

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

**6:30 P.M. Monday, December 4, 2017**

1. 6:30 Call to Order
2. 6:31 Executive Session
  - Executive Session under M.G.L. c. 30A, §21(A), exemption #3(a) to strategy with respect to collective bargaining for all unions.
  - Executive Session under M.G.L. c. 30A, §21(A), exemption #3(a) to discuss union contract negotiations with the Wellesley Police Patrolman's Association.
  - Executive Session under M.G.L. c. 30A, §21(A), exemption #3(d) to discuss contract negotiations with non-union personnel
3. 7:15 Tax Classification Public Hearing
4. 7:45 Appoint Deputy Chief of Police
5. 8:00 Discuss COLA Amendment for Retirees with Retirement Board
6. 8:15 Discuss Selectmen Operating Budgets
7. 8:30 Unified Plan Update
8. 8:40 Executive Director's Update
  - Approve and Modify Minutes
9. 8:45 Approve 2018 Common Victualler and Alcohol License Renewals
10. 8:55 Discuss Boston Marathon Charity and Bib Entries
11. 9:05 Open the Annual Town Meeting Warrant
12. 9:10 Discuss Adoption of Massachusetts G.L. c32B, §21-23
13. 9:20 Citizen Speak
14. 9:25 Old/New Business and Correspondence

Next Meeting Dates: Monday, December 11, 2017 7:00 pm  
Monday, December 18, 2017 7:00 pm



## **MOTIONS- DECEMBER 4, 2017**

**MOVE** that the Board vote to enter into Executive Session under M.G.L. c 30A, §21 exception # 3a to discuss strategy with regards to collective bargaining. Furthermore, that Treasurer/Collector Marc Waldman, HR Director Scott Szczebak, Blythe Robinson and Meghan Jop be invited to participate in the meeting.

**MOVE** to close the executive session and enter into a subsequent executive session.

**MOVE** that the Board vote to enter into Executive Session under M.G.L. c 30A, §21 exception # 3a to discuss strategy with regards to collective bargaining. Furthermore, that Police Chief Jack Pilecki, HR Director Scott Szczebak, Blythe Robinson and Meghan Jop be invited to participate in the meeting.

**MOVE** that the Board vote to approve the tentative agreement with the Wellesley Police Patrolman's Association for the period July 1, 2017 to June 30, 2020 and recommend the approval of the first year funding of these contracts to the Annual Town Meeting.

**MOVE** to close the executive session and enter into a subsequent executive session.

**MOVE** that the Board vote to enter into Executive Session under M.G.L. c 30A, §21 exception # 3d to discuss contract negotiations with non-union personnel. Furthermore, that HR Director Scott Szczebak, Blythe Robinson and Meghan Jop be invited to participate in the meeting.

**MOVE** to close the executive session and enter into open session.

**3. MOVE** to adopt a residential factor of 1.0 for the purposes of determining the fiscal 2018 tax rate.

**4. MOVE** to appoint by promotion F. Scott Whittemore to the position of Deputy Chief for the Wellesley Police Department, and further to authorize a contract between Deputy Chief Whittemore and the Town of Wellesley for the period December 4, 2017 – June 30, 2018.

**5. MOVE** to support a warrant article proposed by the retirement board at the 2018 annual town meeting to increase the COLA base for pensions from \$15,000/year by \$1,000 per year beginning July 1, 2018.

**6. MOVE** to approve the Selectmen's FY19 operating budgets as presented.

**8. MOVE** to approve the regular session minutes of October 30 and November 7, 2017.

**8. MOVE** to approve the Change in Beneficial Interest for the Club License issued to Wellesley Country Club as outlined by the ABCC notice dated November 9, 2017.

**9. MOVE** to approve the renewal of all licenses outlined on the December 4, 2017 list for calendar year 2018 under the same terms and conditions as previously approved.

**10. MOVE** to award invitational entries for the 2018 Boston Marathon to the charities as recommended by Deputy Director Connolly.

