

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

### SELECTMEN'S MEETING

#### *TENTATIVE AGENDA*

Wellesley Town Hall – Juliani Room

**7:00 P.M. Monday, October 23, 2017**

1. 7:00 Citizen Speak
2. 7:05 Joint Meeting with School Committee - Review Middle School Capital Projects including:
  - Steam Pipes
  - Parking Lot Renovation
3. 8:15 Natural Resources Commission – Discuss North 40 Vernal Pools & Update on Gas Leaks
4. 8:25 Approve Green Communities Grant Application
5. 8:35 Request for Entertainment License – BGood
6. 8:45 Approve Revisions to OPEB Legislation
7. 8:55 Executive Director's Update
  - Approval of Minutes
  - Appointment – Board of Registrars
8. 9:05 New Business/Correspondence

Next Meeting Dates: Monday, October 30, 2017 7:00 p.m.  
Tuesday, November 7, 2017 7:00 p.m.  
Monday, November 13, 2017 7:00 p.m.



## **MOTIONS- OCTOBER 23, 2017:**

4. **MOVE** to authorize the Sustainable Energy Committee to make application on behalf of the Town to the State for the Green Communities program and further to specifically approve the energy reduction plan and fuel efficient vehicle policy.
5. **MOVE** to approve an entertainment license for BGood to allow for live music on a yearly basis on Thursday and Saturday evenings from 5:00 pm to 7:30 pm within the business or on the patio seasonally depending on weather conditions.
6. **MOVE** to approve the revised language regarding the Town's special act concerning Other Post-Employment Benefits.
7. **MOVE** to approve the regular session minutes of September 26, and October 2, 2017.
7. **MOVE** to appoint Ms. Mary (Tobey) Sullivan to serve as the democratic appointee on the Board of Registrars.
8. **MOVE** to approve a resolution in honor of Bob Hinchcliff's 95<sup>th</sup> birthday and 60 years of service to the Town of Wellesley.



10/20/2017

Black regular agenda items

**Board of Selectmen Calendar – FY17**

<b>Date</b>	<b>Selectmen Meeting Items</b>	<b>Other Meeting Items</b>
10/30 Monday	<b>Meeting</b> 135 Great Plain Avenue 40B HHU Update Whole Foods- Retail Sale License (7:15) Holiday Lights Donation Review FY19 Work plan Joint Mtg - PL Bd, WHDC - HPP Review Fire Chief & Ass't Fire Chief Contracts Approve Revised Holiday Schedule (close on 11/24) Sweet Greens	<b>Sunday 10/22/17- Grand Opening of Tolles Parsons Center</b>  <b>Friday 10/27/17- Wellesley College Meeting 7:30am</b>
11/6 Monday	<b>Wellesley Club</b>	
11/7 Tuesday	<b>Meeting</b> Whole Foods - Retail Sale License 135 Great Plain - if needed. Joe McDonough - Town Hall and Library Review Model designer Selection Document	
11/13 Monday	<b>Meeting</b> Joe - FMD Capital Presentation 148 Weston Road - 40B Letter	
11/20 Monday	<b>NO Meeting</b>	
11/27 Monday	<b>Meeting</b> Traffic Committee Update	
12/2 Saturday	<b>BUDGET Meeting</b> Budget Workshop - 8 AM - Noon	
12/4 Monday	<b>Meeting</b> Tax Classification Hearing (7:15 - Advertised) Vote to open/close warrant for ATM	
12/11 Monday	<b>Meeting</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>	
1/22 Monday	<b>Wellesley Club</b>	
1/23 Tuesday	<b>Meeting</b>	

10/20/2017

Black regular agenda items

<b><i>Date</i></b>	<b><i>Selectmen Meeting Items</i></b>	<b><i>Other Meeting Items</i></b>
<i>1/29</i> <i>Monday</i>	<b>Possible STM Date</b>	
<i>1/30</i> <i>Tuesday</i>	<b>Possible STM Date</b>	
<i>2/5</i> <i>Monday</i>	<b>Possible STM Date</b>	
<i>2/6</i> <i>Tuesday</i>	<b>Possible STM Date</b>	
<i>2/12</i> <i>Monday</i>	<b>Meeting</b>	
<i>2/19</i> <i>Monday</i>	<b>Town Hall Closed – President’s Day</b>	
<i>2/20</i> <i>Tuesday</i>	<b>Meeting</b>	
<i>2/26</i> <i>Monday</i>	<b>Meeting</b>	
<i>3/5</i> <i>Monday</i>	<b>Wellesley Club- Town Affairs Night</b>	
<i>3/6</i> <i>Tuesday</i>	<b>Meeting</b>	<b>Tuesday 3/6- Town Election</b>
<i>3/12</i> <i>Monday</i>	<b>Meeting</b>	
<i>3/19</i> <i>Monday</i>	<b>Meeting</b>	
<i>3/26</i> <i>Monday</i>	<b>ATM Starts</b>	
<i>3/27</i> <i>Tuesday</i>	<b>ATM</b>	
<i>4/2</i> <i>Monday</i>	<b>ATM</b>	
<i>4/3</i> <i>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 at the normal time of **Monday at 7:00 PM** in the Juliani Room.

### 1. **Citizen's Speak**



## **2. Joint Meeting with School Committee - Review Middle School Capital Projects**

The School Committee will be joining the Board at this meeting to hear a presentation by Joe McDonough on two upcoming Middle School projects.

The first project is the replacement of the steam pipes at the school and the associated heat condensing units. The Consultants from RDK Engineering will also be present to go over the feasibility study they have just completed and review the \$4.34 million cost as well as the reasoning behind the escalation from what had been put as a placeholder in the capital plan in past years. The full report is over 170 pages, so for the FNM we've only included the most relevant sections.

Secondly, the DPW engineering staff will be joining Joe to discuss the reconstruction of the Middle School parking lot. This had originally been envisioned as a \$530,000 mill and overlay replacement project, and is included in this year's cash capital budget. However, once pavement borings were done and it was realized that there is insufficient depth of pavement to proceed in this way, this has had to be considered as a full depth reclamation. Such a change triggers zoning bylaw requirements and with that there are added components such as drainage, signage, landscaping, etc. Engineering has completed the design to the 50% stage and as a result the cost has escalated to closer to \$2.0 million. They will be prepared to review the project and their reasoning behind this increased cost.

**NO MOTION**





# MEMORANDUM

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**DATE:** October 5, 2017 **FMD-M-18392**  
**TO:** Blythe Robinson and David Lussier  
**FROM:** Joseph F. McDonough, P.E.   
**CC:** Steve Gagosian, File  
**SUBJECT:** **Middle School Heating Distribution Study: Status Update**  
**Filing No.:** WPS18.01, .21, .38

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As part of an FY18 capital project, the Facilities Maintenance Department (FMD) engaged RDK Engineers (RDK) to perform a \$50,000 engineering study over the summer at the Middle School related to the heating distribution piping and equipment. This study was accelerated in our capital program after two significant steam leaks threatened to close school. RDK had two primary tasks in the study: 1) determine the extent of original (1950 to 1957) steam/condensate piping to be replaced in the basement levels, and 2) evaluate the suitability of the two existing 50-year old heat exchangers to provide hot water to the two 1966 classroom wings (North and South) and to the 1957 South Addition (Central Administration wing).

RDK is a large mechanical, electrical, plumbing (MEP) consulting firm with an excellent reputation. They were awarded the project after a competitive qualifications-based selection process, which included proposals and interviews. They are currently finalizing their report for this study, the findings of which will be presented to BOS and School Committee at a joint board meeting on October 23<sup>rd</sup> at Town Hall. This memorandum summarizes their work completed to date and the proposed schedule for the remainder of the project.

## **RDK Investigation & Findings**

A comprehensive investigation of the Middle School was performed by RDK. They reviewed existing drawings/documentation, interviewed FMD staff and work orders, performed visual inspections, ultrasonic inspections and obtained piping samples of all of the items included in the scope. RDK used the results of the testing and other standards established for piping and mechanical equipment to determine that the condensate piping was well past its service life, as were the two heat exchangers.

## **RDK Preliminary Recommendations**

Although we are still awaiting the final report, preliminary recommendations in draft reports were reviewed with FMD.

- **Piping:** The existing steam piping has an acceptable remaining service life, but all of the steam condensate piping should be removed and replaced. A previous 2014 study by SMMA had suggested that some of the condensate could remain.
- **Heat Exchangers:** These pieces of equipment are critical to providing hot water to the 1966 wings and the 1957 South wings. They need to be replaced; however, it is

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# MEMORANDUM

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recommended that they be replaced with new high-efficiency condensing boilers, as heat exchangers are old technology and inefficient.

## **Budgetary Project Costs**

RDK has estimated the *preliminary* total project cost to be \$4,260,000. This is significantly larger than previous costs carried in capital for a few reasons: 1) the scope of work has grown to include all condensate piping, 2) the heat exchangers were not included in previous estimates, 3) the difficulty and cost impacts of working in confined spaces and second shift to minimize impact to learning are better understood. The \$4.26M cost breaks down as follows:

Hard Construction Cost =	\$3,143,000
Soft Costs =	\$689,000
<u>Contingencies=</u>	<u>\$428,000</u>
Total =	\$4,260,000

## **Construction Schedule and Impacts**

Performing construction work in an active school environment creates many challenges. To minimize the impact to learning, it is assumed that the work would be performed over two summers and on second shift (i.e. 3:30 pm to midnight) during the school year. To begin on-site operations in summer 2019, construction funds would need to be secured as part of the FY19 budget, so that a notice-to-proceed could be issued in May 2019, minimum one week after Town Meeting ends.

## **Presentations**

RDK is currently finalizing its draft report, and is expected to submit the final report to FMD by October 13, 2017. Copies of the final report will be provided to all parties. RDK and FMD will present the highlights of this report at a joint BOS, School Committee meeting on October 23<sup>rd</sup>. Advisory and PBC should be invited to this meeting as well, as they may want to have a representative in attendance. It is intended that this presentation will provide the boards with detailed information on the project and give them an opportunity to ask questions prior to the 2018 Annual Town Meeting (STM). We expect to make a separate presentation with School Committee to the PBC, with a focus on design and construction issues. We also expect to meet with Advisory prior to ATM to obtain their approval.

## **2018 Annual Town Meeting**

It is intended to request funds to prepare final design documents and provide bidding assistance at the ATM in 2018. We expect the appropriation request for design and bidding assistance, as well as Owners Project Manager (OPM) design phase services to be in the \$500,000 range. We expect to begin design on July 1, 2018 and come to the Annual Town Meeting in 2019 with "Bids-in-Hand". The PBC will be managing the project at this point, so a key assumption in the schedule is that the incumbent designer, RDK, would be retained by the PBC to do the final design. The RFQ was written such that PBC has the ability to continue with RDK on the project.

Please let me know if you have any questions or would like to discuss this memo in more detail.

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*RDK understands how engineering affects people*

HVAC

Electrical

Plumbing

Fire Protection

Technology Design

Commissioning

Code Consulting

Energy Conservation

## WELLESLEY MIDDLE SCHOOL HEATING DISTRIBUTION PIPING & SYSTEM UPGRADES STUDY

Submitted to: **Mr. Joseph F. McDonough, P.E., Town of Wellesley**

Date: Draft Rev. #6 - October 16, 2017

Submitted by: RDK ENGINEERS



TABLE OF CONTENTS	<u>Section No.</u>	<u>Section</u>	<u>Pages</u>
	SECTION 1	Introduction and Conceptual Design Submittal Checklist	1
	SECTION 2	Project Narrative	1 - 21
		2.1a Introduction	1
		2.1b Executive Summary	2 - 4
		2.2a Existing Conditions	5 - 8
		2.2b Ultrasonic Testing Review	9- 14
		2.2c Service Life	15
		2.2d Field Sampling of Condensate Piping	16
		2.3a Proposed Design (Explanation of Proposed Solution)	17 – 19
		2.3b LCCA Summary	20
		2.4 Interim Measures (Explanation of proposed immediate actions to reduce risk of school shutdown)	21
	SECTION 3	Code Analysis	1 - 6
		3.1 Introduction	1
		3.2 Applicable Codes & Standards	2
		3.3 Building Description & Scope of Work	3
		3.4 Evaluation of Code Requirements	4 - 6
	SECTION 4	Budgetary Cost Estimate	1 - 2
	SECTION 5	Project Schedule	1 - 2
	SECTION 6	Appendices	
		6.1 LCCA Calculations	1 - 2
		6.2 Ultrasonic Testing & Analysis Report	34 - 125
		6.3 Construction Cost Estimate	1 - 7
		6.4 Photographs	1 – 6
		6.5 Maintenance Direct Work Order System (AKA School Dude)	1
		6.6 Conceptual Design Drawings	1- 15



## SECTION 1

### INTRODUCTION AND CONCEPTUAL DESIGN SUBMITTAL CHECKLIST



## SECTION 1.0 – Introduction and Conceptual Design Submittal Checklist

RDK has been contracted by the Town of Wellesley Facilities Management Department (FMD) to complete a comprehensive study of the steam heating condensate piping distribution systems and potentially to provide new hot water boilers to replace the steam to hot water heat exchangers at the Middle School in Wellesley, Massachusetts. The scope of work includes site surveys, review of existing building documentation, analysis of existing conditions and recommendations for improvements. The intent of this report is to provide Wellesley FMD with viable renovation options that provide a basis for decisions with regard to capital expenditures. The recommendations herein address the following:

- Provide new piping installed such that there is minimum impact to operation of the existing heating systems.
- Provide a construction scenario whereby the building can be quickly and efficiently fit out with new piping for a long term fix to address the imposing piping failures.
- Provide new hot water boilers to replace the obsolete steam to hot water heat exchangers.
- Identify interim measures that can be taken to limit impact of system failures that may occur prior to implementation of a permanent solution.

Deliverables:

<input checked="" type="checkbox"/>	Project Narrative: <ul style="list-style-type: none"> <li>- Existing conditions analysis</li> <li>- Explanation of proposed solution</li> </ul>
<input checked="" type="checkbox"/>	Conceptual Design Drawings
<input checked="" type="checkbox"/>	Code Analysis
<input checked="" type="checkbox"/>	Budgetary Cost Estimate
<input checked="" type="checkbox"/>	Photographs
<input checked="" type="checkbox"/>	Ultrasonic Testing
<input checked="" type="checkbox"/>	Destructive (Pipe Removal Testing)

## SECTION 2

### PROJECT NARRATIVE

- 2.1a INTRODUCTION
- 2.1b EXECUTIVE SUMMARY
- 2.2a EXISTING CONDITIONS
- 2.2b ULTRASONIC TESTING REVIEW
- 2.2c SERVICE LIFE
- 2.2d FIELD SAMPLING OF CONDENSATE PIPING
- 2.3a PROPOSED DESIGN (Explanation of Proposed Solution)
- 2.3b LCAA SUMMARY
- 2.4 INTERIM MEASURES (Explanation of proposed immediate actions to reduce risk of school shutdown)



## **SECTION 2 - PROJECT NARRATIVE**

### **SECTION 2.1a - Introduction**

RDK Engineers has been contracted by the Town of Wellesley Facilities Management Department (FMD) to complete a comprehensive study of the steam heating condensate distribution piping systems and potentially to provide new hot water boilers to replace the steam to hot water heat exchangers at the 228,000 square foot Wellesley Middle School built in 1952 with additions in 1958 and 1966 and renovations in 2006-2008 and 2011, located at 40 Kingsbury Street, Wellesley, Mass.

RDK Engineers surveyed the building, discussed the current operation with maintenance and operational personnel, and reviewed available building drawings. The purpose of this report is two-fold:

1. to evaluate/confirm the existing conditions of the steam heating condensate distribution piping systems
2. to evaluate replacing the steam to hot water heat exchangers with high efficiency hot water boilers.

Additionally this report will analyze the existing conditions and provide options to implement specific recommendations of corrective actions to the Town of Wellesley. This report includes Project Schedule Information and Estimated Project Costs which can be used for budgetary purposes.

## **SECTION 2.1b - EXECUTIVE SUMMARY**

Overall, RDK has recommended that the existing steam heating condensate distribution piping be replaced and has recommended high efficiency hot water boilers replace the steam to hot water heat exchangers. These recommendations, if implemented, will align the entire steam/condensate heating system for another 25-30 years of useful life expectancy.

### **TOWN MUST PLAN FOR IMMINENT FAILURE**

The condensate system at the WMS has reached a critical condition in our opinion, it is not a matter of if the system will fail, but rather how often and how severe the failures will be.

1. Numerous recent pipe failures have already occurred, deterioration is accelerating (near catastrophic failures in April 2015 and December 2016).
2. Ultrasonic pipe testing has confirmed that the majority of condensate piping has completely deteriorated – are not correct or required thickness, and shows signs of “deep pitting”.
3. Physical pipe removal for inspection has confirmed that piping is no longer viable.
4. Visual inspections by our engineers noted very aged piping (67 years) well beyond expected life expectancy of 50 years.
  - o We noted poorly supported piping and failing hangers
  - o Piping sagging in several locations
  - o Insulation wet and damaged, causing exterior corrosion in addition to the noted interior corrosion
  - o Fittings showing signs of leaks and drips
5. Shell and Tube Heat Exchangers that serve large classroom wings are at risk of failure based on age, the condition of the piping and considering the fact that these have narrow tube bundles and are likely more susceptible to thinning pipe thicknesses.

Replacement of the piping system at WMS was originally included in the 2006-2008 renovation scope of work, but was deferred for budget reasons. A previous study by SMMA (2014) also recognized the need for replacement.

### **ACTIONS REQUIRED – SHORT TERM**

Recognizing the overall time needed to implement a permanent solution (design, bidding, Town approval, contracting and construction), two interim measures can be taken to help prepare and mitigate the expected continued failures:

1. Replace obsolete isolation valves to limit extent of shutdowns in areas of the building that will have failures (already completed by FMD Maintenance staff).

2. Develop plans to repair existing steam heat exchangers (HEX) in the event of failure of one to allow one HEX to continue functioning.
  - a. These are critical to school, and are 60 years old.
  - b. Contract with repair vendor in case of failure for 24-48 hour repair.

### **ACTIONS REQUIRED – LONG TERM**

The obvious and only solution in our opinion is to replace the existing steam condensate piping to the greatest extent possible. We also strongly recommend replacement of the steam-to-hot water heat exchangers (HEXs) with hi-efficient hot water boilers. These systems are beyond service life and exhibiting signs of failure.

1. Completely replace all horizontal steam condensate piping in the building (crawl spaces & tunnel):
  - o Most work is below the occupied levels in confined space areas.
  - o Upgrade crawl spaces and tunnels with improved access for maintenance.
  - o Upgrade crawl spaces and tunnels with ventilation for humidity control.
  - o Upgrade crawl spaces to include minimum lighting and power.
  - o Note, small run-outs to Unit ventilators will remain in place to avoid work in the classrooms but will be equipped with new shut off valves in the crawls spaces.
2. The above mentioned pipe work cannot be done over one or two summers only, and will likely require work during the school year which could be done on 2<sup>nd</sup> shift.
3. Removal and replacement of the HEXs will yield significant operating savings with the addition of hot water boilers.
  - o The HEXs are a relic of past technologies and should not be part of a 30 year plan
  - o Installing the boilers remotely in the classroom wings will also eliminate dependency on lengthy runs of existing hot water piping in the crawl spaces. Although the hot water piping has not experienced failures it's reasonable to expect that it will be replaced in the near future do its age and environment.
  - o The new boilers will yield an 18%-20% efficiency gain in the areas served (two 1966 wings and the 1957 south wing). A LCCA indicates an 8 year payback.
  - o Gas company incentives should be available for this project.
4. Tremendous overall increase in efficiency (Note: Wellesley Middle School uses twice as much natural gas as the high school on a square foot basis).

