Advisory Vote on STM Article(s)</b></li> </ul>
January 11 (Thursday)		<i>Townsmen publishes notice of Advisory Public Hearing for ATM</i>
January 12 (Friday)		<ul style="list-style-type: none"> <li>• <b>Final versions of SBC/SC reports for STM due</b></li> <li>• <b>Chair letter re: STM goes to printer</b></li> </ul>
January 15 (Monday – MLK Day)		<b>Final draft of STM write-up due</b>
January 17	✓	
January 18		<ul style="list-style-type: none"> <li>• <b>Chair letter re: STM mailed to residents from printer</b></li> </ul>

(Thursday)		<ul style="list-style-type: none"> <li>• <b>Advisory Report for STM goes to printer</b></li> </ul>
January 24	✓	Chair to assign ATM article write-ups (if hasn't yet)
January 25 (Thursday)		<b>Advisory members meet in Juliani Room to collate and mail STM Advisory Report to TMMs</b>
January 31	✓	<ul style="list-style-type: none"> <li>• Advisory Public Hearing on ATM</li> <li>• Begin voting on Articles for ATM</li> </ul>
February 3 (Saturday)	✓	Potential Additional Advisory Meeting to Vote on Articles for ATM
February 5 (Monday)		<b>STM Begins</b>
February 7	✓	Votes on Articles for ATM
February 13 (Tuesday)		<ul style="list-style-type: none"> <li>• Boards, departments and/or committees that are submitting reports for Advisory book must inform Andrea (either directly or through liaisons)</li> <li>• Marion will send out "Report Template" document to be used for Boards' reports (which will have correct formatting for Advisory Report)</li> </ul>
February 14	✓	Votes on Articles for ATM
February 16 (Friday)		<ul style="list-style-type: none"> <li>• First draft of all article write-ups from Advisory members due in Dropbox. Drafts should also be sent to relevant Boards for their comments and feedback.</li> <li>• First draft of Town-Wide Financial Plan and Five-Year Capital Budgeting Program due from BOS office</li> </ul>
February 21		No Meeting (School Vacation)
February 26 (Monday)		<ul style="list-style-type: none"> <li>• First round edits due back to original write-up authors (from Andrea, Mike). Feedback from Boards to liaisons on write-ups also due to liaisons.</li> <li>• First draft reports and appendices due from any board, committee, department, or Advisory author submitting one</li> <li>• Final draft of Town-Wide Financial Plan and Five-Year Capital Budgeting Program due from BOS</li> <li>• First drafts of both Chair Letters (one for mailing and one for Advisory Report) due</li> </ul>
February 28	✓	
March 2 (Friday)		<ul style="list-style-type: none"> <li>• Final drafts of all write-ups due in Dropbox</li> <li>• Chair Letter for mailing due to printer</li> <li>• Final reports and appendices due from any board, committee, department or Advisory author submitting one</li> </ul>
March 7	✓	<ul style="list-style-type: none"> <li>• Advisory Meeting</li> <li>• Chair Letter mailed from printer to all town residents</li> </ul>
March 8 (Thursday)		Advisory Report goes to printer
March 14		<ul style="list-style-type: none"> <li>• Advisory Meeting</li> <li>• Printer delivers Advisory Report to Town Hall</li> </ul>
March 15 (Thursday)		Advisory members meet in Juliani Room to collate and mail Advisory Report to TMMs
March 21	✓	
March 26		ATM begins/Advisory meets beforehand

Revised November 3, 17

(Monday)		
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Note: **Items in RED** are tentative STM placeholders until BOS determines exact timing of potential STM. **Highlighted items** have not yet been confirmed.