**11. MOVE** to call the 2018 Annual Town Meeting and set the following dates:

- Open the Warrant – December 4, 2017
- Close the Warrant – Friday, December 29, 2017, 5:00pm
- Motions due to the Selectmen’s Office – Friday, March 2, 2018, 5:00pm
- Start of Annual Town Meeting – Monday, March 26, 2018, 7:00 pm, at the Wellesley Middle School
- Date for the 2018 Annual Town Election – Tuesday, March 6, 2018



12/1/2017

Black regular agenda items

**Board of Selectmen Calendar – FY17**

<b>Date</b>	<b>Selectmen Meeting Items</b>	<b>Other Meeting Items</b>
12/2 <i>Saturday</i>	<b>BUDGET Meeting- Kingsbury Room, Police Station</b> Budget Workshop - 8 AM - 1 PM	
12/11 <i>Monday</i>	<b>Meeting</b> Audit Committee Quarterly Traffic Update Great Plain Avenue St. Andrews Posting Update Hilltop/Pine Tree Road Capital Request Timing of Brook/Benvenue; Brook/Amherst Discuss Marijuana bylaw Discuss Alcohol in Town Buildings Naming of Additional Rooms in Tolles Parsons Center COA- Gifts	<b>FYI-Tuesday 12/14- Unified Plan Steering Committee</b>
12/18 <i>Monday</i>	<b>Meeting</b> STM - Open/Close Warrant TPC - New Polling Place WHC Update - Demo Delay National Grid Petition	
12/25 <i>Monday</i>	<b>TOWN HALL CLOSED</b>	
1/1/18 <i>Monday</i>	<b>TOWN HALL CLOSED</b>	
1/8 <i>Monday</i>	<b>Meeting</b>	
1/15 <i>Monday</i>	<b>Town Hall Closed – MLK</b>	
1/16 <i>Tuesday</i>	<b>Meeting</b>	<b>Friday 1/19 &amp; Saturday 1/20- MMA Annual Meeting &amp; Trade Show- Please let Heidi Henderson know if you would like to attend.</b>
1/22 <i>Monday</i>	<b>Wellesley Club</b>	
1/23 <i>Tuesday</i>	<b>Meeting</b>	
1/29 <i>Monday</i>	<b>Meeting</b>	
2/5 <i>Monday</i>	<b>Possible STM Date</b>	
2/6 <i>Tuesday</i>	<b>Possible STM Date</b>	
2/12 <i>Monday</i>	<b>Meeting</b>	
2/19 <i>Monday</i>	<b>Town Hall Closed – President’s Day</b>	



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Our regularly scheduled meeting will begin at 6:30 PM on Monday in the Juliani Room to accommodate an executive session for several topics.

### 1. Call to Order



### **3. Tax Classification Public Hearing**

A required step in asking the State Department of Revenue to approve the tax rate for the Town for FY18 is for the Board to hold a tax classification hearing and determine whether there should be a single tax rate applied to all classes of real and personal property, or whether it should be split and those classes of property be assessed at differing rates. A very thorough overview of this topic is included in your packet as provided by the Board of Assessors. It is interesting to note that splitting the rate could result in a shift to commercial taxpayers of over \$15,000/year, while saving the median family tax bill by just over \$900/year. As you will note, the Board recommends that the Town retain its single tax rate, and the motion below has been crafted as such.

The presentation also goes on to outline the calculation that leads to a tax rate for this fiscal year of \$11.95/thousand. Following the hearing the Board of Assessor's will submit our calculations to the State so that they can approve the rate and that will enable the Treasurer/Collector's Office to print and mail the tax bills for the second half of the year.

Also included in your packet is a letter from the Chamber of Commerce in support of maintaining the single rate.

**MOVE** to adopt a residential factor of 1.0 for the purposes of determining the fiscal 2018 tax rate.



## **Classification Considerations**

Taken from the Department of Revenue, Division of Local Services

<http://www.dls.state.ma.us/bla/classwk.htm>

Classification Workshop Tutorial

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### **Some economic and political issues to be considered**

1. Consider the percentage of Commercial & Industrial (C & I) properties as compared to the Residential (R)
  - Will an increased tax burden on C & I significantly lower the R tax burden?
2. What is the mix of C & I?
  - How much is big business?
  - How much is small business (mom & pop stores)?
3. Will it adversely affect small businesses & drive them out of the community?
4. Will it slow big business development?
5. Does business significantly contribute in a non-tax way to the community?
6. Are the businesses of the type that require extraordinary municipal services?
7. Is the timing proper for the move to a multiple tax rate?
8. Will a shift to the C & I maintain or increase the relative or historical share of the tax burden?
9. Is it a matter of principle or economics?