### **ITEMS NOT INCLUDED IN THIS PROJECT SCOPE**

1. The replacement of all steam unit ventilators, heaters, baseboard, etc. (equipment and devices largely replaced in 2006-2008 renovation).
2. Auditorium, Gym A&B and Kitchen H&V Units (deleted from 2006-2008 renovation due to budget and pending as future town Capital projects FY 21).
3. Steam Supply Piping (deemed to have adequate remaining service life).
4. Steam Boilers (installed in 2006-2008).

5. Steam, condensate and hot water piping above the basement crawl space/tunnel level.
6. Vertical condensate piping (testing yielded positive life expectancy).

### **BUDGETARY COST ESTIMATE**

The anticipated conceptual level project costs include estimated hard construction costs, as well as soft costs for designer services and Owner’s Project Manager (OPM) services. Escalation factors to reflect anticipated bidding dates and contingencies to reflect the nature of renovation work in a school building are included. Contingencies must address constraints such as working second shift and summers to minimize construction impacts to the learning environment.

The cost estimates will be refined as the project progresses through define phases and ultimately through receipt of competitive bids. The current estimated total project cost to replace the steam heating condensate distribution piping and the two heat exchangers with new condensing boilers is approximately \$4,340,000.

### **PROJECT SCHEDULE**

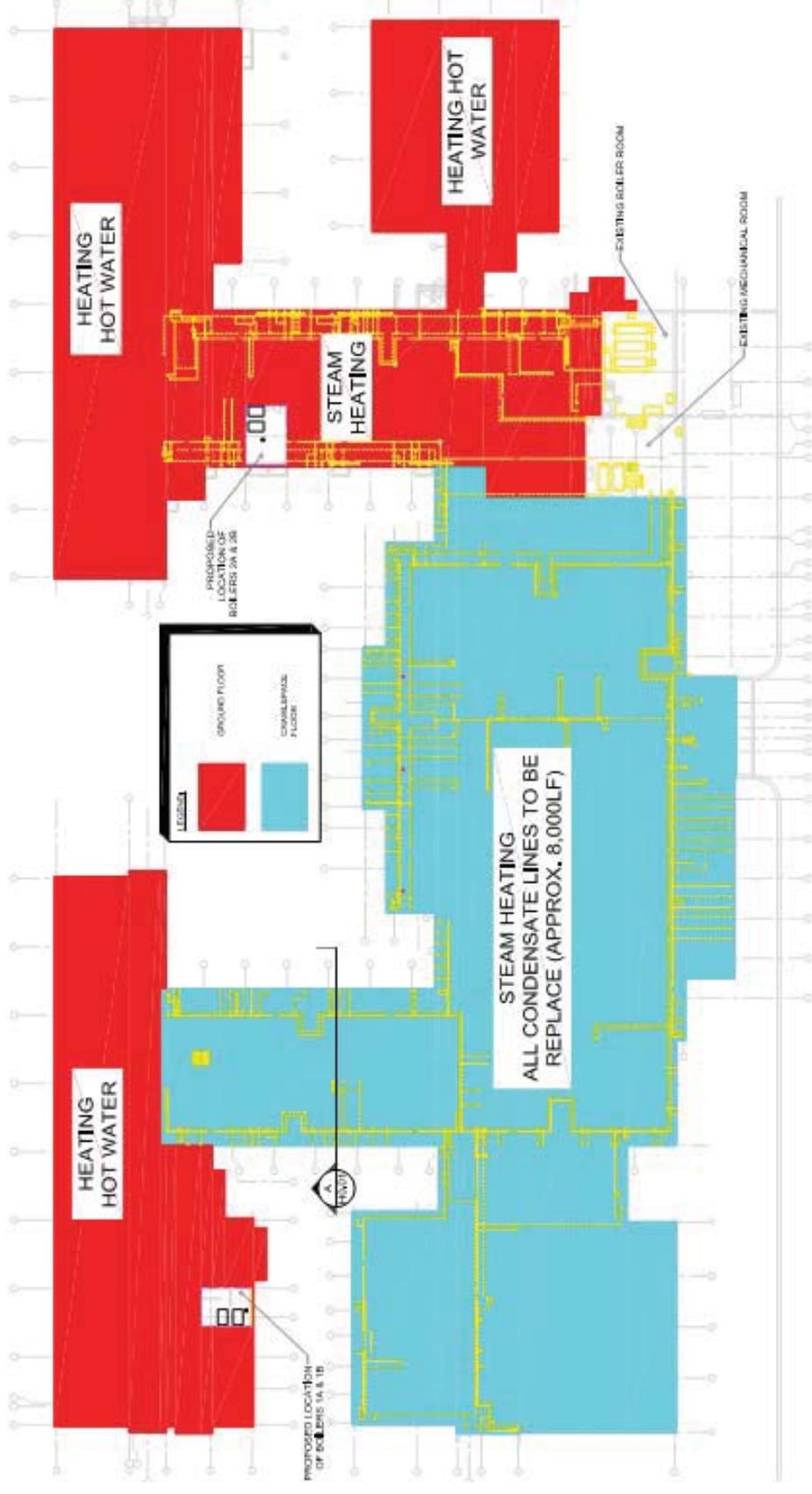
The current project schedule assumes that design funds will be requested at the 2018 Annual Town Meeting (ATM) and construction funds will be requested one year later at the 2019 ATM. This “two step” process of requesting design funds first and then requesting construction funds with “bids-in-hand” is the preferred approach by the Town’s Permanent Building Committee (PBC). It is particularly appropriate for “non-routine” projects (school construction limitations, confined space issues, etc.) such as this; which are often difficult to estimate.

The construction would ideally start immediately after the 2019 ATM, which would require that the funds be made available as part of the FY19 budget. The early start would allow for material ordering and ensure that on-site work could begin upon summer recess. Work would continue into the fall, but would then be performed on “second shift” to minimize impact to school functions. If necessary, construction will be completed in the next summer (2020).

## SECTION 2.2a - EXISTING CONDITIONS

### STEAM HEATING PLANT

The Middle School is currently being provided heat from three (3) cast iron sectional boilers. Each boiler has a maximum output of 4,240,000 MBH and each have been sized for approximately 67% of the building total heating load. The boilers each have a Power Flame burner which was a dual fuel burner (#2 fuel oil and gas); however, these have been modified to fire natural gas only now. A buried oil storage tank was removed by the Town in 2016. Steam is distributed throughout the school via supply piping and returned using both gravity and pumped condensate systems to a boiler feed unit. The 1966 additions and 1957 South addition are heated by hot water generated by two steam to hot water heat exchangers. The hot water is distributed throughout the building by primary hot water pumps at the heat exchangers and secondary hot water pumps located in the crawlspace and old generator room. The heat exchangers and pumps appear original to the time of construction. Water treatment equipment exists within the boiler room and records of treatment appear well defined. In addition, other repair such as condensate pump/transfer units, have been replaced by FMD. Key aspects of the existing steam heating plant are shown in the plan following.



**PLAN – EXISTING CONDITIONS**

Combustion air is introduced into the boiler room mechanically by a dedicated steam heated ventilation unit and appears in compliance with mechanical codes. All the boilers have breeching that leads into a masonry chimney that goes up through the roof. The HVAC equipment is controlled and monitored by existing digital and electric-mechanical controls (Metasys).

Based on reviews of previous reports all asbestos containing materials (ACM) within the boiler room and the distribution piping and equipment beyond has been removed.

## **MECHANICAL DISTRIBUTION SYSTEMS**

The Wellesley Middle School is equipped with a combination heating system consisting of both steam and hot water distribution system comprised mostly of steel piping feeding fin tube radiation, cabinet unit heaters, unit heaters, air handling units, and unit ventilators. The steam heating system consists of two pipes. Steam (supply) conveys a gas (i.e. steam) and the return is a liquid (condensate). By nature, each has a significant difference in life expectancy of the piping material. The heating steam and hot water supply and return mains are fed throughout the school mostly via accessible crawlspaces and tunnels (confined space situations) beneath the ground floor or exposed within ground floor ceilings. The piping located within these areas is typically wrapped with fiberglass insulation. The insulation of the piping within the trench is in poor condition with its vapor barrier breached, insulation degraded due to moisture from previous leaks, high humidity, and sections missing in multiple locations. The steam supply and hot water supply and return piping located within the crawlspaces and ground floors, as well as the runouts to the terminal units, are original to the years of construction and are in fair condition based upon the age and its' physical condition as evidenced by the photographs shown in the appendix (Section 6.4). The steam condensate piping located within the crawlspaces and ground floors, however, appears to be in poor to failed conditions based on upon the age, observed repairs, destructive and non-destructive testing results, and its physical condition. FMD maintenance data (Section 6.5 of appendices) also support these observations. Test reports note that in select locations up to 90% of the original piping wall thickness has deteriorated/corroded away making the piping susceptible to imminent failure. This is particularly evident at the threaded pipe joint locations, as well as long sections of un-sloped piping, allowing collection of standing water for long periods of time during the heating off-season.

### **Potential Issues**

There are several issues of concern with the current conditions. First is the age of piping, with a majority of the system approaching 70 years. This is well beyond the life expectancy for steel piping, especially for condensate systems carrying a mixture of water and air that contributes to oxidation and degradation of the piping wall thicknesses. Refer to the Service Life Table in Section 2.2c, Table 2.2.c.1, for more information. This leads to eventual failure, particularly at threaded piping joints where the wall thickness is already compromised. These failures (leaks) can be large enough to force a heating system shutdown to accommodate an immediate repair causing the temporary loss

of use of the facility or parts thereof. FMD reported two such occurrences in April 2015 and December 2016. The rates of failure generally tend to increase with each year of use beyond an expected life of 50 years.

The second issue is the cost associated with increased maintenance consisting of piping repairs and/or replacements with higher labor costs during emergency repairs occurring off-hours, chemical treatment to address the higher conductivity (solids) levels in the piping from corrosion, insulation repair and/or replacement at areas of piping repair/replacement, and increased steam trap maintenance/failures due the contaminants in the heating media from corrosion among them. The most significant cost is that related to potential shut-down of school for an extended period and cost impacts to WPS and parents. The exact dollar value would be difficult to quantify, but it would be significant.

A third issue is the decrease in efficiency of the steam to hot water heat exchangers due to contaminants within the heating media increasing the fouling factors for each exchanger. This reduces the amount of surface area available for heat transfer thus requiring higher steam inputs to maintain constant hot water temperature outputs requiring more work and energy (fuel) of the existing boilers. This increase increases fuel cost and also translates into additional maintenance and/or repairs for all the sub-systems serving the boiler systems.

In addition, the HEXs are over 50 years old with a typical life expectancy of 25 years. Past failures have occurred with these HEXs. Since these are critical to the school's heating system, they require replacement.

## **SECTION 2.2b. ULTRASONIC TESTING REVIEW**

RDK engaged CorrView International, LLC to perform ultrasonic inspections of the steam and condensate piping at several locations. Ultrasonic testing (UST) uses high frequency transmitting gear to perform non-destructive examinations of piping.

This ultrasonic testing and analysis report should be viewed as a first step in determining the general condition of the steam and steam condensate piping systems at the Wellesley Middle School. Although it is based upon accepted engineering calculations, ASTM pipe specifications, and the latest ultrasonic technology, it is not, in every case, intended to serve as an absolute and conclusive determination of pipe condition. The complete report is included in 6.2 of the Appendices.

### **Conclusions and Recommendations**

The purpose of this summary section is to give a thorough and complete knowledge of the condition of the piping addressed in our field investigation. This report contains a large volume of new and often interrelated findings and/or relationships requiring a narrative explanation. Reviewing the specific test locations referenced throughout this narrative will likely assist in understanding its content.

This investigation was prompted due to various failures at primarily the steam condensate piping, but also at one example of steam supply pipe. Given the age of the school, interest was raised to define the condition of both piping systems in order to assist future planning decisions.

The results, which were accumulated over two days of field investigation by two ultrasonic technicians, are separated based upon piping system and are sorted based upon pipe size.

### **Steam Supply - Locations 1 through 36**

UST identified generally excellent results for the steam supply system. Testing showed standard or schedule 40 pipe installed and a combination of carbon steel and wrought iron pipe. Wrought iron pipe was commonly used for steam and steam condensate systems prior to 1970 due to its high natural corrosion resistance and durability. It was removed from production in 1965 and is no longer available. Its presence at the Wellesley Middle School is a tremendous benefit as our results now document.

In terms of corrosion rate alone, UST identified low corrosion activity well below what would be considered normal for steam service. Average corrosion rates were typically at 0.2 mils per year (MPY) or slightly above, in comparison to the 0.5 (MPY) standard which is considered acceptable.

Best results were identified at any vertical or well inclined sections of pipe where testing measured almost negligible wall loss.

At locations No. 2 and 3, testing identified noticeably higher corrosion and pitting activity well beyond other pipe sections. A closer look at this expansion loop pipe section found it at a low point of the system and on a negative incline with a likely non-functioning steam trap. Testing the larger diameter mains elsewhere throughout the steam system produced excellent results showing generally very high and uniform average wall thickness approaching new pipe specifications.

For a school property of this size, the large number of large diameter steam supply mains raises the potential for higher steam condensate production. This places an added demand on steam traps both in their correct placement at low points of the system and to their proper functioning. Our understanding from speaking with others involved in this investigation from the school is that some steam traps were replaced a few years ago, but that not all steam traps have been replaced. It would be a very reasonable assumption that any older steam trap in service for more than 10 years is now non-functioning, and is either not removing steam condensate from the steam piping, or allowing steam to blow through into the condensate lines.



One failure brought to our attention at the steam condensate pipe where steam was released into the crawlspace, filling the entire crawlspace of the school. This could have only occurred due to steam trap failure pressurizing the failed condensate piping with live steam.

Shown at left and at location No. 50, rust evidence propelled upward against the wall and other piping from a steam condensate pipe failure could have only occurred if it was driven by pressure originating from the steam side.

Otherwise, the water and rust contained within the condensate pipe would have simply leaked onto the ground.

**To the question to define the condition of the steam system, our results are excellent and show virtually unlimited service life throughout the majority of steam pipe examples tested.**

Results were even outstanding at small diameter examples of steam supply pipe where two additional factors of inherently lower wall thickness and an outside thread cut become relevant.

Toward the very end of the North crawlspace steam line at location No. 29 we again identified higher corrosion and pitting activity and can attribute that condition to a collection of condensate in the lines. Adjacent to this test location, a failure at the steam side had occurred. We believe this is a localized event due to steam condensing and remaining at the very end of the supply line and furthest from the boilers. The steam pipe within this area of failure was of small 1-1/2 diameter and threaded, which also added further weakness.

Although the general condition of the steam piping is excellent, it must be recognized that our field investigation was limited by physical access and also by what could be completed during a scheduled two-day field investigation. Therefore, we suspect that additional examples of higher deterioration along the bottom of some steam pipe similar to locations No. 2 and 3 likely exist.

**We would therefore recommend a more thorough physical walk through inspection of the steam pipe for additional examples where a negative pitch exists and where its installation favors the collection of condensate. The installation of new steam traps for those that have not been recently replaced is also strongly recommended due to the strong possibility they are not functioning and causing damage to both the steam and steam condensate systems. This inspection should take place during the design phase of the project.**

Inadequate or negative pitch is always a greater concern in low pressure and therefore lower temperature steam systems having a higher tendency to collect condensate, as well as the large number of main steam lines which may not all be active at once. We can reasonably suspect that additional steam traps are required, as well as the potential need for piping layout modifications to avoid negative pitch in certain areas.

## **Steam Condensate - Locations 37 through 91**

Having quickly identified far less corrosion concerns for the steam supply piping system, a greater focus was made toward assessing the steam condensate pipe.

One immediate finding from our investigation was to the lack of any higher wall thickness measurements in the range of extra heavy or schedule 80 specifications. The standard design specification for such low pressure steam systems is to install standard or schedule 40 pipe for the steam piping and then extra heavy or schedule 80 pipe on the condensate return side. This is due to the well recognized and documented much higher corrosion and pitting activity common for steam condensate service. Deep pitting at the water line and below is common to steam condensate piping.

In this investigation we found no evidence that heavier schedule 80 pipe was installed. At examples such as location No. 77 where piping incline was obviously very high, testing identified extremely uniform wall thickness still at new schedule 40 specifications. Location No. 80 provides another example. Such strong uniformity would contradict any possibility that those pipe examples could have corroded from substantially higher schedule 80 wall thickness specifications. Such results, which were identified from various areas of the steam condensate system, clearly show that only standard pipe was installed. The outstanding condition of some steam condensate pipe also demonstrates the benefit of adequate grade or incline.

Although the steam boilers themselves are chemically treated to reduce corrosion activity at their tubes, the chemical treatment typically remains within the boilers and is not carried through with the steam system. Steam, when it condenses into condensate, becomes slightly acidic due to the production of weak carbonic acid, and can reduce the pH of the steam condensate to 6.5 or less. This in turn more aggressively attacks the carbon steel steam condensate pipe compared to the steam side, and is the reason for commonly installing heavier schedule 80 pipe.

Our findings for the steam condensate piping shows dramatically different results - typical for such systems. In some locations we have documented severe deterioration and low wall thickness well below minimum standards, yet other examples our testing has identified the pipe in near new condition. The common denominator becomes obvious based upon the presence or absence of any pitch to the pipe. For examples of vertical pipe such as locations No. 80, 82, and 91, testing identified outstanding results showing high and uniform wall thickness still near new standard for schedule 40 specifications. Where the pipe was inclined, results were also very favorable in every example.

**In contrast, we identified the most deteriorating conditions where horizontal pipe orientation was level, and therefore favored the collection of steam condensate.**

From our understanding as related by FMD personnel, there have been two steam condensate failures previously. Locations No. 50 and 55 in the North wing crawlspace near column XJ represents one failed area relating to a 2 in. main return line, and was caused by inadequate pitch. At this time, we are therefore recommending the need to replace this pipe from the end of the run at the South wall of the north wing at location No. 68 until reaching pipe of 2-1/2 in. and greater, which is near location No. 48 and column X0. This is a length of approximately 75 to 100 ft.

The second steam condensate failure occurred on the opposite side of the same crawlspace at the North wall near column XJ, and was at a 1-1/2 in. pipe section. This area is shown by locations No. 60 through 64. Our testing identified pipe sections before and after the replaced area severely deteriorated and in need of replacement.

During the removal of insulation at test site No. 61 we had noticed the insulation itself was waterlogged and minor outer corrosion activity was present. During our removal of the outer surface rust for ultrasonic testing a small pinhole leak was discovered. Upon its discovery, FMD maintenance personnel were notified of its condition and advised the need for its repair prior to the steam system operation.



**Based upon our testing in the areas addressed, we are recommending the replacement of any steam condensate line in this area of 2 in. diameter and less. We were not able to physically access this line beyond the area shown at location No. 57 along the North wall, which was identified in failing condition.**

Testing identified another area of weakness at a large 3 in. main return line to the condensate tank within the boiler room itself. This deterioration is likely attributed to inadequate pitch as well and should also be replaced at this time.

Overall, this investigation provides far more favorable results than likely expected. This is especially true due to our finding that only standard or schedule 40 pipe was installed for the more corrosion susceptible steam condensate system. Given its age, and especially the fact that much thinner pipe was installed than steam condensate design specifications typically call for, most results are still generally very favorable.

We recommend a careful engineering review during design phase of the layout of both the steam and steam condensate systems with a focus on locating areas of either improper or an adequate

pitch. This is far more important for the steam supply side pipe due to its larger diameter, greater difficulty and costs to repair or replace, and consequences should it fail. The identification of any improperly graded steam line should be addressed by either a modification to its physical installation, or through the installation of additional steam traps.

Highest deterioration for the steam condensate piping is clearly shown in the North connector crawlspace due to inadequate grade. Considering that corrosion rates of near 2 MPY is not uncommon for steam condensate systems, test results showing much lower corrosion activity as well as thinner schedule 40 pipe still presents a very favorable piping assessment. For many of the problem areas identified in this report, the much older age of this piping must be considered, as well as the natural service life limitations of any small diameter threaded schedule 40 pipe installed into such higher corrosion conditions.

Results for the steam condensate side show higher wall loss globally, with deep pitting activity shown throughout. Deep pitting activity at the small diameter threaded horizontal mains is shown to have reached the depth of the thread cut at many locations.

Higher corrosion activity is shown at the horizontal steam condensate mains. Graph #4 shows generally very high and uniform remaining service life throughout the steam piping system. We show a wide range of remaining service life at the steam condensate side which is due to specific conditions which exist at each location.

At very least, the UST report shows the need for the widespread and immediate replacement of the horizontal steam condensate mains of 2 in. and greater within the North connector crawlspace; without which, short term future failures of the piping system are guaranteed.

It is also very obvious that any older steam traps must be replaced, and that newer steam traps should be inspected for proper operation.

Random weakness still remains throughout many areas of the steam condensate system. We can therefore predict additional failures to occur although at a far less frequency than expected at the more deteriorated North crawlspace. Since the wide variation in steam condensate pipe condition produces examples of deeper pitting and low service life in some random areas, a second recommendation would be to plan for the replacement of any 2 in. or greater diameter horizontal main steam condensate piping anywhere throughout the Wellesley Middle School.

Ultimately, the only certain means to avoid any future failure of the steam and steam condensate piping would be to replace both systems in their entirety. We consider this entirely unnecessary, especially for the steam supply side, but can suggest that the more steam condensate pipe replaced in areas showing higher deterioration, the greater the future reliability of the heating system.

## SECTION 2.2c. SERVICE LIFE

The steam heating plant and mechanical distribution systems have key elements, which each have an estimated service life during which they are expected to need little to no maintenance. The exact number of years vary somewhat based on the referenced standard used. The equipment values shown below were taken from ASHRAE and represent *median* service life values, which we feel are a reasonable representation of what can be expected. The ultrasonic testing program results for piping (Appendices) has more specific information on piping service life.

<b>Middle School Equipment and Piping Service Life (Years)</b>				
<b>Component</b>	<b>Expected Service Life</b>	<b>Age as of 2017</b>	<b>Remaining Service Life</b>	<b>Comment</b>
Steam Piping	90	65	25-50	UST, Field Inspection
Condensate Return Piping	50	65	<b>0</b>	<b>Past service life - UST, Samples</b>
Hot Water Piping	90	51	40	
Dist. Pumps	20	51	<b>0</b>	<b>Past service life</b>
Heat Exchangers	24	51	<b>0</b>	<b>Past service life</b>
Large Isolation Valves (Boiler Rm)	30	65	<b>0</b>	12 replaced in 2017
Dist. Equip (AHUs, Univents, fan coils, etc.)	20 to 25	11	9 to 14	2006-2008 Reno - Excluding gyms, auditorium and kitchen
CI Sectional Boilers	35	11	24	Currently experiencing leaks
Gym, Cafe and AHUs	24-30	50	0	Future project to replace

**TABLE 2.2.c.1**

It can be seen from the above table that any new piping should have a service life at least equal to the remaining life of the steam piping, cost iron boilers and distribution equipment – say 25 years.

## SECTION 2.2d. FIELD SAMPLING OF CONDENSATE PIPING

RDK evaluated approximately 12 locations of piping that were physically removed from the steam condensate piping within the crawl spaces by FMD. Samples were taken and inspected for corrosion, pitting and wall thickness.

In all cases our inspection revealed findings that were consistent with the ultrasonic testing report. Photographs of piping below show extensive corrosion, major pitting, and decreased wall thickness.

All of these items, are typical and expected for piping of this age. These defects can cause system failure within the piping itself or through clogged valves and steam traps.



Pipe wall thickness reduction due to corrosion



Corrosion evident along the piping welding of ERW piping



Scale build up and pipe wall thickness reduction



Heavy oxidation and pitting evident in seamless piping

## **SECTION 2.3a - PROPOSED DESIGN (Explanation of Proposed Solution)**

### **MECHANICAL**

Replacement of crawlspace steam condensate piping with new and replacement of steam to hot water converters with high efficiency gas-fired hydronic boilers with variable speed pumping.

All the steam heating condensate piping located within the crawlspaces and tunnel, and exposed on ground level floors outside of the boiler room should be replaced with new schedule 80 piping and fittings with appropriate slopes for proper drainage. This replacement would include all steam riser and end of main drip traps including the nipples from the supply piping, isolation valves, strainers, unions, bypasses, and connections to the new condensate piping. This piping would be insulated with pre-formed fiberglass sections with all joints taped or sealed to maintain the insulation's vapor barrier.

The two (2) heat exchanger sets and their associated primary pumps, air separation and expansion systems, controls, and make-up water systems located in the boiler room, as well as the secondary pump sets located outside of the boiler room proper and all interconnecting hot water piping, would be demolished. This would include the steam and condensate piping to/from the heat exchangers and their connections to the steam and condensate systems serving the boilers. These would be replaced by high efficiency, gas-fired hot water boilers, air separation and expansion systems, variable speed primary pumps, exhaust and sealed combustion air flues/ducts and controls along with connecting hot water supply and return piping to the existing distribution piping. Each boiler would have a 25 to 1 turndown which will allow the burners to more accurately match the heating load and reduce natural gas usage and operating costs. One of these systems would be located within the utility room on the ground floor of the North 1966 wing and the other within the old generator room on the ground floor of the South 1966 wing. New gas piping would extend from the existing boiler room to each location via the crawlspace for the North wing and exposed in the ceiling space of the South wing. The new boilers will be specified to have self-contained controls to operate the boilers most efficiently, as high as 95% thermal efficiency during the shoulder months, and a communication connection to the existing BMS through BacNet for scheduling, outside temperature inputs, etc. The boilers direct exhaust and combustion air intakes would exit the building near the boiler location through new areaways (if required) and then extend up the building and termination 3'-0" above the roof.

With the heating load of the heat exchangers removed from the school's heating system, one of the three existing steam boilers could possibly be taken offline and prepared for long term storage for additional energy and maintenance savings, or the operating sequence could be modified to reduce run time on all three boilers. In addition, the combustion air unit serving the boiler room would be rebalanced to the lower boiler input.

The new high efficiency boilers and variable speed frequency drives for the pumps would be eligible for incentive, prescriptive rebates from National Grid for improved energy savings.

The implementation of the recommendations above will need to take into consideration the use of the facility as a school and its occupants, as well as mandated heating system operational dates (Oct. 15<sup>th</sup> to May 15<sup>th</sup>). Impacts from construction such as having outside work forces on site, security, noise and odors originating from construction activities, utility/service interruptions, material/equipment deliveries and storage, and hauling of construction debris would have to be considered and procedures established to minimize each to be incorporated into the requirements for execution of the work. A majority of these concerns would be best addressed by the scheduling of the work during school closures such as the summer periods. Any remaining work that extends into the school season would likely have to either occur off-hours (evening/overnight) shifts. Other construction requirements could include dedicated ventilation at work areas with external monitoring, established security procedures (i.e. badges, worker back-ground checks, etc.), limited on-site storage, and off-hour deliveries and utility interruptions. The proposed work is summarized into two tasks:

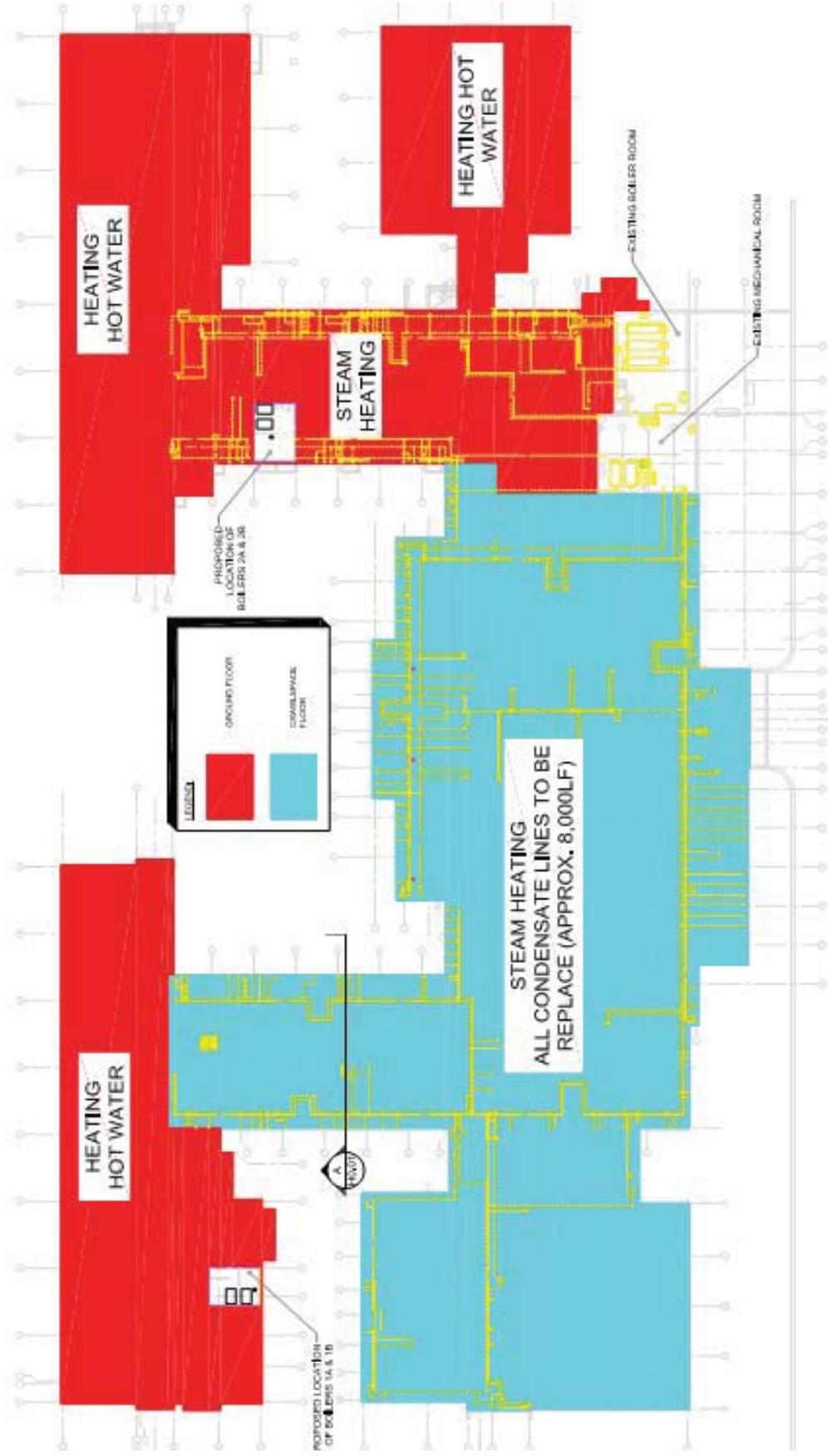
**TASK 1: REPLACE THE STEAM HEATING CONDENSATE PIPING SYSTEMS**

Within a phased approach, perform all demolition and replacement of condensate piping including testing and insulation on the ground floor exposed areas during extended periods of school recess (i.e. summer break) as this is the most disruptive work. Demolition and replacement of the steam heating condensate piping systems within the crawlspaces including testing and insulation will continue into the school year (second shift) allowing the additional time if necessary to accomplish prior to the October heating season. If necessary, the second summer recess could be used to complete the project. Flushing and cleaning of new piping would be required prior to energizing the heating system.

**TASK 2: INSTALL HIGH EFFICIENCY GAS HOT WATER BOILERS**

Within a phased approach, install the new boilers in the locations noted including the piping specialties, flues, gas piping, electrical, controls, pumps, and connecting piping to the existing distribution system. Pipe testing, flushing, and soft start-up to follow the during a scheduled off-hours period perform the tie-in to the existing distribution system. The demolition of the existing heat exchangers, pumps, and connecting piping should occur after the new boilers have been made operational, and connections have been installed to ensure maintaining heating capability at all times.

Key aspects of the proposed design are shown in the plan following.



**PLAN – PROPOSED DESIGN**

## **SECTION 2.3b - LIFE CYCLE COST ANALYSIS**

A life cycle cost analysis is used to perform an in depth economical analysis to compare two or more possible design solutions.

Typically systems are compared to a baseline system, usually expected to be the lowest initial capital cost.

In our case, baseline is defined as keeping the steam HEXs in place but replacing them with new HEXs, cost of \$200,000 initially. Our option to be considered is to replace the HEXs with hi-efficiency condensing boilers at a cost of \$500,000. Given that the new boilers will have greater efficiency, the expected fuel costs will decrease for the school.

We have also included increased life expectancy on the existing steam boilers due to fewer hours of operation.

Factors that are used to evaluate the life cycle cost are:

- Net present value (to be thought of as that amount of money you would need today to build, operate and maintain the system for the next 30 years in our case.
- Interest rate, cost to borrow money
- Operational cost, cost of fuel typically with a given escalation rate
- Initial capital cost, cost to build each option today
- Maintenance cost, annual expected maintenance cost, with expected escalation.

Using these factors, a payback can be derived and noted to occur during the 30 year analysis period. At this time, we predict an 8-9 year payback, with an even quicker payback if utility incentives are granted.

## **SECTION 2.4 - INTERIM MEASURES (Explanation of proposed immediate actions to reduce risk of school shutdown)**

As mentioned previously, the total project completion may take three (3) years from the date of this report to be fully implemented. The overall goal of these recommendations is to bring the entire school's heating system in line with a 25 year life expectancy.

In the meantime, interim measures to reduce the risk of heating system failure that may affect school shutdowns can be implemented.

1. **Install steam isolation valves:** This work was completed during the summer of 2017 as a result of the study team's evaluation. The Facilities Department has installed eleven (11) isolation valves that can be closed in the event of a major steam leak. Previously there was no way to isolate sections of the building and the entire school would have to be shutdown to make repairs. With these new valves, the areas for shutdown will be much smaller and it is expected that the remaining areas could remain open.
2. **Heat Exchangers:** The primary heating components that serve the North and South classroom and Superintendent's wings are 50 years old steam to hot water heat exchangers located in the main mechanical room. There is no way to visually inspect or test these units, but there have been localized failures in the past. These units are duplex type in nature and with that have some redundancy but it is not 100%. These units need to stay operable for two more heating seasons. Any failure, will greatly affect the operation of the heating system in these areas.

Recent upgrades, such as window replacement, has decreased the load on these HEXs, but the risk still exists if a failure were to occur on "design days" below 25°F.

It is recommended that the town undertake a contract with a repair facility that can perform 24 to 48 hour repairs in the event a tube leak were to occur with one of the HEXs. The town can also mitigate down time by eliminating night set back and morning warm-up until the repaired HEX is placed back in service.

## SECTION 3

### CODE ANALYSIS

- 3.1 INTRODUCTION
- 3.2 APPLICABLE CODES & STANDARDS
- 3.3 BUILDING DESCRIPTION & SCOPE OF WORK
- 3.4 EVALUATION OF CODE REQUIREMENTS



## SECTION 3.1 – INTRODUCTION

The intent of this report is to summarize the 780 CMR Chapter 34 requirements applicable to the proposed renovations at the Middle School in Wellesley, Massachusetts.

The evaluation is organized such that each Chapter 34 code section is identified and evaluated, in the order that they appear in the Code, for application to the existing building and proposed scope of work.

► *Conclusions and recommendations for each section are italicized and preceded by a bullet-symbol.*

### Summary of Recommendations

Based on the scope of work proposed, the following additional improvements are necessary for 780 CMR Chapter 34 compliance; or are otherwise recommended as additional prudent fire / life safety measures:

1. No additional improvements have been identified for 780 CMR Chapter 34 Compliance.

## SECTION 3.2 – APPLICABLE CODES & STANDARDS

The codes and standards applicable to the alteration under consideration are as follows:

- Building: 780 CMR, Massachusetts State Building Code 8<sup>th</sup> Edition (Amended 2009 International Building Code (IBC))
- Existing Building: 780 CMR Chapter 34 (Amended 2009 International Existing Building Code (IEBC))
- Fire Prevention: 527 CMR, Massachusetts State Fire Prevention Regulations
- Accessibility: 521 CMR, Massachusetts Architectural Access Board Regulations  
28 CFR, Part 36, Nondiscrimination on the Basis of Disability by Public Accommodations and in Commercial Facilities
- Mechanical: 780 CMR §28, (Amended 2012 International Mechanical Code)
- Electrical: 527 CMR §12, Massachusetts Electrical Code (Amended 2011 National Electric Code)
- Plumbing: 248 CMR, Massachusetts State Fuel Gas & Plumbing Code (Includes Amended 2002 ANSI Z223.1-NFPA 54)
- Energy: 780 CMR §13, (Amended 2012 International Energy Conservation Code)
- Sustainability: MSBA Accelerated Repair Sustainability Requirements

## SECTION 3.3 – BUILDING DESCRIPTION & SCOPE OF WORK

### Building Description

The Middle School in Wellesley, Massachusetts is one and two stories high with a full basement level in some wings. Total building area is 228,000 SF.

### Scope of Work

The proposed scope of work involves the replacement of failed heating piping located outside the mechanical room. The rooms will remain unaltered to the extent that the existing structure will remain the same.

New boiler rooms that will be constructed are solely related to the repair/replacement of the heating system. Boiler rooms will be provided with appropriate egress, access and ratings.

## SECTION 3.4 – EVALUATION OF CODE REQUIREMENTS

### §3401.1: Scope

In addition to mandating minimum levels of fire and life safety for existing buildings, 780 CMR Chapter 34 sets forth a framework that describes to what extent “new construction” or “current code” requirements must be applied to existing buildings undergoing repair, alteration or addition.

By reference, Chapter 34 requires compliance with the 2009 International Existing Building Code (IEBC) as amended by 780 CMR Chapter 34. References to IEBC sections in this report are inclusive of the applicable Massachusetts amendments.

### §100: Scope and Application

The amended IEBC administrative chapter contains general scoping and administrative requirements and also carries over several legacy Massachusetts “Chapter 34” requirements from previous editions of the Code.

§102.2.2 “Existing Hazardous Conditions”: Minimum requirements for existing means of egress, ventilation and lighting are mandated by IEBC §102.2.2. These provisions are intended to identify and correct deficiencies that pose an immediate threat to fire and life safety. The requirements of §102.2.2 are applied globally to the entire building in its unaltered state without respect to the scope of work contemplated.