Wellesley  
**Chamber**  
Connect. Grow. Prosper.

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Maura McCauley O'Brien  
*President and Chief Executive Officer*

November 30, 2017

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

Dear Ellen,

Thank you for the opportunity to submit this letter to Board of Selectmen during its tax classification deliberations. Retaining the single tax rate is of vital concern to the business community, both commercial property owners and their tenants, residents who are employees and customers of Wellesley businesses. The chamber board respectfully requests the Selectmen to support retention of the single rate for both commercial and residential property.

As you are aware, Wellesley's business sector continues to experience fast-moving competitive pressures, notably the small merchants that give our downtowns their attractive character and many community events. The online and out-of-town marketplaces that do not contribute to the Town have adversely impacted many of our merchants, and continue to be a challenge. As the Assessors have determined, the median commercial tax bill has increased 19% over the last five years. These tax increases have been passed to commercial tenants who employ Wellesley's residents and provide goods and services to the community. Increasing the tax rate on commercial property in addition to these increases would be a truly onerous burden on the commercial taxpayers, while providing relatively insubstantial benefit to residential taxpayers.

On behalf of the chamber board, I express our gratitude to the Selectmen, as well as Blythe, Meghan and Terry and their staff for all the support the business community receives every year. I am thinking especially of your assistance with the December 3<sup>rd</sup> Wellesley Square Holiday Stroll and Tree Lighting.

Thank you for your consideration of the Chamber's position on tax classification.

Respectfully yours,



Maura McCauley O'Brien

cc: Blythe Robinson  
Executive Director



#### 4. **Appoint Deputy Chief of Police**

Based upon the process thus far we anticipate that at the meeting on Monday the board will vote to promote F. Scott Whittemore to the position of Deputy Chief of the Police Department and authorize a contract between he and the Town. It is our understanding that members of Scott's family will be in attendance, and once the board takes that vote, that the Chief would like to have a "pinning ceremony" and invite Scott's father to do the honor of putting the badge of Deputy Chief on Scott's uniform. A motion to promote him to this position and authorize a contract has been provided below.

**MOVE** to appoint by promotion F. Scott Whittemore to the position of Deputy Chief for the Wellesley Police Department, and further to authorize a contract between Deputy Chief Whittemore and the Town of Wellesley for the period December 4, 2017 – June 30, 2018.



**5. Discuss COLA Amendment for Retirees with Retirement Board**

We will be joined by the Retirement Board at the meeting to discuss their proposed article for the annual town meeting to increase the amount by which a cost of living adjustment (COLA) is awarded to retired employees receiving a pension from the Town of Wellesley. Currently, retirees receive a COLA on the first \$15,000 of their annual pension (approved by Town Meeting in 2013), and the remainder of whatever they are eligible for is fixed. The Board has recommended that this base amount be increased over a three-year period by \$1,000 per year for a total of \$16,000 in FY19, \$17,000 in FY20, and \$18,000 in FY21. The operating budget increase for pensions for next year is largely based upon the assumption that this increase would be approved, and is anticipated to add \$125,000 next year for this increase in the base of \$1,000.

Included in your packet is a copy of the presentation that the Board intends to make on Monday night on this topic. We have scripted a motion below based on their presentation and while not required at this time in case more information or study is needed, it is provided if you are ready to move forward.

**MOVE** to support a warrant article proposed by the retirement board at the 2018 annual town meeting to increase the COLA base for pensions from \$15,000/year by \$1,000 per year beginning July 1, 2018.



# PENSION, OPEB, AND COLA

12/04/2017

David Kornwitz

Sheryl Strother

Lynn Whynot

# PENSION MANAGEMENT

Covers all full-time (scheduled over 1,000 hours per year) municipal employees, except Teachers. Employees aren't eligible for and don't pay into Social Security. Employees pay a portion of their salary into the system and the Town makes an annual contribution. The pension is managed by the Wellesley Contributory Retirement Board, which is independent from the Town. Teachers are included in the MA Teachers' Retirement System funded by the State.