#### §102.2.2.1 “Existing Non Conforming Means of Egress”:

1. The minimum number of exits required by 780 CMR Chapter 10 must be provided for every space and / or story of the building.

► *The existing means of egress systems serving the building include exits of sufficient capacity.*

However, the crawl space, while not considered an occupied space, would be considered a “confined space”. RDK recommends that new improved access doors be added for better/safer access and that an S.O.P. be developed for employees entering the area including appropriate signage and training.

§102.2.2.5 “Unsafe Lighting and / or Ventilation”: Where existing lighting levels and / or ventilation in any portion of an existing building do not meet the minimum criteria of 780 CMR Chapter 12 and in the opinion of the local building official the condition is “dangerous, or hazardous, to the health and safety of the occupants” the building official shall order the abatement of such condition.

► *The existing lighting levels and ventilation rates meet the minimum criteria of 780 CMR chapter 12 for the building.*

In regards to the crawl space; the lighting and ventilation is not adequate and should be modified to provide minimum code levels. In addition, the installation of fire alarm devices should also be added for anyone that may be working in the area. We also recommend power receptacles be added for maintenance/tools.

#### §400: Classification of Work

When utilizing the “Work Area Compliance Method”, Chapter 4 is used to classify work into specific scoping categories:

- Repairs: Restoration or replacement of damaged materials, elements, equipment, or fixtures for the purposes of maintaining such components in sound condition with respect to existing loads or performance requirements. Work must comply with IEBC Chapter 5.
- Level 1 Alteration: Removal, replacement or covering of existing materials, elements or equipment using new materials, elements or equipment that serves the same purpose. Work must comply with IEBC Chapter 6.
- Level 2 Alteration: Reconfiguration of a space, addition or elimination of a door or window, reconfiguration or extension of a system, or installation of new equipment. Work must comply with IEBC Chapters 6 and 7.
- Level 3 Alteration: Work area exceeds 50% of the aggregate building area. Work must comply with IEBC Chapters 6, 7 and 8.
- Change of Occupancy: Change in purpose or level of activity that involves a change in the application of the IEBC. Work must comply with IEBC Chapter 9.
- Additions: Increase in the building area or height. Work must comply with IEBC Chapter 10.
- Historic Buildings: Alterations to a Historic Building as defined by the IEBC. Work must comply with IEBC Chapter 11.
- Relocated Buildings: Relocated or moved buildings. Work must comply with IEBC Chapter 12.

► *The proposed alteration represents a “Level 1 Alteration”.*

### §701: Level 1 Alteration - General

Level 1 alteration work must comply with Chapter 6 for Level 1 work, which generally mandates that the existing level of performance of the building features and systems not be diminished by the alteration work.

▶ *The proposed alteration work complies with Chapter 6 for Level 1 alterations in that the performance of the building is not lessened by the proposed work.*

### §711: Level 1 Alteration – Energy Conservation

Energy conservation for existing buildings must comply with §711, which in turn requires compliance with the International Energy Conservation Code (IECC).

▶ *The new mechanical systems to be installed as a part of this alteration comply with the 2012 International Energy Conservation Code .*

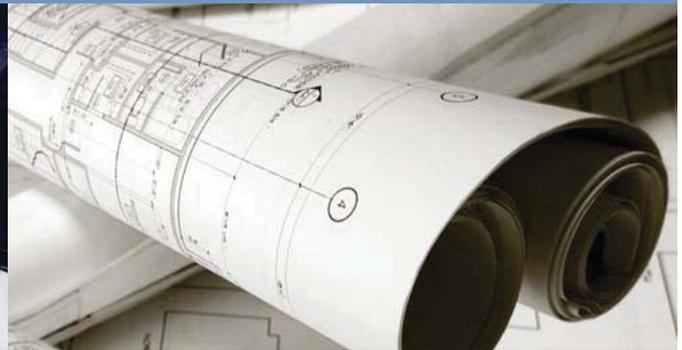
### The Town of Wellesley – Stretch Energy Code

▶ *Wellesley has adopted the Stretch Energy Code. All new materials, insulation and equipment shall and will comply with that standard.*



## SECTION 4

### BUDGETARY COST ESTIMATE



## SECTION 4 – BUDGETARY COST ESTIMATE

Conceptual level project costs have been prepared for budgetary planning purposes. Total project costs include hard construction costs, and “soft costs” for designer services, Owner’s Project Manager (OPM) services and miscellaneous expenses.

Construction costs are impacted by many factors including the unique challenges/difficulty of the project (i.e. renovation versus new) as well as the competitiveness of the “market” at the time of the bid. Inflation/escalation modifiers are included to reflect the expected bid date. Contingencies are included to reflect the various unknowns and the relatively early phase of this project (feasibility study). Premium labor time, expected to be required (second shift) due to constraints of working in an active school environment, are also reflected in the estimates.

Soft costs include the engineer’s costs to design and bid the project, as well as construction administration services. Because the construction cost will exceed \$1,500,000, MGL Chapter 149, §44 requires that the Town engage the services of an Owner’s Project Manager (OPM) to act as the Town’s agent and consultant throughout the design and construction process. Costs for OPM services have been assumed as 5% of the construction cost.

***The total estimated project cost for the work identified in this report is \$4,340,121.*** This is the amount that the Town should carry at this point for planning and future appropriation requests. The piping related work represents approximately 70% of the total project cost, with the heat exchanger/boiler work comprising the remainder of the cost. This estimate assumes the work will be bid and executed in accordance with the project schedule. Changes to the bid date, scope of work and the bidding market can impact actual costs. As the project advances to schematic design, design development and ultimately to construction documents phase, the level of confidence in the cost estimate will be greatly increased; however, the actual bids received will represent the actual cost of the work. The budgetary cost estimate is shown in summary below. Detailed “backup” cost estimating sheets are included in Appendices.

**TOTAL PROJECT COST**

**Construction (“Hard Costs”)**

• General Requirements	\$ 569,310
• Concrete	\$ 124,104
• Boiler Room Construction	\$ 42,713
• Plumbing	\$ 119,554
• HVAC/Mechanical Piping	\$1,170,321
• HVAC/Boilers	\$ 502,419
• <u>Electrical</u>	<u>\$ 111,604</u>
Subtotal =	\$2,640,025
• G.C., OH, Bond, Profit (15%)	\$ 396,004
• Escalation to 2019 (1.5 years @4% = 6%)	\$ 182,162
<b>Total Construction Cost =</b>	<b>\$3,218,191</b>

**“Soft Costs”**

• Engineering Services	
○ Design & Bidding Assistance	\$235,082
○ Construction Administration	\$133,291
○ <u>Reimbursable expenses</u>	<u>\$ 20,000</u>
Subtotal =	\$388,373
• Other Professional Services	
○ Owner’s Project Manager (5% construction)	\$158,680
○ OPM Design Services	\$ 50,000
○ Clerk of the Works (1/2 time)	\$ 60,000
○ <u>Professional Cost Estimator</u>	<u>\$ 30,000</u>
Subtotal =	\$298,680
<b>Total “Soft” Costs =</b>	<b>\$687,053</b>

**Owner’s Contingencies**

• FMD custodial/maint. costs (including second shift)	\$ 10,000
• Construction Contingency (10%)	\$321,819
• <u>Soft Cost Contingency (15%)</u>	<u>\$103,058</u>
<b>Total Owner’s Contingency Costs =</b>	<b>\$434,877</b>
<b>TOTAL APPROPRIATION REQUEST =</b>	<b>\$4,340,121</b>



## SECTION 5 PROJECT SCHEDULE



## SECTION 5 – PROJECT SCHEDULE

The current project schedule assumes that design, bidding assistance and some Owner’s Project Manager (OPM) funds will be requested at the Town’s 2018 Annual Town Meeting (ATM). It further assumes that construction funds and funds for remaining designer and OPM services will be requested one year later at the 2019 ATM. This “two step” process of requesting design funds first and then requesting construction funds with “bids-in-hand” is the preferred approach by the Town’s Permanent Building Committee (PBC), as it has been used successfully on many other projects. It is particularly appropriate for “non-routine” projects (school construction limitations, confined space issues, etc.) such as this; which are often difficult to estimate.

The construction would ideally start immediately after the 2019 ATM, in May 2019. This will require that the funds be made available as part of the FY19 budget. Typically, the 2019 ATM would be appropriating FY20 funds for capital projects; however, this would not make them available until July 1, 2019. Requesting an FY19 construction appropriation will allow an early start of the project (processing submittals, ordering materials, mobilization), so that meaningful and disruptive work could take place over the summer 2019 while students and staff are out of the building.

The current schedule assumes that work would continue into the school year, but that it would be performed on “second shift” (3:30 p.m. to midnight) to minimize impact to school functions. We understand that this approach is currently being successfully used by the Town for another school project (School Security). It’s possible that the project could be completed within one year; however, due to the many unknowns at this point, we are assuming that the second summer (2020) will be needed to complete the project.

The project schedule is summarized below and also shown in detail by task on the bar chart schedule that follows:

- |                          |   |
|--------------------------|---|
| • Fall/Winter 2017       | RDK Study Results reviewed & discussed with Town boards |
| • Spring 2018 ATM        | Design & Bidding Funds approved                         |
| • Spring 2019 ATM        | Construction Funds approved                             |
| • May 2019               | Construction Notice to Proceed                          |
| • June-August 2019       | On-Site Construction (summer)                           |
| • Sept 2019 to June 2020 | On-Site Construction (second shift)                     |
| • June-August 2020       | On-Site Construction (summer – if needed)               |
| • Sept 2020 to Aug 2021  | One-Year Warranty Period                                |





**3. Natural Resources Commission – Discuss North 40 Vernal Pools & Update on Gas Leaks**

Raina McManus and perhaps other members of the NRC will be present at the meeting to discuss the ability to proceed with the proposed boardwalk around the vernal pool near Turner and Weston Roads on the North 40. Enclosed is the presentation they made to the Board a year ago that has been updated with design specifications and a more formal layout of where the boardwalk would go. The Commission may also want to discuss funding for the project, which I understand may include a request to the CPC of some amount. The minutes of that meeting are also enclosed for your reference. As we begin to think about the formation of a committee to plan for the North 40 and potentially this project, I would caution that we are currently working on completing the engineering work to design the closure of the former landfill. It will be important to understand what that means before we begin the discussions on the parcel and how that may impact what we can and want to accomplish.

The NRC will also want to give you an update on the progress made on addressing gas leaks in town.

**NO MOTION**



# North 40 Vernal Pool



# What is A Vernal Pool?

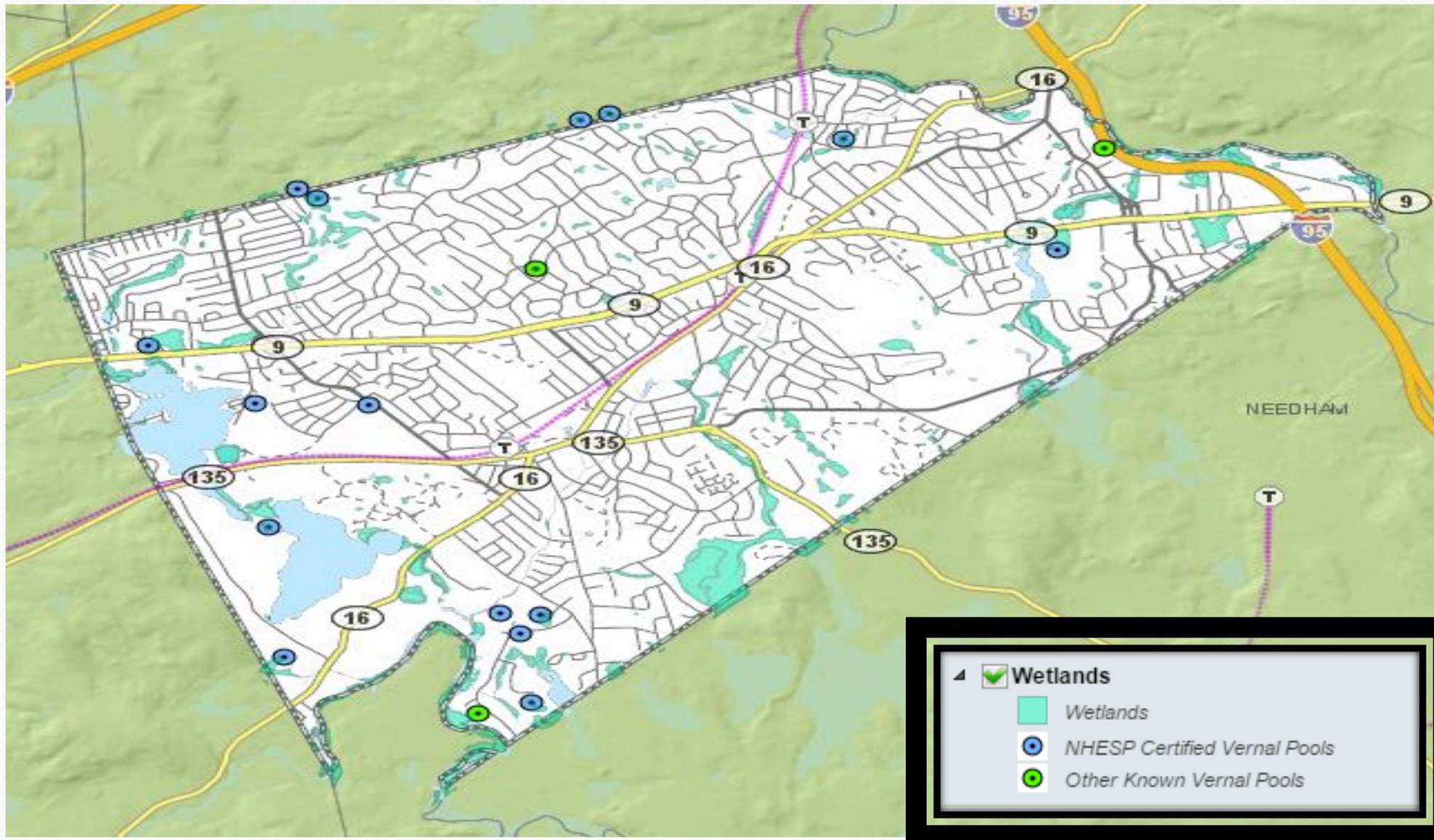
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- **Vernal pools**, also called **vernal ponds** or **ephemeral pools**, are temporary pools of water that provide habitat for distinctive plants and animals. They are considered to be a distinctive type of wetland usually devoid of fish, and thus allow the safe development of natal amphibian and insect species unable to withstand competition or predation by fish.

# Protection

---

- MA Wetlands Protection Act regulations 310 CMR 10.00
- Local Wetland Bylaws
- MA Surface Water Quality Standards 314 CMR 4.00
- Title 5 of the MA Environmental Code 310 CMR 15.00
- MA Forest Cutting Practices Act 304 CMR 11.00

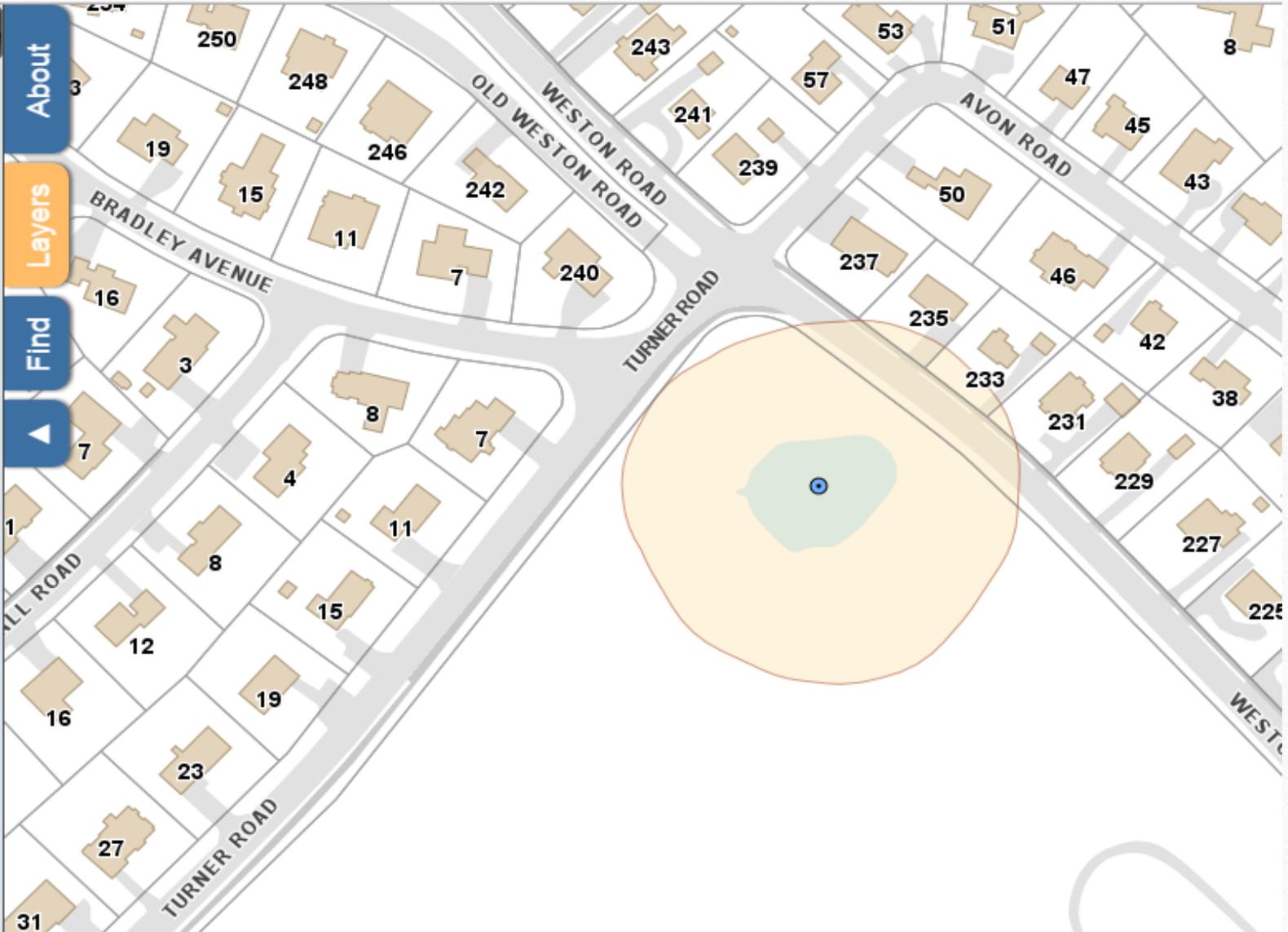


4  **Wetlands**

-  Wetlands
-  NHESP Certified Vernal Pools
-  Other Known Vernal Pools

**Layers**

- Parcels with Aerials
- Wetlands**
  - Wetlands
  - NHESP Certified Vernal Pools
  - Other Known Vernal Pools
- Buffer Zones**
  - Wetland Buffer Zone (100')
  - Riverfront Area (200')
- Floodplains**
  - Base Flood Elevations
  - Special Flood Hazard Areas
- Public Lands**
  - Parkland / Conservation
  - Town Forest
  - Municipal
  - Municipal / Tax Title
  - Municipal / Parking
  - Library
  - Municipal Light Plant
  - Public Works
  - Public Works
  - Wellesley Public Schools
  - Commonwealth of MA



About

Layers

Find

# Certified Vernal Pool

---

- CVP #32, Certified in 1989 for Obligate species, fairy Shrimp



Female Fairy Shrimp



**April 5, 2016**



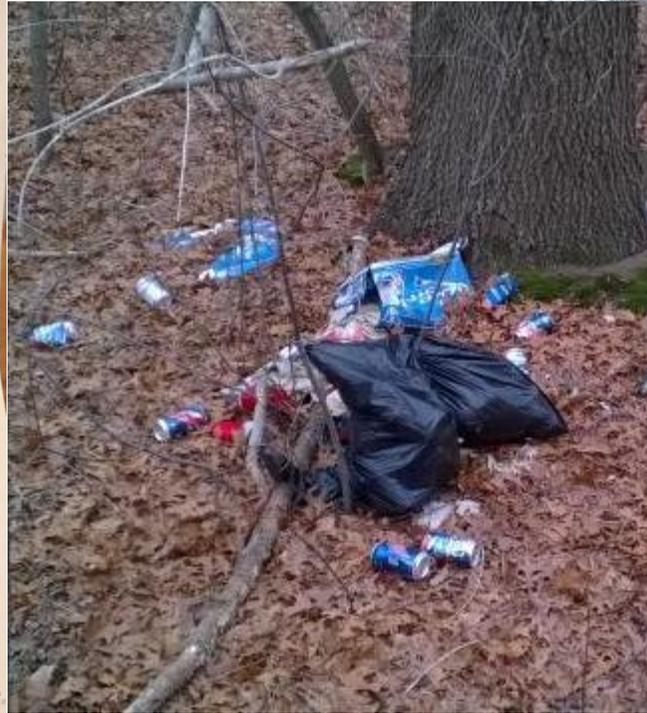
**July 25, 2016**

# Volunteer Support

## North 40 vernal pool gets a cleanup



On July 3, the Wellesley Conservation Council and the Friends of the North 40 organized a North 40 vernal pool cleanup. The vernal pool is located at the corner of Weston Road and Turner Road and had been collecting debris and litter for many years. Included in the haul were: three automobile tires, parts from two bicycles, a rusting hockey net with pucks, many broken bottles, and empty beer cans with the original pull tabs (circa 1970s). While salamanders reproduce in the vernal pool in the spring, new footprints of deer and other animals were seen along the side of the pool. Pictured are organizers Pete Jones, Jean Wiecha, and Michael Tobin



# Preliminary Biological Survey



<u>Parameter</u>	<u>Result</u>	<u>DL</u>	<u>Units</u>	<u>Completed</u>	<u>By</u>	<u>Dilution</u>
------------------	---------------	-----------	--------------	------------------	-----------	-----------------

**(1) Vernal Pool off Turner**

**Date Collected: 04/05/2016 13:25**

**Matrix: Aqueous**

Kjeldahl Nitrogen, Total (TKN) by 351.1	0.57	0.10	mg/L	04/14/2016 13:11	JSM	
Nitrate-Nitrite as N by SM4500-NO3 F.	0.28	0.050	mg/L	04/06/2016 23:02	DCH	
Nitrogen: Total by Calculation	ND	1.0	mg/L	04/14/2016 16:04	GMP	
Phosphorus as P by 365.1	0.021	0.010	mg/L	04/08/2016 09:06	JSM	

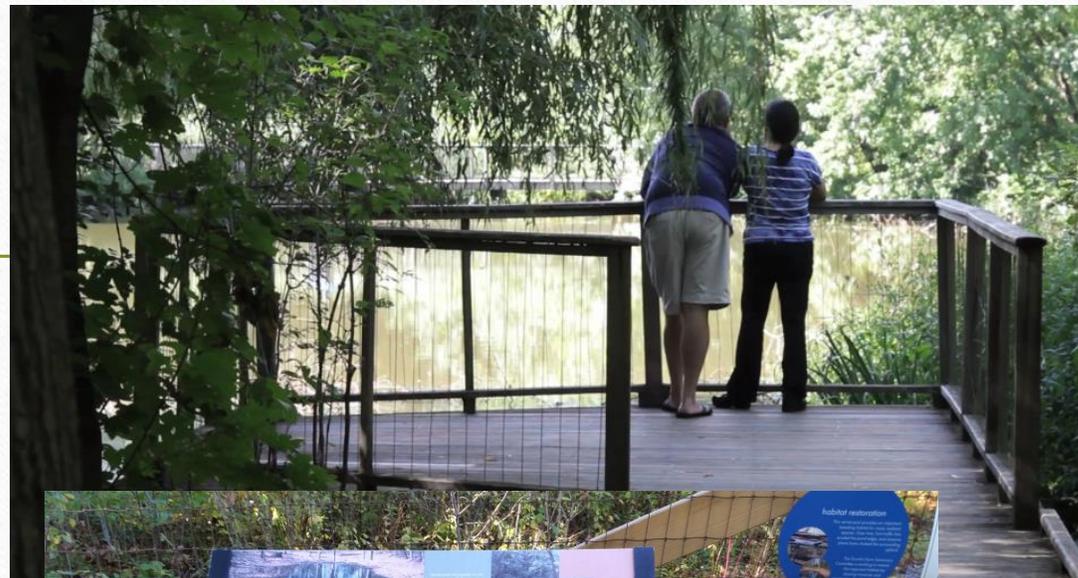
**(10) Vernal Pool Inlet**

**Date Collected: 04/05/2016 15:35**

**Matrix: Aqueous**

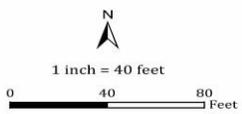
Kjeldahl Nitrogen, Total (TKN) by 351.1	0.69	0.10	mg/L	04/14/2016 13:19	JSM	
Nitrate-Nitrite as N by SM4500-NO3 F.	1.2	0.050	mg/L	04/06/2016 23:16	DCH	
Nitrogen: Total by Calculation	1.9	1.0	mg/L	04/14/2016 16:04	GMP	
Phosphorus as P by 365.1	0.072	0.010	mg/L	04/08/2016 09:11	JSM	

# Proposal





- ✱ Drain Manholes
- ☐ Catch Basins
- ☒ Outfalls
- Storm Drains
- Trails
- 2' Elevation Contour Line
- 10' Index Contour Line
- ☐ Parcels
- NHESP Certified Vernal Pool
- Vernal Pool No-Spray Zone (50 ft.)
- Vernal Pool Limited Use Zone (100 ft.)
- Surface Water and Wetland Limited Use Zone (100 ft.)
- Streams and Ponds



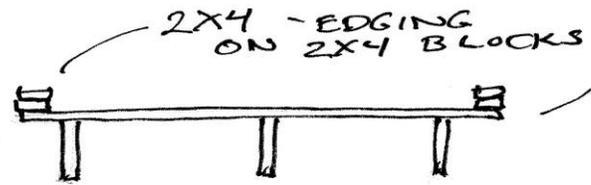
SOURCE/DISCLAIMER:

All data is from the Town of Wellesley GIS Database.  
 This map is for display purposes only --- it is not intended for survey or legal purposes. The Town of Wellesley expressly disclaims responsibility for damages or liability that may arise from any errors, omissions, or inaccuracies in the information provided herein.

*This map was prepared by the IT Dept. GIS Office for the Natural Resources Commission*

3/15/2017

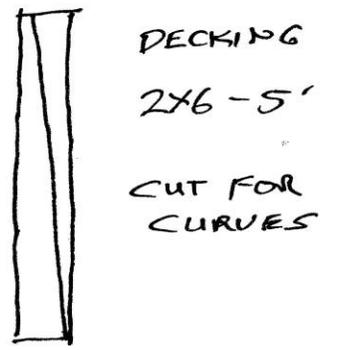
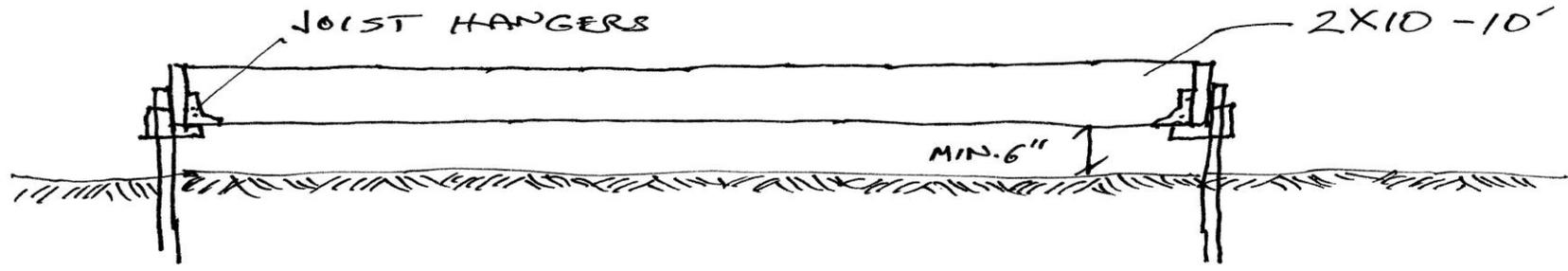
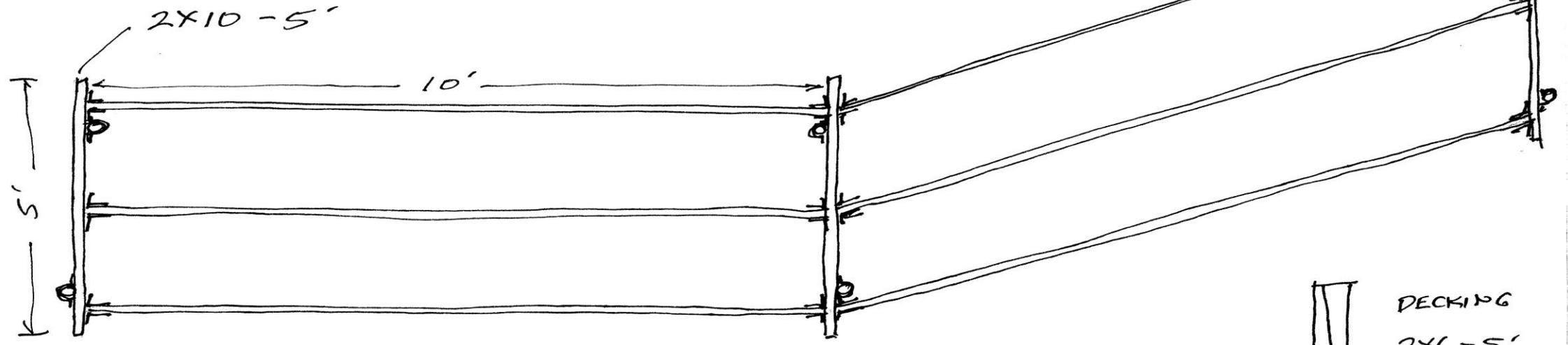




DECKING - 2X6 - 5'

# RED MAPLE TRAIL WDG.

POSTS - RDS DOCK HARDWARE  
1-800-934-1943  
2" - PIPE, AUGER, BRACKET







Questions?

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**Board of Selectmen Meeting: October 24, 2016**  
**Present: Murphy, Freiman, Gibbs, Searle, Morgan**  
**Also Present: Larsen, Jop, Connolly**  
**Minutes Approved: November 15, 2016**

**Meeting Called to Order: 7:00pm**

**Announcements:** Ms. Freiman reminded voters that early voting is available in Wellesley until November 4, 2016, at the Warren Building. She congratulated all those who were involved in the dedication of the High School Field. She also announced the details of the upcoming Veterans Day Ceremony.

**1. Citizen Speak**

None

**2. Deliberation on Executive Director Finalists**

Ms. Freiman noted that the purpose of tonight's discussion is to review the two finalists, arrive at a decision, and to announce Hans Larsen's successor. She noted that 9 out of 73 applicants were interviewed. Two finalists were chosen: Adam Gaudete, Town Manager of Spencer, MA, and Blythe Robinson, Town Manager of Upton, MA. Each spent the day in Wellesley last Thursday and were interviewed at a Board of Selectmen's meeting on Thursday night. She noted that following tonight's decision the position would be awarded upon successful contract negotiations as well as a completed physical examination. Ms. Freiman briefly reviewed the job description. Each of the Board members deliberated on each of the candidate's strengths. The Board concurred that Blythe Robinson was the stronger of the two candidates.

**Upon a motion made by Mr. Murphy and seconded by Ms. Gibbs the Board voted (5-0) to award the Executive Director position to Blythe Robinson pending successful contract negotiations and a preplacement physical.**

**3. Executive Director's Update**

Minutes

**Upon a motion made by Mr. Murphy and seconded by Ms. Gibbs, the Board voted (5-0) to approve the minutes of the October 11, 2016 Board of Selectmen Meeting.**

**4. Information Technology Update**

Brian Dupont, IT Director joined the Board. Mr. Dupont updated the Board on activities of the IT Department in the last year. He briefly reviewed all of the software updates in Town, discussed ongoing projects, security updates, and reviewed updated policies. Ms. Freiman noted the Board would review the materials and vote on the proposed policies at a subsequent meeting. Mr. Dupont discussed the details of a proposed website refresh. He noted that it would take approximately 6-8 months to complete the refresh. He reviewed several additional upcoming projects.

**5. Common Victuallers License – B. Good Grill**

Christian Contarino, Development Manager of B. Good LLC, joined the Board. Mr. Contarino reviewed the location as well as the proposal for the restaurant. B. Good anticipates opening by December 31.

**Upon a motion made by Mr. Murphy and seconded by Ms. Gibbs, the Board voted (5-0) to approve a Common Victualler license for B. Good to be located at 102 Central Street.**

## **6. Natural Resource Commission**

Lise Olney, Brandon Schmitt, Chip Osborne and Raina McManus joined the Board.

### January – Bring your own bag month

Ms. Olney briefly updated the Board on the bag bylaw which passed at Annual Town Meeting, but will become effective on January 1, 2017, banning the use of plastic bags in grocery stores. She discussed different avenues of outreach pursued to educate the public on this issue.

**Upon a motion made by Mr. Murphy and seconded by Ms. Gibbs, the Board voted (5-0) to proclaim January 2017 as “Bring Your Own Bag Month” in the Town of Wellesley.**

### Pesticide Reduction Initiative

Ms. Olney noted that the pesticide reduction program is part of the NRC’s core Eco-Landscaping initiative. Mr. Osborne discussed the pros of making land free of pesticides everywhere beyond just the places where children play. Mr. Osborne discussed the benefits of managing turf and landscape without using synthetic pesticides. The Board was in favor of the policy.

**Upon a motion made by Mr. Murphy and seconded by Ms. Gibbs, the Board voted (5-0) to adopt the Organic Integrated Pest Management Policy and to implement said policy on all lands under the jurisdiction of the Board of Selectmen.**

### Vernal Pool Education Proposal

Mr. Schmitt proposed a vernal pool education program to be located on the North 40. He was specifically referring to the vernal pool at the corner of Turner Road and Weston Road. He discussed the backgrounds on vernal pools, various vernal pools in Wellesley and volunteer cleanups. He noted that he was looking for support in pursuing educational resource funds which would involve the construction of a boardwalk/observation deck around the vernal pool.

The Board noted that they would prefer to do this as an integrated process when they decide on a use for the North 40 rather than trying to do this program separately.

## **7. HHU Master Plan, North 40 Discussion**

Mr. Morgan noted that in discussion with the HHU Chairs, the idea of a school on the North 40 property was discussed. He noted that Ms. Jop had prepared a North 40 fact sheet that is aimed at providing facts and background for potential use in public discussions around the question of a school at the North 40. Ms. Jop briefly reviewed the key highlights of the fact sheet and discussed different scenarios. The Board discussed whether or not they should move forward with any plans. Ms. Freiman suggested that HHU Committee determine whether they would like the Selectmen to proceed reviewing uses on the North 40 and to formally request the Board initiate the process before moving forward.

## **9. Old/New Business**

Mr. Morgan announced to viewers that there will be the first of several presentations at the Wellesley High School, on the history of the METCO program in Wellesley.

**The Board of Selectmen's Meeting was adjourned at 9:59pm.**

**Documents Presented:**

- IT Update
- NRC Presentation to the Board of Selectmen



**4. Approve Green Communities Grant Application**

Since our last meeting the SEC has further refined the energy reduction plan needed for the Town's Green Communities application after receiving feedback from the State. Enclosed with your packet is a memo from Marybeth Martello outlining the changes that have been made from what you have reviewed previously, and making a request that the Board approve the final ERP plan as well as the fuel efficient vehicle policy. There are letters for each of the policies that require the board's signature. As you recall, the other three requirements of the application have already been completed by the Town.

**MOVE** to authorize the Sustainable Energy Committee to make application on behalf of the Town to the State for the Green Communities program and further to specifically approve the energy reduction plan and fuel efficient vehicle policy.





## SUSTAINABLE ENERGY COMMITTEE

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

SEC Administrator: Marybeth Martello  
[SEC@wellesleyma.gov](mailto:SEC@wellesleyma.gov)

Laura Olton, Chair  
Ellen Korpi, Vice Chair  
Scott Bender  
Michael D'Ortenzio, Jr.  
Katy Gibson  
Steven Gusmini  
Thomas Ulfelder

**To:** Board of Selectmen and School Committee  
**From:** Sustainable Energy Committee (Laura Olton, SEC Chair; Marybeth Martello, SEC Administrator)  
**Date:** October 19, 2017  
**Re:** Green Communities Application – Update

---

This week the Department of Energy Resources (DOER) provided the Sustainable Energy Committee (SEC) with feedback on Wellesley's draft Green Communities application. Overall, DOER's comments were very positive. Below, please find a summary of DOER's feedback and minor changes we are making in response to this feedback.

**Criterion 1 (As-of-Right Siting for Renewable Energy Facilities – Solar Bylaw):** DOER Land Use staff have reviewed initial materials and deemed them acceptable for designation.

**Criterion 2 (Expedited Application and Permit Process for As-of-Right Energy Facilities):** DOER Land Use staff have reviewed initial materials and deemed them acceptable for designation.

**Criterion 3 (Energy Reduction Plan):**

- DOER noted appreciation for the Town's goals regarding energy conservation and for its past and ongoing work in this area.
- There may be small changes to the energy use baseline and to the energy conservation measures (ECMs) because of repeated problems with the National Grid data that automatically populates the MassEnergyInsight (MEI) software. Marybeth identified and corrected many National Grid errors over the summer in order to generate tables and graphs for the Energy Reduction Plan (ERP). Unfortunately, a recent infusion of data from National Grid undid many of the corrections. Marybeth is working with Peregrine Energy, the firm that manages MEI, to resolve the problem so that data in the

ERP and MEI will agree when Wellesley submits its application. This resolution is likely to result in FY15 natural gas use values that differ slightly from the values reflected in the ERP draft sent to the Board of Selectmen and School Committee on October 5. The differences should not have a significant effect on the ERP's content. However, if the resolution results in higher FY15 natural gas use values, we may need to add ECMs to the Plan. Possible new ECMs include:

- Heating, ventilation and air conditioning (HVAC) upgrades at #20 and #30 Municipal Way (already planned by Facilities Management Department (FMD)/ Department of Public Works (DPW));
  - New roof on the DPW garage (already planned by FMD/DPW); and/or
  - One or two additional variable frequency drives (VFDs) for DPW pumps (actual VFDs for water and wastewater will depend on results of the audit outlined in the ERP).
- Tables 5 and 9 and will have a new formatting that aligns more closely with DOER standard formatting. Table numbers in the ERP will change to align with DOER preferred numbering.
  - The ERP will contain additional discussion and documentation to support the projected energy savings from the HVAC, recommissioning, and Metasys projects.
  - Discussion of occupant behavior as an ECM will move to a section on "Getting to 20%."