The Board includes an appointed member by the Board of Selectmen, the Finance Director ex-officio, two elected members, and a fifth member elected by the other four members. The Board makes investment decisions, and determines the annual appropriation based upon an actuarial valuation approved by PERAC. Mass General Law highlights the independence of the Board by noting that the Town "shall" raise the amount determined by the Retirement Board.

# PENSION DETAILS

- Defined benefit plan
- 10 year vesting
- Pension reform in 2012 reduced benefits for new employees
  - Raised the retirement age eligibility from 55 to 60
  - Increased final pay averaging period from 3 to 5 years
  - Normal retirement age for Group 1 (non public safety) increased from 65 to 67 years old
  - Normal retirement age for Group 4 (public safety) increased from 55 to 57 years old
- Cost of Living Adjustment (COLA) increases limited to 3.0% and COLA only applicable to first \$15,000 base benefit

# EMPLOYEE CONTRIBUTION RATES

Date of Hire	Contribution Rate	Active Participants
Prior to 1975	5%	2
1975-1978	7%	7
1979-1985	7% + (2% > \$30K)	9
1986-June 1996	8% + (2% > \$30K)	105
Most (over 82%) employees:		
July 1, 1996	9% + (2% > \$30K)	563

# TOWN PENSION VS FICA

	Wellesley Pension	FICA
Employee Contribution %	9%+(2%>\$30K)	6.2%
Employer Normal Cost (ENC) % <sup>1</sup>	6.97%	6.2%
Maximum Annual Employee Contribution	No limit	\$7,886
Annual Employee Contribution examples		
Salary       \$60,000	\$6,000	\$3,720
Salary       \$127,200	\$13,392	\$7,886
Avg. Retirement allowance (excl disability)	\$27,916	\$16,322

<sup>1</sup> ENC Wellesley Pension excludes OT, ENC FICA is on all pay capped at \$127,500

# OPEB MANAGEMENT

The OPEB (Other Post-Employment Benefits) liability is, in Wellesley, primarily comprised of health insurance. All pension eligible employees with service in excess of ten years, including teachers, may have an OPEB liability. OPEB funds are invested by the Retirement Board, but the funds are in a Trust controlled by the Town Treasurer. Although the Town is not required (by law) to appropriate funding as recommended by the Retirement Board, the Town has demonstrated its longstanding commitment to addressing this liability through special legislation, a multiyear capital exclusion, and gradually moving the funding inside the levy on a level appropriation basis. The OPEB appropriation no longer presents a structural challenge to balancing the annual budget because the current appropriation isn't increasing.

# OPEB DETAILS

- OPEB is mandated because the Town accepted the corresponding section of M.G.L. c. 32B
- Rising healthcare costs continue to negatively affect OPEB costs
- Healthcare costs are higher for retirees under 65 (not Medicare eligible) as they remain on HMO plans until they reach that age 65
- Medicare eligible retirees and spouses access Medicare and choose a Supplement Plan through Wellesley
  - Retiree and Town both pay 50% of the premiums

# PAST SERVICE LIABILITIES - DEFINITION

Pension and OPEB liabilities result from the service of current municipal employees, retired workers, those who have moved on to other employment, and beneficiaries or family members in some instances. These liabilities have a current year (pay as you go) cost and a (previously) unfunded past service component. The Annual Required Contribution (ARC) is an actuarial term and is comprised of (1) the pay as you go portion and (2) a contribution toward the past service liability so that the past service portion gets funded by a specified time. Before laws were passed requiring the funding of the full pension liability, many municipalities appropriated only the current cost; presenting a false sense of security in the fiscal health of these entities. Over time, investors, legislators, and other interested parties pushed for the recognition of these liabilities and development of a funding plan for the past service portion.

Wellesley has a long history of sound financial management, and the practice of funding past service liabilities contributes significantly to maintaining its Aaa bond rating.