**Criterion 4 (Fuel Efficient Vehicle Policy):** The format of the vehicle inventory will change slightly to more closely align with preferred DOER formatting.

**Criterion 5 (Stretch Building Code):** DOER reviewed materials and deemed documentation to be satisfactory.

DOER also reviewed a letter from Eversource to the Town identifying that there are a handful of customers in Wellesley served by Eversource. DOER deemed the letter acceptable for filing.

Thank you for your ongoing support for this work and for the warm reception at the Board of Selectmen-School Committee joint meeting on October 10. The SEC plans to submit the Green Communities application prior to the due date of October 31.

TOWN OF WELLESLEY



MASSACHUSETTS

**WELLESLEY TOWN HALL**

• 525 WASHINGTON STREET • WELLESLEY, MA 02181-5992

TELEPHONE: (781) 431-1019 EXT. 2201

WWW.WELLESLEYMA.GOV

FACSIMILE: (781) 239-1043

October 23, 2017

MA Department of Energy Resources  
Green Communities Division  
100 Cambridge Street  
Suite 1020  
Boston, MA 02114

To Whom It May Concern:

Please be advised that on October 23 the Town of Wellesley's Board of Selectmen met at a duly noticed and regularly scheduled meeting and voted to adopt Wellesley's Energy Reduction Plan for Criterion 3 of the Green Communities Application for Designation. Members of the Board of Selectmen were given copies of the Plan for review prior to the meeting.

The Board of Selectmen voted unanimously to adopt the plan and the minutes of that meeting reflect the vote.

Sincerely,

---

Ellen F. Gibbs, Chair, Board of Selectmen

---

Jack Morgan, Vice Chair, Board of Selectmen

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Marjorie Freiman, Secretary, Board of Selectmen

---

Tom Ulfelder, Board of Selectmen

---

Beth Sullivan Woods, Board of Selectmen

TOWN OF WELLESLEY



MASSACHUSETTS

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October 23, 2017

MA Department of Energy Resources  
Green Communities Division  
100 Cambridge Street  
Suite 1020  
Boston, MA 02114

To Whom It May Concern:

At a public Board of Selectmen meeting held on October 23, 2017, the Board of Selectmen voted to adopt the attached Fuel Efficient Vehicle Policy.

Sincerely,

---

Ellen F. Gibbs, Chair, Board of Selectmen

---

Jack Morgan, Vice Chair, Board of Selectmen

---

Marjorie Freiman, Secretary, Board of Selectmen

---

Tom Ulfelder, Board of Selectmen

---

Beth Sullivan Woods, Board of Selectmen

**5. Request for Entertainment License – BGood**

Several weeks ago our office became aware that BGood was planning to start offering live music indoors at their location on Central Street, noticing a story about it online in the Swellesley Report. We contacted BGood and informed them that the Town requires an entertainment license which must be granted by the Board of Selectmen. Included in your packet is their application for this.

**MOVE** to approve an entertainment license for BGood to allow for live music on a yearly basis on Thursday and Saturday evenings from 5:00 pm to 7:30 pm within the business or on the patio seasonally depending on weather conditions.





# Town of Wellesley

## APPLICATION FOR ENTERTAINMENT LICENSE

The undersigned hereby applies for an Entertainment License in accordance with the provisions of M.G.L. Chapter 140, § 183A, and/or Chapter 136, § 4. If the application is approved and the license granted, the undersigned agrees to abide by the applicable statutes, as well as to abide by any rules and regulations or conditions promulgated by the Wellesley Board of Selectmen.

Please check the License(s) you are applying for:

- ( *Yearly Weekday Entertainment License* / ( *One-Time Entertainment License*  )  
( *Mondays thru Saturdays* ) ( *Includes Sundays* )
- ( *Yearly Sunday Entertainment License* )

**Sunday Entertainment Licenses, in addition to Town of Wellesley approval, must be approved by the Massachusetts Department of Public Safety. This process will be completed by the Selectmen's office.**

Name of Establishment: B. GOOD

Address of Establishment: 102 Central St. Wellesley, MA 02482

Telephone: 781-772-1504 Email address: cgcaghan@bgood.com

Applicant (must be an individual): Colin Caghan

Applicant's Residential Address: 109 Kingston St. 3rd floor

Applicant's Home Telephone: 413-531-4814 Applicant's DOB: 5/27/94

Applicant's Email Address: cgcaghan@bgood.com

If Business is a Corporation, name of Corporate Officers: Anthony Arkil

If Business is not a Corporation, name of Owner: \_\_\_\_\_

Owner's residential address: \_\_\_\_\_

Owner's Home Telephone: \_\_\_\_\_ Owners DOB: \_\_\_\_\_

Owner's Email Address: \_\_\_\_\_

Continued on next page  
Describe in full the type of entertainment at your Establishment: Weekly music

**ENTERTAINMENT LICENSE APPLICATION (continued)**

series. Mostly acoustic sets of no more than 3 people.

Number and type of Automatic Amusement Device(s) (if any) N/A

State the proposed hours of the entertainment: Thursdays/Saturdays 5-7:30PM

Where on the premises will the entertainment be held: On patio or inside (depending on weather conditions).

Name of Manager for the Establishment: Tom Nelson

Signature of Applicant:  Date: 10/9/17

Application Approved: \_\_\_\_\_ Total Fee \$ \_\_\_\_\_

Application Denied: \_\_\_\_\_ Reason for Denial: \_\_\_\_\_

Conditions set by Board of Selectmen: \_\_\_\_\_

Signature of Authorizing Official: \_\_\_\_\_

**6. Approve Revisions to OPEB Legislation**

Earlier this year the Town submitted its legislation to the State to amend the OPEB bylaw, and it was further refined this summer to transfer the trusteeship to the Town Treasurer. That was submitted back to the legislature for the third reading and then action. In doing so the committee expressed concern over the definition of “other post-employment benefits” and gave us three options to choose from for that definition. As the memo from Marc Waldman states we chose the option that most closely aligns with the GASB requirements we are required to follow. I’ve also included an email thread on this topic which points out that the committee chair has changed over time and this request is likely due to their wanting a different definition than a past chair. However, at the end, all are in agreement on this final language, which is also enclosed.

**MOVE** to approve the revised language regarding the Town’s special act concerning Other Post-Employment Benefits.



# TOWN OF WELLESLEY

MARC V. WALDMAN  
Treasurer & Collector



Tel (781) 431-1019 Ext. 2266  
Fax (781) 237-5037

## OFFICE OF THE TREASURER/COLLECTOR

525 Washington Street  
Wellesley, MA 02482

October 18, 2017

To: Wellesley Board of Selectmen

From: Marc Waldman, Treasurer

Subject: Final Revisions to the OPEB Special Act

On September 18<sup>th</sup>, the BOS voted to revise the language of the OPEB Special Act that had been previously submitted to the legislature for approval. This change was based on the recommendations of the Wellesley Retirement Board, Town Counsel and staff. Rep. Alice Peisch's office submitted the revised language to the legislature's Committee on Third Reading. After that Committee's initial review, Rep. Peisch's office sent us the following comments and recommendations:

"Ok, I heard back from the committee today and the new language is all set and ready to go. I have attached a clean copy of it to this email.

Now that the language has been amended again, the Board of Selectmen is going to need to take another vote in order to approve the latest (and what should be final) changes to the legislation. Once the Board has voted, we'll need the following from the Town:

- An official letter from the Town Clerk stating that the Board of Selectmen voted to accept the changes made by the General Court to H3724 (you can attach a copy of the new bill language to the letter)
- The letter must also include the date of the Board of Selectmen approval, be signed and attested by the Town Clerk, and contain the Town's raised seal
- The letter can be addressed to Alice and sent to our office

Once we receive the above, we'll take care of things here so that the bill will be able to advance. Please note that there is no immediate deadline for this on our end; just keep us posted on when the Board of Selectmen is able to vote on this measure. Let me know if you have any questions in the meantime or any issues with the current language as attached in this email (as that would need to be addressed before the Board votes on it).

-Alli

*Alli O'Leary Goldberg*

*Staff Director*

*Office of Representative Alice H. Peisch*

*House Chair, Joint Committee on Education*

Attached is the revised language that Ms. Goldberg refers to. The only major change was made to the first paragraph under section 1, the definition of Other post-employment benefits. The Committee on Third Reading had given us three options for slightly revising the definition. All three options were reviewed by the Chairman of the Retirement Board, Town Counsel, the Town's auditors and staff and the language contained in the attached document was the consensus choice to be presented to the BOS and back to the legislature. It is requested that the Selectmen approve the revised language.

## Robinson, Blythe

---

**From:** Goldberg, Allison (HOU) <Allison.Goldberg@mahouse.gov>  
**Sent:** Friday, October 06, 2017 4:08 PM  
**To:** Tom Harrington; \_David Kornwitz; Waldman, Marc; Peisch, Alice - Rep. (HOU); Whynot, Lynn; Robinson, Blythe; Strother, Sheryl  
**Cc:** Eric Reustle  
**Subject:** RE: OPEB Special Act revisions

I know that in the 2011-2012 legislative session, there was a different Chair of 3<sup>rd</sup> Reading, and then the 2013-2014 session was the first session with the current Chair in that position, so I am guessing that it is just a matter of preference changing over time. The committee can often be persnickety when it comes to things like this, so unfortunately I can't give a better answer than that.

I received Marc's out-of-office message from my prior email, so I'll wait until next week for him to weigh in as well and then I can follow-up with the committee.

-Alli

*Alli O'Leary Goldberg*

*Staff Director*

*Office of Representative Alice H. Peisch*

*House Chair, Joint Committee on Education*

*State House, Room 473G*

*Boston, MA 02133*

*(617) 722-2070*

*[Allison.Goldberg@mahouse.gov](mailto:Allison.Goldberg@mahouse.gov)*

---

**From:** Tom Harrington [mailto:tom@miyares-harrington.com]  
**Sent:** Friday, October 06, 2017 3:00 PM  
**To:** Kornwitz, David (Boston); Goldberg, Allison (HOU); Marc V. Waldman; Peisch, Alice - Rep. (HOU); Whynot, Lynn; Blythe Robinson; Sheryl  
**Cc:** Eric Reustle  
**Subject:** Re: OPEB Special Act revisions

Hello All,

The definition we used is taken directly from the OPEB special acts for Holliston (Chapter 189 of the Acts of 2013) and Plymouth (Chapter 113 of the Acts of 2012). I'm curious as to why they want to change language the General Court has used in the past.

That said, we prefer option #1, if we are going to change it, since the point is to comply with GASB 43 and 45. That's just a preference, however.

Happy to discuss.

Tom  
Thomas J. Harrington  
MIYARES AND HARRINGTON LLP

40 Grove Street • Suite 190 • Wellesley, MA 02482  
Tel 617-804-2421 • Fax 617-489-1630  
[www.miyares-harrington.com](http://www.miyares-harrington.com)

On Oct 6, 2017, at 1:23 PM, Kornwitz, David (Boston) <[David.Kornwitz@willistowerswatson.com](mailto:David.Kornwitz@willistowerswatson.com)> wrote:

Not that I have a vote, but I like option 3 best as I'm not sure why would be want to reference GASB. I will certainly defer to legal counsel and others.

David

**From:** Goldberg, Allison (HOU) [<mailto:Allison.Goldberg@mahouse.gov>]  
**Sent:** Friday, October 06, 2017 12:14 PM  
**To:** Waldman, Marc <[mwaldman@wellesleyma.gov](mailto:mwaldman@wellesleyma.gov)>; Peisch, Alice - Rep. (HOU) <[Alice.Peisch@mahouse.gov](mailto:Alice.Peisch@mahouse.gov)>  
**Cc:** Whynot, Lynn <[lwhynot@wellesleyma.gov](mailto:lwhynot@wellesleyma.gov)>; Kornwitz, David (Boston) <[David.Kornwitz@willistowerswatson.com](mailto:David.Kornwitz@willistowerswatson.com)>; Tom Harrington <[tom@miyares-harrington.com](mailto:tom@miyares-harrington.com)>; Robinson, Blythe <[brobinson@wellesleyma.gov](mailto:brobenson@wellesleyma.gov)>; Strother, Sheryl <[sstrother@wellesleyma.gov](mailto:ssstrother@wellesleyma.gov)>  
**Subject:** RE: OPEB Special Act revisions

Hi all,

We just heard back from the Committee on Bills in the 3<sup>rd</sup> Reading with respect to the revised OPEB language we submitted a couple weeks ago. I've attached a redlined copy of the bill with 3<sup>rd</sup> Reading's edits. Most are small, technical changes, but there is one aspect that the committee would like to see clarified.

You'll see it in the comments of the redline document, but to summarize, the committee would like to clarify the definition of post-employment benefits used in Section 1 of the bill that's given in conjunction with "statements 43 and 45 of the Governmental Accounting Standards Board" and has offered the following 3 options of how to rephrase the first paragraph:

1. "Other post-employment benefits" or "OPEB", as defined in statements 43 and 45 of the Governmental Accounting Standards Board.
2. "Other post-employment benefits" or "OPEB", as defined in statements 43 and 45 of the Governmental Accounting Standards Board; post-employment benefits other than pensions, including post-employment healthcare benefits, regardless of the type of plan that provides them, and all post-employment benefits provided separately from a pension plan, excluding benefits defined as termination offers and benefits.
3. "Other post-employment benefits" or "OPEB", post-employment benefits other than pensions, including post-employment healthcare benefits, regardless of the type of plan that provides them, and all post-employment benefits provided separately from a pension plan, excluding benefits defined as termination offers and benefits.

Marc/Tom – please review the document and options and let us know which definition is preferred by the town. Once you let us know, we will inform 3<sup>rd</sup> Reading and then they will finalize the new draft of the bill.

Thanks!

-Alli

*Alli O'Leary Goldberg*  
Staff Director

## FLOOR AMENDMENT

Mr. \_\_\_\_\_ of \_\_\_\_\_ moves to amend House, No. 3724 by striking out section 1 and inserting in place thereof the following section:-

“SECTION 1. Chapter 88 of the acts of 2004 is hereby amended by striking out sections 1 to 3, inclusive, and inserting in place thereof the following 3 sections:-

Section 1. As used in this act, the following words shall have the following meanings:-

“Other post-employment benefits” or “OPEB”, post-employment benefits other than pensions, including post-employment healthcare benefits, regardless of the type of plan that provides them, and all post-employment benefits provided separately from a pension plan, excluding benefits defined as termination offers and benefits. "Normal cost of other post-employment benefits", that portion of the actuarial present value of future premium costs and claim costs payable by the town on behalf of, or direct payments to, retired employees, including school teachers, of the town and the eligible surviving spouses or dependents of deceased employees, including school teachers, of the town, pursuant to this act which is allocable to a particular fiscal year, as determined by an actuary pursuant to section 2.

"OPEB liability", the present value of the town's obligation for future premium costs and claim costs payable by the town on behalf of, or direct payments to, retired and prospective retired employees of the town and the eligible surviving spouses or dependents of deceased and prospectively deceased employees of the town attributed by the terms of the plan to employee's service rendered to the date of the measurement, pursuant to this act as determined by an actuary, pursuant to section 2.

"Premium costs and claim costs", the amounts payable by the town for the provision of retiree health and life insurance.

"Unfunded OPEB liability", the difference between the OPEB liability on the measurement date and the actuarial value of the assets of the OPEB Trust Fund on the same date, as determined by an actuary, pursuant to section 2.

"Unfunded OPEB liability amortization payments", the amount which, when paid into the OPEB Trust Fund annually over a period of years together with the normal cost of other post-employment benefits for each year of said period of years, will reduce to 0 at the end of said period the unfunded OPEB liability in existence as of the beginning of said period, as determined by an actuary.

Section 2. (a) There shall be in the town of Wellesley an OPEB Trust Fund, which shall be under the supervision and management of a trustee who shall be the town treasurer. The town treasurer shall also be the custodian of the fund and may employ an outside custodial service. The fund

shall be an expendable trust. All monies held in the fund shall be accounted for separately from other funds of the town and shall not be subject to the claims of any general creditor of the town.

(b) The duties and obligations of the trustee with respect to the fund shall be set forth in a declaration of trust created by the town's contributory retirement board established pursuant to paragraph (b) of subdivision (4) of section 20 of chapter 32 of the General Laws and adopted by the trustee, but shall not be inconsistent with this section. The declaration of trust and any amendments thereto shall be filed with the board of selectmen and town clerk and take effect 90 days after the date filed, unless town meeting votes to disapprove the declaration or amendment within that period.

(c) The fund shall be credited with all amounts: (i) appropriated or otherwise made available by the town for the purposes of meeting the current and future premium costs and claim costs payable by the town on behalf of, or direct payments to, retired employees of the town and the eligible surviving spouses or dependents of deceased employees of the town pursuant to this act and (ii) currently held by the town's contributory retirement board for such purposes. Amounts in the fund including any earnings or interest accruing from the investment of such amounts shall be expended only for the payment of such premium costs and claim costs payable by the town on behalf of, or direct payments to, retired employees of the town and the eligible surviving spouses or dependents of deceased employees of the town, except as otherwise provided in this act, and only in accordance with a schedule of such payments developed by an actuary in consultation with the town's contributory retirement board. Subject in each instance to the approval of the town's contributory retirement board, the town treasurer shall invest and reinvest the amounts in the fund not needed for current disbursement consistent in accordance with (i) the prudent investor rule established in chapter 203C of the General Laws; (ii) section 23 of said chapter 32; or (iii) sections 24 and 24A of chapter 32A of the General Laws, if the OPEB Trust Fund is invested in the State Retiree Benefits Trust Fund; provided, however, that no funds shall be invested directly in mortgages or in collateral loans. The fund shall be subject to the public employee retirement administration commission's triennial audit.

(d) The trustee may employ any qualified bank, trust company, corporation, firm or person to advise it on the investment of the funds and may pay from the fund for such advice and such other services as determined by the town's contributory retirement board.

Section 3. (a) An actuary shall determine, as of January 1, 2003, and no less frequently than every second year thereafter, the normal cost of other post-employment benefits, the OPEB liability, and the unfunded OPEB liability. All such determinations shall be made in accordance with generally accepted actuarial standards, and the actuary shall make a report of such determinations. The report shall, without limitation, detail the demographic and economic actuarial assumptions used in making such determinations, and each such report subsequent to

the first such report shall also include an explanation of the changes, if any, in the demographic and economic actuarial assumptions employed and the reasons for any such changes, and shall also include a comparison of the actual expenses by the town for premium costs and claim costs constituting the OPEB liability during the period since the last such determination, and the amount of such expenditures which were predicted pursuant to the previous such report for the period.

(b) An actuary, in consultation with the town's contributory retirement board, shall establish a schedule of annual payments to be made to the OPEB Trust Fund designed to reduce to 0 the unfunded OPEB liability. The schedule shall reduce the initial unfunded OPEB liability over a period of years not to exceed 30. Any additional unfunded liability created subsequent to the last such determination by the provision of any new benefit or by any increase in the premium share payable by the town shall be separately so amortized over the 15 years following the date of the determination in which such additional liability is first recognized. Each such annual payment shall be equal to the sum of the unfunded OPEB liability amortization payment required for such year and the payments required to meet the normal cost of other post-employment benefits for such fiscal year.