# PENSION LIABILITIES –GASB FOCUS

Pension liabilities were addressed by the legislature of the Commonwealth many years ago. Municipalities must obtain an actuarial schedule to be “fully funded” by 2040, but most are on track to achieve full funding by 2030. The Government Accounting Standards Board (GASB) now requires disclosure of the full pension liability on the face of the external financial statements, presenting a very unfavorable picture for those failing to adequately address the funding.

Wellesley achieved full funding almost 20 years ago and (the Town, not the employees) stopped contributing for 10 years - until after the market crash in 2008. The Town had to gradually reintroduce a pension appropriation back into the annual budget.

# OPEB LIABILITIES — GASB FOCUS

Similarly, the debt rating agencies have started to focus on OPEB liabilities, and GASB also requires this liability to be presented clearly on the financial statements. Similar to pensions, Towns need to commission an actuarial study, determine their ARC, and establish a funding plan.

Wellesley has been a leader in OPEB funding for the last ten years, with the implementation of a capital exclusion and the gradual moving of funding inside the levy. While many (now over 100) other municipalities have started funding plans, Wellesley will continue to show a strong financial position as a result of its significant funding progress compared with others. The Town is on schedule to fully fund the OPEB liability by 2037, with the MLP portion funded significantly sooner.

# CURRENT LIABILITIES

	Pension	OPEB
Valuation date	1/1/2017	6/30/2016
Market Value of Assets	\$164,353,150	\$44,229,773
Actuarial Value of Assets	\$169,089,812	\$44,229,773
Accrued Liability	\$224,137,166	\$120,156,976
Unfunded Liability	\$55,047,354	\$75,927,203
Funded Ratio	75.40%	36.80%
Full Funding Year	2030	2037
FY 2019 General Fund Cost	\$7,063,470	\$3,432,000
Assumed Investment Rate of Return	6.625%	6.750%
Market Value of Assets as of 10/31/17	\$186,128,675	\$58,854,230

# HISTORICAL APPROPRIATIONS

Appropriation	2014	2015	2016	2017	2018	2019
Pension	5,008,205	5,943,377	6,150,755	6,390,114	6,621,863	7,063,470
OPEB	3,000,000	3,000,000	3,000,000	3,000,000	3,432,000	3,432,000

# PENSION COST OF LIVING (COLA) HISTORY

Retirees and beneficiaries in payment status are eligible to receive an annual cost of living adjustment (COLA) each July 1<sup>st</sup>. The annual adjustment is:

- Based on increases in Consumer Price Index (CPI) to a **maximum of 3% per annum** as published by the Social Security Administration each October
- **COLA limited to \$15,000 of a retiree's pension (the "COLA base")**

1997: The COLA base was increased from \$9,000 to \$12,000

2010: Law enacted to allow municipality ability to increase COLA base in \$1,000 increments

2013: Annual Town Meeting (ATM) approved raising the COLA base to \$15,000

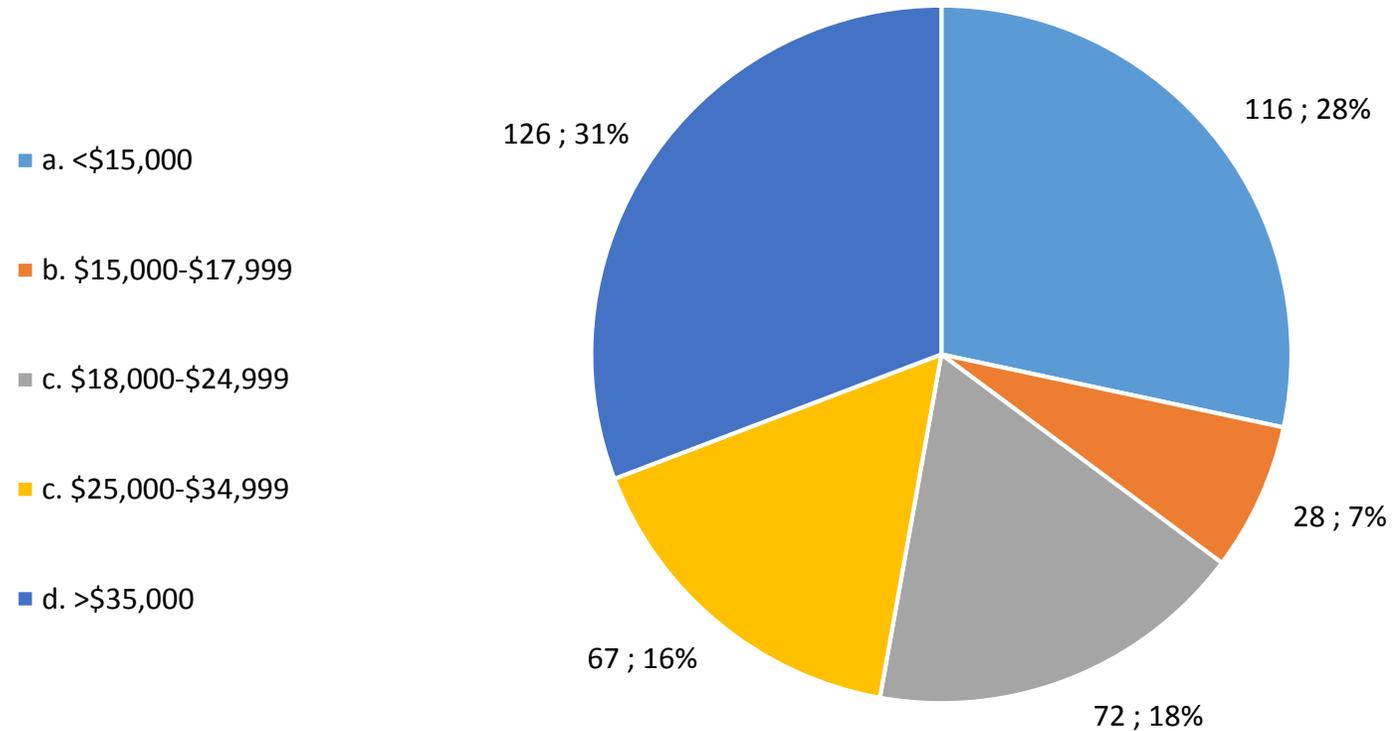
# PROPOSED COLA BASE INCREASE

Retirement Board voted, subject to approval by 2018 ATM, to raise the COLA base incrementally to \$18,000

- 2018 proposed base: \$16,000
- 2019 proposed base: \$17,000
- 2020 proposed base: \$18,000

*To see if the Town will authorize the Contributory Retirement Board to increase the maximum base on which the cost-of-living increase is calculated for retirees and beneficiaries of the Wellesley Contributory Retirement System by \$1,000 each July 1 for the next 3 years resulting in a base change from \$15,000 to \$16,000 effective July 1, 2018, from \$16,000 to \$17,000 effective July 1, 2019, and from \$17,000 to \$18,000 effective July 1, 2020.*

# DISTRIBUTION OF RETIREES BY ANNUAL BENEFIT



28% of retirees received full COLA with current \$15k base.  
Additional 7% would benefit fully from an \$18k base.

# COST OF LIVING ADJUSTMENT (COLA)

- Example: Retiree annual allowance equals \$25,000
  - Maximum annual increase equals \$450 (3% of \$15,000 = \$450)
  - “Effective COLA” in this example equals 1.8% (\$450 divided by \$25,000)
    - The effective rate decreases over time

Year	Maximum COLA	Annual Benefit	Effective COLA
2017	-	\$25,000	-
2018	\$450	\$25,450	1.80%
2019	\$450	\$25,900	1.77%
2020	\$450	\$26,350	1.74%
2021	\$450	\$26,800	1.71%
2022	\$450	\$27,250	1.68%

# COST OF LIVING ADJUSTMENT (COLA)

- Example: Retiree annual allowance of \$25,000

2018 Maximum annual increase equals \$480 (3% of \$16,000 = \$480)

2019 Maximum annual increase equals \$510 (3% of \$17,000 = \$510)

2020 Maximum annual increase equals \$540 (3% of \$18,000 = \$540)

Year	Maximum COLA	Annual Benefit	Effective COLA
2017	-	\$25,000	-
2018	\$480	\$25,480	1.92%
2019	\$510	\$25,990	2.00%
2020	\$540	\$26,530	2.08%
2021	\$540	\$27,070	2.04%
2022	\$540	\$27,610	1.99%

The effective rate better preserved over time with indexed base.