(c) All payments for the purposes of meeting the town's share of premium costs and claim costs or direct payments to retired employees of the town and the surviving spouses or dependents of deceased employees of the town pursuant to this act shall be made from the OPEB Trust Fund in accordance with a schedule of disbursements established by the actuary.”



## 7. **Executive Director's Update**

Approval of Minutes - the minutes of the following meetings are included in your packet for approval. These include edits received from Marjorie.

- September 26, 2017
- October 2, 2017

**MOVE** to approve the regular session minutes of September 26, and October 2, 2017.



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

### MEMORANDUM

DATE: October 20, 2017  
TO: Board of Selectmen  
FROM: Blythe C. Robinson, Executive Director  
SUBJECT: Weekly Report

---

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

- Believe it or not plans for the MMA's annual meeting in January are already underway. The two-day meeting will be held at the Hynes Convention Center on January 19<sup>th</sup> and 20<sup>th</sup>, 2018. We have funds in the budget for board members to attend, so please let Heidi know if you would like to and we can sign you up. As I recall, last year Marjorie and Ellen participated, as well as a number of staff.
- I assisted Tory DeFazio this week in welcoming 23 German exchange students to Wellesley. I understand this is an annual event and part of their tour is to come to Town Hall and learn a little bit about our government. We met in the Great Hall and I gave them an overview about the building, our government structure and Town Meeting, before sending them off to shop and have lunch in Wellesley Square.
- You might be interested to know that Joe McDonough was asked to give a presentation this week to the State Association of Municipal Facility Managers. His presentation was about "Capital Planning for Facilities Professionals".
- This week has been very busy kicking off budget meetings with a number of groups. Joe McDonough and I met with Advisory leadership to talk about the details of cash capital and upcoming significant capital projects. I also had seven different meetings with

department heads to discuss their thoughts on their budgets for next year, and to educate myself about the details of each budget.

- Marjorie, Meghan and I met this week to review a further draft of the Selectmen's Handbook Marjorie has been working on. We all contributed some updates and suggestions and it is in very good shape to be brought to the board in the coming weeks.
- I had a very pleasant conversation with Marianne Cooley at Wellesley College to prepare for next Friday's meeting that we are having with President Johnson and her staff. We can expect a draft agenda from them by the beginning of next week.
- As an FYI, I will not be at the meeting on the 23<sup>rd</sup> due to being in San Antonio for my ICMA conference, and will be back in the office on the 26<sup>th</sup>. Please feel free to reach out to me by email or phone should you need anything while I'm away. Meghan will be in during my absence, along with the rest of the office staff.

1 **Board of Selectmen Meeting: September 26, 2017**  
2 **Present: Gibbs, Morgan, Freiman, Ulfelder, Sullivan Woods**  
3 **Also Present: Robinson, Jop**  
4 **Minutes Approved: October 23, 2017**

5  
6 **Warrants approved: 2018-011 in the amount of \$7,838,606.68**

7  
8 **Meeting Documents:**

- 9 1. Agenda
- 10 2. Agenda Background Memorandum
- 11 3. Weekly Report
- 12 4. BOS Calendar
- 13 5. Draft Minutes of September 11, 2017
- 14 6. Application from Babson College for one-day license request
- 15 7. Email from Cricket Vlass Re: Donation for Bench
- 16 8. Draft letter to MassHousing Re: 16 Stearns Road
- 17 9. Tracked changes of draft letter to MassHousing Re: 16 Stearns Road
- 18 10. Map of Stearns Neighborhood
- 19 11. PowerPoint presentation for FY19 Budget Guideline recommendations
- 20 12. Budget Timeline
- 21 13. Detailed spreadsheet from FMD outlining capital projects
- 22 14. Community Planning Month Proclamation
- 23 15. MHP Plan Revisions Request
- 24 16. List of Town Committee Chairs FY 2018
- 25 17. Letter to Secretary Beaton re: Wellesley water 9.14.17
- 26 18. Monthly parking meter collections summary
- 27 19. Advisory Calendar as of 9.21.17
- 28 20. Inter-Board Agenda for 9.28.17
- 29 21. Mailing from Boston Region MPO – TIP Program
- 30 22. Email from Peter Buhler RE: 16 Stearns Rd comments to letter

31  
32 **1. Call to Order**

33  
34 Ms. Gibbs, Chair, called the meeting to order at 7:00 p.m. Ms. Robinson noted the Inter-Board meeting  
35 that is scheduled for Thursday, September 28<sup>th</sup>, 2017 at 7:00 PM.

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

38  
39 None.

40  
41 **3. Executive Director's Update**

42  
43 Ms. Robinson provided an update on Department of Public Works projects. She stated that the work on  
44 Cliff Road will begin in the next two weeks, noting the initial work will focus on the installation of  
45 drainage. The project had been delayed due to a rebid of a contract for work as well as gas main work in  
46 the area. It is too soon to say whether the paving of the road and sidewalk will be completed before  
47 winter, as this is weather dependent and may need to wait until spring. Ms. Robinson also addressed the  
48 work being done on Route 9, noting that progress has been made on both sides of the road between the  
49 Natick line and Kingsbury Street. They have now started paving. The downside is that there is no clear  
50 picture of when the signals will be done, given this is a separate contract. Mr. Ulfelder commented that  
51 the DPW does a fantastic job, and hopes that they leave Cliff Road in a good condition for travelers over

52 the winter if the paving is not completed until the spring. Ms. Sullivan Woods noted that at the Public  
53 Works Board meeting last week it was stated that a binder coat would be put down in the fall on Cliff  
54 Road and then the final paving would be completed in the spring.

55  
56 Minutes

57  
58 The Board took no action on the minutes. Ms. Robinson suggested changing the process for draft minutes  
59 by emailing them to the Board for comments prior to the approval at the meeting. The Board all agreed  
60 and asked that they be provided the draft minutes in a Word document.

61  
62 Babson One Day License

63  
64 **Upon a motion by Ms. Freiman and seconded by Mr. Morgan, the Board voted (5-0) to approve a**  
65 **One Day License for Babson College on November 13, 2017 in the Sorenson Rehearsal Studio for**  
66 **the Post Show Reception for Fear & Misery.**

67  
68 Gifts

69  
70 **Upon a motion by Ms. Freiman and seconded by Mr. Morgan, the Board voted (5-0) to accept a gift**  
71 **of \$1,160 from Mr. Paul Wood for the purchase of a bench to be installed in Fuller Brook Park in**  
72 **memory of his wife Elizabeth.**

73  
74 **4. Review & Approve Letter regarding 16 Stearns Road 40B Application**

75  
76 Ms. Jop started the discussion by noting that the proposed project at 16 Stearns Road is the third project  
77 eligibility application that the Town has received in recent months. The project is proposing a 36-unit  
78 condominium complex at the end of Stearns Road. Ms. Jop discussed the initial draft response letter the  
79 Town put together that includes comments from major review departments including the Department of  
80 Public Works, Engineering Division, Wetlands Committee, Natural Resources Commission, Planning  
81 Board, Fire Department, and the Selectmen's Office. Ms. Jop noted that in the letter the Town outlines the  
82 various affordable housing activities the Town has been pursuing to make the count for 40B, including  
83 the fact that there have been four recently-proposed projects.

84  
85 The major concerns addressed in the letter included density, the scale of the structure given it would be  
86 part of a neighborhood of 18 single family residential homes on two dead-end streets which provide  
87 limited access to the proposed property. The project would essentially add twice the number of existing  
88 housing units in the neighborhood. She noted the Fire Department's building requirement and building  
89 access concerns, leading to the potential need of building a fire access road around the building. Other  
90 concerns are potential storm water and ground water management issues, safety concerns given a narrow  
91 road way with no sidewalks, and the need for utility work to increase water pressure to support a building  
92 sprinkler system. She stated that the letter was circulated to the abutters of the 16 Stearns Road so they  
93 may submit their comments as well.

94  
95 Ms. Freiman noted the question that abutters raised as to whether Mass Housing looks at potential  
96 projects in the aggregate and looks at overall issues such as storm water from the cumulative effect of a  
97 number of new projects. Ms. Jop noted that storm water is not part of the initial review, that this type of  
98 factor would not be brought up until the permitting phase. Ms. Jop said she hopes Mass Housing looks at  
99 the projects in the aggregate given the impact on this isolated area and traffic concerns.

100  
101 Mr. Ulfelder added that it is important to raise concerns about ground water, so that all potential issues are  
102 raised, and none are omitted, even if it is not critical until later in the process. He further noted that the

103 letter from Mr. Buhler had some good points. He suggested that the section on what the Town of  
104 Wellesley has done to promote affordable housing should be moved to the back of the letter due to the  
105 risk of the reader getting bored, noting the state agencies do not care as much about this type of  
106 information. He emphasized that the Town needs to lead with the objections to this project.  
107

108 Ms. Jop noted that currently the letter has no prioritization of largest impacts, rather the letter states all  
109 issues that will be impacted from the proposed project. The prioritize of impacts can be adjusted.  
110

111 Mr. Morgan commented as well that there were a lot of good points from Mr. Buhler. He noted that as a  
112 non-lawyer, one of the most logical points that needs to be emphasized is that the same developer is  
113 proposing two out-of-scale developments in the same neighborhood with one house separating the two  
114 lots. He finds this outrageous and noted that attention needs to be put on this point in the letter.  
115

116 Ms. Sullivan Woods echoed the points of Mr. Ulfelder and Mr. Morgan. She stated that the neighbors of  
117 16 Stearns Road are to be applauded for hiring their own counsel. Ms. Sullivan Woods noted she  
118 supports the need for external counsel when the Town is receiving a lot of 40B applications, especially  
119 when the projects are dramatically changing the character of the neighborhoods. She noted that she  
120 would like to see prioritization of items that are most egregious first. She suggested that the Fire  
121 Department issues would be a very strong lead.  
122

123 Ms. Gibbs agreed with prioritization of the elements of the letter. She agreed that the section discussing  
124 the two projects by the same developer should be high on the list. Other concerns in the order she feels  
125 important; height of both projects, fire safety, water and sewer. She further stated that there should be an  
126 emphasis on safety for pedestrians in the section about site access.  
127

128 Ms. Robinson noted that the Town tried to take a matter of fact tone in describing the concerns instead of  
129 advocacy. She asked the Board if they prefer we use stronger language as to the tone of the letter. Mr.  
130 Morgan, Ms. Sullivan Woods, and Mr. Ulfelder all supported a very assertive tone. Ms. Gibbs noted that  
131 the letter needs to be backed by factual information.  
132

133 Mr. Ulfelder noted that the water issues can significantly impact the surrounding homes given they have  
134 sump pumps already in that area.  
135

136 Ms. Freiman also supported a stronger tone. She noted that the reader should be left with the sense of a  
137 strong advocacy letter with good reason to reject the project.  
138

139 Mr. Scott Fraser, 4 Stearns Road, came before the Board to discuss his concerns. He noted that Jay  
140 Dizenzo, the developer of the proposed projects, buys homes to tear down and destroys the  
141 neighborhoods. Mr. Dizenzo has approached two of the Stearns neighbors who are abutters. The purchase  
142 of one of the properties would allow for the expansion of 680 Worcester Street. Mr. Fraser stated that the  
143 process has been economic intimidation. The State passed this law to allow for the transfer of wealth  
144 from one set of buyers to another. The law is facilitating the transfer of land from the abutters in the  
145 neighborhood to the developer. Mr. Fraser questioned certainty that there is a rigorous review of the  
146 finances, asking who ensures this is done. He suggested that maybe the Town can help in that regard. For  
147 example, the developer put cost of demolition at \$500,000, when it did not cost that much for demolition.  
148 Mr. Fraser noted that he has heard some citizens say that there is a relationship between MassHousing and  
149 the developers. Mr. Fraser asked the Board how should this these things be vetted properly. He further  
150 asked that the water issues and the impact from the proposed development be highlighted. He noted he  
151 has had deep standing water in his front yard in the past even with a sump pump going. The  
152 environmental issues of the wetlands should be addressed. The traffic also needs to be addressed given

153 that the 36 units is tripling size of the neighborhood. Furthermore, the neighbors have heard that school  
154 age population is escalating with these types of developments given young families buying the units.

155  
156 Mr. Pete Buhler, 10 Stearns Rd, came before the Board to discuss the letter. He noted that the Board  
157 should not put references to density at the end of the letter. He agreed that the tone of the letter could be  
158 stepped up. He agreed with Mr. Fraser that there are issues with the pro forma and the operating costs.  
159 He stated he supports the use of outside counsel, noting that we can never be as experienced as the  
160 opposition.

161  
162 Ms. Jean Walsh, 64 Oak Street, came before the Board to address her concerns regarding the proposed  
163 project. She attended the site walk for the project and noted it that during demolition the developers  
164 needed access to disconnect the services at the end of the road, causing a hole. There was a patch job that  
165 that has not been fixed. She noted that she tripped over it while walking her dog and it is not safe.

166  
167 Mr. Kevin Walsh, 64 Oak Street, came before the Board thanking them for their stronger tone and  
168 willingness to push back at the developer. He noted that when people move into a new community they  
169 accept that they will be a good neighbor and try their best to blend into the neighborhood. This project  
170 will total change the dynamic of the neighborhood. Mr. Walsh does not feel that the developer is being a  
171 good neighbor. Mr. Walsh noted he called the developer and asked him to be a good neighbor and protect  
172 this neighborhood.

173  
174 Mr. Vincent Stark, Stearns Road, came before the Board noting that Wellesley is under siege. The town  
175 is faced with seven or eight 40B projects. He noted that economics are good for these types of projects in  
176 Wellesley especially north of route 9. He noted that the Town should be prepared for projects all over  
177 town, not just specific areas. He asked if the Town is thinking about next steps and things that can be  
178 done or additional steps we should take. Mr. Stark suspects that the ZBA will be very busy, and asked if  
179 the Town has the knowledge and expertise to address these applications.

180  
181 Ms. Niki Assan, 11 Stearns Road, came before the Board to address her concerns noting her house is in  
182 between the two proposed projects. Ms. Assan agreed with all of the comments discussed regarding  
183 height, noise, traffic, safety. She noted that she moved in the area because the two streets are dead ends  
184 and her children would not have to worry about the traffic aspect.

185  
186 Mr. Joseph Assan, 11 Stearns Road, came before the Board to address his concerns regarding the  
187 proposed project. He noted that when he purchased his property, he met with the Planning Department,  
188 asking about the area. The planning department showed him the topography maps noting there was water  
189 next door to the property they were purchasing and that there could not be any construction in that area.  
190 He noted that now the topography maps seem to be shifting where development is not supposed to be  
191 taking place, and he questioned this change. He believes that there is a fundamental issue with the  
192 proposed development given the topography does not support the development. He noted that there is a  
193 big mud hole at the end of the road that the developer has not fixed. He feels the Town is being too  
194 tolerant to the developer.

195  
196 Ms. Gibbs suggested that Ms. Jop now has guidance and recommendations from the Board to go ahead  
197 and make the changes to the draft response from the Town to MassHousing. The Board will review and  
198 give final approval for the letter at the meeting on Monday, October 2, 2017, as the deadline to respond to  
199 MassHousing is October 10th. Ms. Jop noted she will also forward the revised draft to the neighbors of  
200 16 Stearns Road.

201  
202  
203

204 **5. Adopt FY 19 Budget Guideline & Review Budget Schedule**

205  
206 Ms. Sullivan Woods asked if formal feedback had been received from school department regarding this  
207 matter. Ms. Robinson noted she had not received anything feedback from the school department at this  
208 point.

209  
210 Sheryl Strother, Finance Director, joined the meeting.

211  
212 Ms. Robinson reviewed the PowerPoint presentation to recommend a budget guideline for FY19. In  
213 summary, the guidelines Ms. Robinson proposed are built off of “scenario #3” presented at prior  
214 meetings, with a reduction of cash capital to \$5.3 million, and no increase in the debt service budget.  
215 Operating budget increases, revenue assumptions and the other items in the budget would not change.  
216 This is illustrated on slide seven of the presentation. At this early juncture in the process the most  
217 significant unknowns are the outcome of health insurance negotiations, the impact of new enrollees on  
218 our health plans this year, and the pension valuation that is expected next month. Therefore, Ms.  
219 Robinson believes it is prudent to be conservative with our plans and this projection would result in a  
220 budget gap of \$382,903. Should the financial picture improve, then it may be possible to readjust cash  
221 capital budgets closer to what has been projected. It is also important to note that there may be capital  
222 budget requests made this year which we have not modelled in the past (such as Library renovations), and  
223 warrant article requests that require funding.

224  
225 Mr. Morgan asked how HHU is effecting FY19 budget. Mrs. Robinson responded that it is not affecting  
226 FY19, but we need to manage the costs into the long term.

227  
228 Ms. Robinson noted that she thought it important to go back to the Town departments to look at cash  
229 capital and priorities, and make adjustments so the Town can be in position to afford what is coming in  
230 the future.

231  
232 Mr. Morgan agreed with direction of targeting major impact in savings of cash capital. Looking to the  
233 future, perhaps we need to plan for a bundled debt exclusion in FY20. He expressed concern that when  
234 the Town wide financial plans are presented in March the other years are out of balance. A debt  
235 exclusion may help.

236  
237 Ms. Sullivan Woods noted the long term debt of \$4.8 million and was concerned that those are projects  
238 that are already approved. She noted that the Town is not incurring new debt this year. Ms. Robinson  
239 noted that library and the school steam pipes will hit in 2020. Those amounts and projects were not  
240 factored in previously. Ms. Sullivan Woods noted that some of the numbers presented at Town Meeting  
241 last year that were cash capital are now moved into long term debt. She noted that when going back to  
242 department and boards to discuss budget, the departments should be able to cut any of their cash capital  
243 projects. Ms. Strother noted the method of funding is not cast in concrete at this point for projects.

244  
245 Ms. Freiman noted that she supports the reduced capital at \$5.3 million for this year. Cash capital has  
246 been one big piece the Town hasn't yet been able to get a handle on as it always shifts. The goal of the  
247 Unified Plan will be to establish Town-wide priorities and budget to accomplish those. She questioned  
248 that when there is something in the capital plan for four years and then a new item is added, will the Town  
249 reshuffle priorities or stick with what was already planned.