# COST OF LIVING ADJUSTMENT (COLA)

Annual Benefit	Retirees	3.0% on \$15k	3.0% on \$18k
< \$15,000	116	3.0%	3.0%
\$15,000 - \$17,999	28	2.5%-3.0%	3.0%
\$18,000 - \$24,999	72	1.8%-2.5%	2.2%-3.0%
\$25,000 - \$34,999	67	1.3%-1.8%	1.6%-2.1%
> \$35,000	126	0.3%-1.3%	0.4%-1.5%

Most (72%) of our Town's retirees have an annual COLA increase less than 3%.  
 COLA based on Median Annual Benefit of \$24,028 is currently limited to 1.9%.  
 COLA based on Average Annual Benefit of \$27,960 is currently limited to 1.6%.  
 The maximum dollar increase for any single retiree is \$90 per year if COLA base increased to \$18,000 (3% times \$3,000 increase in base).

# EQUITY VS. PRIVATE SECTOR EMPLOYEES

- Social Security benefits for Private Sector employees do not have any limits applied to annual COLAs (no cap on CPI and no cap on benefit amount).
- A comparable “COLA base” for Social Security recipients is about \$20,900 today based on the average salary of our Town’s employees.
  - COLA base in this context means the hypothetical Social Security Benefit for average Town Wages.
- Raising the COLA base for our Town’s retirees in conjunction with prudent COLA awards is equitable.
- We believe an increase in COLA is a responsibility to retirees

# EQUITY VS. OTHER MUNICIPALITIES

- As of today, 12 Massachusetts Retirement Systems have approved increases in the COLA base over \$15,000, including the Norfolk County and Bristol County Systems covering 33 towns.
- \$18,000 is the highest base.
- Other systems lag behind, possibly due to financial considerations from years of underfunding and/or aggressive assumptions about rates of investment return.
- The Retirement Board has shown fiduciary responsibility in not “rubber stamping” a 3% COLA during low inflationary environment.
- Awarding a limited 1.5% COLA in 3 recent years saved approximately \$2 million in liability.

# WHAT DOES IT COST?

- The updated 2017 valuation report assumes the COLA base will incrementally increase by \$1,000 per year for the next 3 years. The COLA increase is reflected fully in the Town's budget.
- Raising the COLA base from \$15k to \$16k adds approximately \$125,000 to the FY19 appropriation.
- Raising the COLA base incrementally over 3 years avoids a large annual jump in appropriation of approximately \$375,000 to the FY19 appropriation.

# COLA SUMMARY

- The COLA base has not have been adjusted since 2013.
- Most of our Town's retirees do not receive a full increase due to the COLA base limit and in higher inflationary times, the 3% maximum annual CPI limit.
- The Retirement Board has shown fiduciary responsibility in not “rubber stamping” a 3% COLA during low inflationary environment.
- Several other MA Systems have already increased the COLA base, including the Norfolk County System.
- Our retirees continue to have increased medical premiums and expenses.
- The Retirement Board believes that raising the COLA base incrementally to \$18,000 balances both our fiduciary and fiscal responsibilities to the Membership and the Taxpayers.
- We respectfully ask for your support and endorsement of our vote.

**6. Discuss Selectmen Operating Budgets**

As a follow up to our Saturday work session, we've included this item so that the Board can have a follow up discussion about the budgets presented. As you've already received the full budget package for Saturday, we've only included the summary pages. A motion has been provided below, however it is certainly subject to update for Monday night after further discussion and deliberation by the Board.