250  
251 Ms. Sullivan Woods asked if there would be a conversation about what is appropriate to finance and what  
252 is not. She discussed the need for consistency with what we choose to finance versus pay with cash.  
253 Looking at documents the Town has made different choices within departments about what should and  
254 should not be financed. Ms. Strother noted that the Town is managing with \$4.0 million inside the levy

255 debt. She noted that the sum of the levy debt and cash capital needs to be around 7% to be affordable.  
256 She stated that at some point there will be need for a capital and debt policy. She noted typically items  
257 such as computers are not financed as they have a shorter life span and are considered an expense.  
258 Financing becomes helpful when you have a large project to accomplish or one off items out of the blue.  
259 Ms. Strother further noted the need to make the agreed upon package affordable to the whole town.  
260

261 There was further discussion regarding what is appropriate to finance versus cash. It was noted that it is a  
262 balance to achieve everyone's objective and keep capital at a manageable level so that operating budgets  
263 can grow and move the Town forward.  
264

265 Mr. Ulfelder noted that it is important to set priorities. This is a step in the right direction. He also noted  
266 that the Town should prepare for an eventual debt exclusion.  
267

268 Ms. Robinson emphasized that there needs to be discussion on need and priorities among departments.  
269 She is asking everyone to be more conservative now, and then can maybe add back to the budget at a later  
270 point in time.  
271

272 Ms. Gibbs agreed this makes sense to look at critical need projects and funding potential for other items  
273 mixed in. This is the right approach to have it all out on the table.  
274

275 Mr. Morgan suggested looking at the free cash policy in the future. Ms. Freiman stated that she would  
276 like to see cash reserves higher than what is currently between 8-9%. She noted that there is a lot to  
277 balance and there needs to be criteria on how to make decisions.  
278

279 Ms. Gibbs stated that she is in complete support of the guidelines as is. The Board was all in agreement.  
280

281 **Upon a motion by Ms. Freiman and seconded by Mr. Morgan, the Board voted (5-0) that the FY19**  
282 **budget guidelines be adopted as presented.**  
283

284 Ms. Robinson also reviewed the budget schedule of dates by which warrant articles, capital and operating  
285 budgets are due, noting the process would be wrapping up in December. She noted that there have been  
286 three changes to the budget schedule included for review. Those changes include delaying the submission  
287 of capital budget requests by one week, removing the reference to a Special Town Meeting, and changing  
288 the date of the Selectmen's budget workshop one week earlier to Saturday, December 2<sup>nd</sup>.  
289

290 The Board discussed the schedule, comments, and feedback on the schedule. They all agreed that having  
291 a standard documented process is the best way to do this.  
292

293 Ms. Sullivan Woods commented on the need for further analysis with how IT is budgeted. She suggested  
294 to change the draft warrant article due date to later. Ms. Robinson suggested the same as capital budgets  
295 which is October 20<sup>th</sup>. This would give time to have the Board vote on the warrants and time to prepare.  
296

297 Ms. Gibbs noted that the earlier date is to try to eliminate last minute articles being brought forward. Ms.  
298 Freiman suggested that date should be early to help boards crystalize their thinking.  
299

300 It was also suggested to change the HR board meeting date to the actual date of October 10<sup>th</sup>.  
301

302 The Board did not take a vote on the manual. The manual will be finalized by staff and ready to  
303 disseminate after the inter-board meeting on September 28<sup>th</sup>.  
304

305 Ms. Ann Mara Lanza, Library Trustee, came before the Board to raise a concern. She first thanked the  
306 Board for moving the warrant article date out. She asked the Board to think about the operating date of  
307 December 4<sup>th</sup> as it may be tough for all departments to meet that deadline. For example, the Library  
308 Trustees meet monthly. When approving budgets, the Library Trustees like to present at one meeting,  
309 allow for feedback, and then approve at the next meeting. Their set meeting schedule for the remainder of  
310 the year is October 16<sup>th</sup>, November 13<sup>th</sup>, and December 11<sup>th</sup>. Given these dates she feels that the budget  
311 cannot be completed for the public to review on these dates. She noted that their department is trying to  
312 be collaborative in this process.

313  
314 **6. October Planning Month Proclamation**

315  
316 Ms. Robinson noted that October has been designated as “Community Planning Month” by the American  
317 Planning Association. The Planning Board has asked that the Board recognize this by adopting the  
318 attached proclamation.

319  
320 **Upon a motion by Ms. Freiman and seconded by Mr. Morgan, the Board voted (5-0) to approve a**  
321 **proclamation designating October as “Community Planning Month” in the Town of Wellesley.**

322  
323 **7. New Business/ Correspondence**

324  
325 No new business was noted.

326  
327 **The meeting was adjourned at 9:14 p.m.**



1 **Board of Selectmen Meeting: October 2, 2017**

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

3 **Also Present: Robinson, Jop**

4 **Minutes Approved: October 23, 2017**

5  
6 **Warrants approved: 2018-012 in the amount of \$4,598,743.69**

7  
8 **Meeting Documents:**

- 9 1. Agenda
- 10 2. Agenda Background Memorandum
- 11 3. Weekly Report
- 12 4. BOS Calendar
- 13 5. Memo RE: Subsidized Housing Inventory Update
- 14 6. Draft Minutes of September 11, 2017
- 15 7. Press Juicery Common Victualler Application
- 16 8. Draft letter to MassHousing Re: 16 Stearns Road
- 17 9. Tracked changes of draft letter to MassHousing Re: 16 Stearns Road
- 18 10. Tracked changes of FY19 Budget Preparation Manual
- 19 11. Recycling Dividends Award Notice
- 20 12. Email from WOW: Annual Community Diversity Summit
- 21 13. Letter of Commendation re: criminal investigation
- 22 14. MassHousing letter re: Fieldstone Way
- 23 15. Memo from Chief of Police re: One Mind Campaign

24  
25 **1. Call to Order**

26  
27 Ms. Gibbs, Chair, called the meeting to order at 7:00 p.m.

28  
29 Mr. Ulfelder noted that the surveys have gone out for the pilot program on LED lights. Mr. Ulfelder asked  
30 for participation from Town residents to get input. He noted that there are three ways to take the survey;  
31 verbally over the phone, online, or in hard copy.

32  
33 Ms. Gibbs invited Town residents to participate in a food waste drop off program at the RDF to make  
34 composting more available to residents. This is a three-month pilot program. She noted that this initiative  
35 is brought to the residents by the 3R working group.

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

38  
39 None.

40  
41 **3. Executive Director's Update**

42  
43 Ms. Robinson discussed the sewer back-up at Town Hall, noting that a camera was sent down the sewer  
44 line finding that at Washington Street and Cameron Street there was a collapsed pipe. The DPW is  
45 planning on replacing that line on the evening of October 4, 2017. The Town will continue to do root  
46 treatment each year. Ms. Robinson noted that while looking at the Town Hall renovations, they will look  
47 at additional options regarding the sewer. The Building Department has been relocated to the Great Hall  
48 and will be there until October 16, 2017. The work is largely underway in the basement.

49  
50 Ms. Robinson noted that she and Ms. Sheryl Strother, Finance Director, will be at Advisory on  
51 Wednesday, October 4, 2017 to discuss capital, OPEB, and health insurance.

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101

Ms. Jop noted that included in the Friday Night Mail packets is a subsidized housing inventory update. The updated included a summary of efforts Town staff have been undertaking to ensure existing affordable housing inventory, not currently on the list, is added to the list.

Minutes

**Upon a motion by Ms. Freiman and seconded by Mr. Morgan, the Board voted (5-0) to approve the regular session minutes of September 11, 2017.**

**4. Pressed Juicery- Common Victualler License**

Mr. Chris Dorsey of Pressed Juicery joined the Board. He described Pressed Juicery as a cold pressed juice company. He described the company's products; cold pressed juiced pre-packaged, a nondairy iced soft serve product, and a heated product which is steamed juice. There will be a few tables in the establishment as well. It was noted that the delivery times are those standard to the development agreement of Linden Square.

**Upon a motion by Ms. Freiman and seconded by Mr. Morgan, the Board voted (5-0) that the Board award a Common Victualler License to Chris Dorsey to operate a restaurant named Pressed Juicery at 180 Linden Street until December 31, 2017, contingent upon final Board of Health and Building Department approval.**

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

The Board reviewed the letter, finding the letter to have incorporated the discussed and recommended changes in a coherent and objective manner.

Mr. Pete Buhler, 10 Stearns Road, came before the Board and noted the neighborhood had reviewed and approved the content of the letter as well.

**Upon a motion by Ms. Freiman and seconded by Mr. Morgan, the Board voted (5-0) to approve the response from the Town to MassHousing as proposed regarding the development at 16 Stearns Road.**

**6. Final Read Through Budget Preparation Manual**

Ms. Robinson discussed the various changes that have been made to the most recent draft of the Budget Preparation Manual as well as the requested changes that were not incorporated.

Ms. Freiman thanked the staff for their work and the collaborative model that was established, noting that the manual provides a lot of clarity and direction to the Boards.

Ms. Sullivan Woods noted this was aspirational and a work in progress. She feels it is important to convey we are going on the journey together and this is not set in stone at this point. Ms. Sullivan Woods questioned the budget submittal dates and suggested adding one additional week to the schedule.

Mr. Ulfelder noted that at present he was unsure whether the date should be moved later given the Board has not seen from the boards flexibility with adjusting their meeting schedules. Mr. Ulfelder noted this is the direction we are going this year. We have invited comment on what departments are struggling with,

102 but this is the process we are moving forward with. After Town meeting we can review what worked and  
103 what didn't.

104  
105 Mr. Morgan suggested the Board set the capital budget request for October 20, 2017 given the need to  
106 obtain and review budgets from both FMD and the public safety departments. He questioned if the Board  
107 would be ready to review this. Ms. Robinson noted the Board is set to review the FY19 cash capital plan  
108 from FMD and have last year's requests for the public safety departments to discuss as well.

109  
110 Ms. Gibbs commented that the new schedule requires that everyone tries to be accommodating.

111  
112 Ms. Freiman noted that the later the information comes to the Board the harder it is for Advisory to  
113 review each item and to be equitable to each department.

114  
115 Ms. Sullivan Woods noted that the Human Resources Board is not meeting until October 10, 2017 for the  
116 40/50/60 guidelines. If the Board does not approve this at the October 10, 2017 meeting the Board will  
117 approve it at the October 30, 2017 meeting. Ms. Robinson noted she has spoken with the Human  
118 Resources Director and he was confident the Human Resources Board will approve his recommendation.

119  
120 **7. New Business/ Correspondence**

121  
122 No new business was noted.

123  
124 **The meeting was adjourned at 7:30 p.m.**



Appointment – Board of Registrars -

Included in your packet is an email from the Wellesley Democratic Town Committee co-chairs nominating Ms. Mary (Tobey) Sullivan to serve on the Board of registrars the result of a formal vote last month. They are requesting favorable action on this appointment.

**MOVE** to appoint Ms. Mary (Tobey) Sullivan to serve as the democratic appointee on the Board of Registrars.



## Henderson, Heidi

---

**From:** WDTC Susan Ryan and Auli Batts <chair@wellesleydems.org>  
**Sent:** Friday, October 13, 2017 11:19 AM  
**To:** DL: Board of Selectmen  
**Cc:** Nagle, Kathleen  
**Subject:** Nomination of Mary (Tobey) Sullivan to serve as a member of the Wellesley Board of Registrars

Dear Wellesley Board of Selectmen:

We are writing to formally nominate Ms. Mary (Tobey) Sullivan to serve on the Wellesley Board of Registrars. Ms. Sullivan was nominated and selected by unanimous vote at the duly called September 14, 2017 meeting of the Wellesley Democratic Town Committee, at which a quorum was present, to serve in this position. We request your favorable action on this nomination. Please let us know if you have any questions.

Sincerely,

Susan Ryan and Auli Batts

Wellesley Democratic Town Committee Co-Chairs



## **8. New Business & Correspondence**

Under New Business, on Friday afternoon, the Board received a request from Beth Hinchcliff for a proclamation for her Father's 95<sup>th</sup> birthday. A draft of the proclamation honoring six decades of service to the Town as worded by Beth Hinchcliff is included for the Board's consideration.

**MOVE** to approve a resolution in honor of Bob Hinchcliff's 95<sup>th</sup> birthday and 60 years of service to the Town of Wellesley.

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

- ❖ Advisory Calendar as of October 19, 2017
- ❖ Norfolk County Seminar Series Info



TOWN OF WELLESLEY



MASSACHUSETTS

**WELLESLEY BOARD OF SELECTMEN**

***RESOLUTION IN HONOR OF  
ROBERT "BOB" HINCHLIFFE***

- Whereas:** On October 31, 2017, 65-year town resident Bob Hinchliffe will turn 95, having lived these years with faith, integrity, and a deep sense of honor as he has created an exceptional record of service to his community, commonwealth, and country;
- Whereas:** Bob has been dedicated to the government of Wellesley, as one of the longest-serving Town Meeting Members in town history, first elected in 1952; as a member of many town government committees including those on home rule, town audit, and the advisory committee for transportation; and as an advisor and, later, elder statesman on town history and precedence;
- Whereas:** Bob has been devoted to improving the quality of life in Wellesley as an active town volunteer: as President of the Rotary Club, Toastmasters, and Central Council PTO; Board Member of the Wellesley Community Center and Wellesley Country Club; and volunteer at Newton-Wellesley Hospital, the Council on Aging, SHINE, many town groups which needed computer or business help, and especially at St. James and St. Paul (where he was the daily altar server for 20 years);
- Whereas:** Bob was honored with Wellesley's Distinguished Service Award, and led the annual town parade as the Veterans' Service Award recipient;
- Whereas:** When Bob retired after many years of service as Treasurer of the Wellesley Library's Centennial Fund, the library honored him "with gratitude and esteem" by creating the Robert J. Hinchliffe Military History Fund, an endowment fund which has already purchased 1120 books;

**Whereas:** As a 20-year-old college junior and WWII combat infantryman, Lieutenant Bob Hinchliffe saw relentless action from foxholes throughout heart of Europe, from being in the first battalion to cross the Bridge at Remagen to earning the Bronze Star during the Battle of the Bulge; and at the end of the war he stayed on in Berlin as Aide to General Josiah Dalbey;

**Whereas:** Through his strength of character, and his six decades of unselfish volunteer work and government leadership for Wellesley, he embodies the values of his Greatest Generation, and enriches the town we share;

**NOW, THEREFORE BE IT RESOLVED THAT** that we, the Board of Selectmen of the Town of Wellesley, sends thanks, respect, and warm 95<sup>th</sup> birthday wishes to Bob Hinchliffe.

The Board of Selectmen of the Town of Wellesley, Massachusetts, in witness whereof, have hereunto set our hand at Wellesley Massachusetts on this 23<sup>rd</sup> day of October, 2017.

\_\_\_\_\_  
Ellen F. Gibbs., Chairman

\_\_\_\_\_  
Jack Morgan, Vice Chairman

\_\_\_\_\_  
Marjorie R. Freiman, Secretary

\_\_\_\_\_  
Thomas H. Ulfelder

\_\_\_\_\_  
Beth Sullivan Woods

## 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>• MSBA Decision Announced</li> </ul>
December 20	✓	
December 21 (Thursday)		Townsmen publishes notice of Advisory Public Hearing for STM
December 27		No Meeting (School Vacation)
January 3	✓	SBC/SC Presents Final Proposal for STM
January 5 (Friday)		Draft version of SBC/SC reports (if any) for inclusion in STM Advisory Report due
January 8 (Monday)		Draft STM write-up due
January 10	✓	<ul style="list-style-type: none"> <li>• Advisory Public Hearing on STM</li> <li>• Advisory Vote on STM Article(s)</li> </ul>
January 11 (Thursday)		Townsmen publishes notice of Advisory Public Hearing for ATM
January 12 (Friday)		<ul style="list-style-type: none"> <li>• Final versions of SBC/SC reports for STM due</li> <li>• Chair letter re: STM goes to printer</li> </ul>
January 15 (Monday – MLK Day)		Final draft of STM write-up due
January 17	✓	
January 18 (Thursday)		<ul style="list-style-type: none"> <li>• Chair letter re: STM mailed to residents from printer</li> <li>• Advisory Report for STM goes to printer</li> </ul>
January 24	✓	Chair to assign ATM article write-ups (if hasn't yet)

January 25 (Thursday)		Advisory members meet in Juliani Room to collate and mail STM Advisory Report to TMMs
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)		STM Begins
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 (Monday)		ATM begins/Advisory meets beforehand

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



COMMONWEALTH OF MASSACHUSETTS  
**COUNTY OF NORFOLK**  
**COUNTY COMMISSIONERS**

FRANCIS W. O'BRIEN, CHAIRMAN, DEDHAM  
 PETER H. COLLINS, MILTON  
 JOSEPH P. SHEA, QUINCY



TRUSTEES OF  
 NORFOLK COUNTY AGRICULTURAL SCHOOL

*The County of Presidents*

CLERK:  
 WALTER F. TIMILTY

October 11, 2017

COUNTY DIRECTOR:  
 FRANCIS A. HEGARTY

Mr. Blythe Robinson  
 Executive Director, Town of Wellesley  
 525 Washington St.  
 Wellesley, MA 02482

Dear Mr. Robinson,

The Norfolk County Commissioners are excited to announce the launch of the '**Norfolk County Seminar Series**' aimed at bringing local officials together from across Norfolk County on a semi-regular basis to discuss hot topics, hear from subject-matter leaders and share best practices. It is also our hope that this series will help identify and support areas where the County can continue its commitment to supporting the regional goals of its constituent communities.

We invite you to join us to kick-off our program with our first seminar "**What Recreational Marijuana Means for YOUR Community**" focused on the local implementation of the state's new Recreational Marijuana law, to be held on **Thursday, November 16<sup>th</sup>, from 8:30 a.m. to 11:00 a.m.**, at the **Norfolk County Agricultural High School**, located at 400 Main Street in Walpole.

The Norfolk County Commissioners are very pleased to have the confirmed participation of various panelists with significant, unique expertise relating to the new marijuana law, including **Norfolk County District Attorney Michael Morrissey, Rep. Mark Cusack**, co-author of the new law and House Chairman of the Joint Committee on Marijuana Policy, **Commissioner Kay Doyle of the newly-established Cannabis Control Commission** and **Assistant Attorney General Margaret Hurley**. We also expect that the forum will provide opportunities for informal discussion and information sharing between local officials on issues regarding the new law.

**We hope that you will be able to join us next month and encourage you to share the details of this event included in the enclosed flyer with other relevant local officials in your community.** Please kindly **RSVP by Monday, November 13<sup>th</sup>** to Mike Mullen, Assistant County Director, by email at [mmullen@norfolkcounty.org](mailto:mmullen@norfolkcounty.org) or by phone at (781) 234-3435. Feel free to also contact us if you have any questions or recommendations for future seminars.

We look forward to seeing you on November 16<sup>th</sup> and continuing our work together.

Sincerely,

NORFOLK COUNTY COMMISSIONERS



Francis A. Hegarty

County Director

ADMINISTRATIVE OFFICES 614 HIGH STREET SUITE 201 P.O. BOX 310 DEDHAM, MA 02027-0310  
 TEL: (781) 461-6105 FAX: (781) 326-6480 EMAIL: [info@norfolkcounty.org](mailto:info@norfolkcounty.org) WEBSITE: [www.norfolkcounty.org](http://www.norfolkcounty.org)

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## The Norfolk County Commissioners Present

### "What Recreational Marijuana Means for YOUR Community"

*A Community Conversation as part of the newly-launched Norfolk County Seminar Series, featuring:*

**Norfolk County District Attorney Michael W. Morrissey**  
**State Representative Mark J. Cusack (D-Braintree), Chairman, Joint Committee on Marijuana Policy**  
**Commissioner Kay Doyle, Massachusetts Cannabis Control Commission**  
**Assistant State Attorney General Margaret J. Hurley, Chief, Municipal Law Unit**

**FOR WHO: City/Town Officials, Mayors, Town Administrators/Managers; Councilors/Boards of Selectmen, Public Safety Leaders, Planning Officials, Boards of Health and Other Key Officials**

**WHEN: Thursday, November 16, 2017**  
**8:30 a.m. to 11:00 a.m.**

*Coffee, Pastries & Networking at 8:30 a.m.; Program Begins at 8:45 a.m.*

**WHERE: Norfolk County Agricultural High School**  
**Main Conference Room - Administration Building**  
**400 Main Street, Walpole, MA**

Please RSVP by **MONDAY, NOVEMBER 13<sup>TH</sup>** to Mike Mullen, Assistant County Director, at (781) 234-3435 or [mmullen@norfolkcounty.org](mailto:mmullen@norfolkcounty.org)