**MOVE** to approve the Selectmen's FY19 operating budgets as presented.





# Town of Wellesley

## FY2019 Summary Selectmen Request

Page #	Dept.	Funding Item	FY18 USE OF FUNDS (BUDGET)			FY19 USE OF FUNDS (REQUESTED)			CHANGE - FY18 to FY19			
			FY18 Pers Srvs	FY18 Expenses	FY18 Total Ops	FY19 Pers Srvs	FY19 Expenses	FY19 Total Ops	\$ Variance Pers Srvs	\$ Variance Expenses	Variance Total - \$	Variance Total - %
<b>GENERAL GOVERNMENT</b>												
<b>Administration</b>												
1	122	Executive Director	460,572	28,925	489,497	451,599	28,225	479,824	(8,973)	(700)	(9,673)	-1.98%
5	126	Sustainable Energy	18,132	1,500	19,632	33,497	26,425	59,922	15,365	24,925	40,290	205.23%
15	133	Finance Department	431,837	10,200	442,037	448,904	10,950	459,854	17,067	750	17,817	4.03%
20	145	Treasurer & Collector	315,990	126,450	442,440	314,306	129,750	444,056	(1,684)	3,300	1,616	0.37%
26	155	Information Technology	474,910	297,457	772,367	670,453	121,167	791,620	195,543	(176,290)	19,253	2.49%
31	195	Town Report	-	4,000	4,000	-	4,000	4,000	-	-	-	0.00%
32	199	Central Admin. Services	-	29,000	29,000	-	26,500	26,500	-	(2,500)	(2,500)	-8.62%
<b>Subtotal - General &amp; Financial Svcs.</b>			<b>\$ 1,701,441</b>	<b>\$ 497,532</b>	<b>\$ 2,198,973</b>	<b>\$ 1,918,759</b>	<b>\$ 347,017</b>	<b>\$ 2,265,776</b>	<b>\$ 217,318</b>	<b>\$ (150,515)</b>	<b>\$ 66,803</b>	<b>3.04%</b>
<b>Maintenance Services</b>												
33	192	Facilities Maintenance-Town	4,345,946	3,380,028	7,725,974	4,497,517	3,457,749	7,955,266	151,571	77,721	229,292	2.97%
<b>Subtotal - Maint Services</b>			<b>\$ 4,345,946</b>	<b>\$ 3,380,028</b>	<b>\$ 7,725,974</b>	<b>\$ 4,497,517</b>	<b>\$ 3,457,749</b>	<b>\$ 7,955,266</b>	<b>\$ 151,571</b>	<b>\$ 77,721</b>	<b>\$ 229,292</b>	<b>2.97%</b>
<b>Human Services</b>												
64	541	Council on Aging	354,620	114,866	469,486	373,087	63,446	436,533	18,467	(51,420)	(32,953)	-7.02%
71	542	Youth Commission	82,579	17,090	99,669	84,500	17,090	101,590	1,921	-	1,921	1.93%
86	693	Memorial Day Flags	-	2,500	2,500	-	2,500	2,500	-	-	-	0.00%
74	543	West Suburban Veterans District	-	68,000	68,000	-	68,000	68,000	-	-	-	0.00%
<b>Subtotal - Human Svcs.</b>			<b>\$ 437,199</b>	<b>\$ 202,456</b>	<b>\$ 639,655</b>	<b>\$ 457,587</b>	<b>\$ 151,036</b>	<b>\$ 608,623</b>	<b>\$ 20,388</b>	<b>\$ (51,420)</b>	<b>\$ (31,032)</b>	<b>-4.85%</b>
<b>Selectmen Shared Services</b>												
76	135	Audit Committee	-	58,200	58,200	-	64,020	64,020	-	5,820	5,820	10.00%
77	151	Law	-	325,000	325,000	-	325,000	325,000	-	-	-	0.00%
78	458	Street Lighting	-	246,876	246,876	-	145,000	145,000	-	(101,876)	(101,876)	-41.27%
79	945	Risk Management	-	440,454	440,454	-	485,214	485,214	-	44,760	44,760	10.16%
80	211	Injured on Duty Insurance	-	100,000	100,000	-	100,000	100,000	-	-	-	0.00%
<b>Subtotal - Sel. Shared Services</b>			<b>\$ -</b>	<b>\$ 1,170,530</b>	<b>\$ 1,170,530</b>	<b>\$ -</b>	<b>\$ 1,119,234</b>	<b>\$ 1,119,234</b>	<b>\$ -</b>	<b>\$ (51,296)</b>	<b>\$ (51,296)</b>	<b>-4.38%</b>
<b>Selectmen Appointed Committees</b>												
81	176	Zoning Board of Appeals	54,335	6,940	61,275	76,724	11,940	88,664	22,389	5,000	27,389	44.70%
85	180	Housing Development Corp	-	6,000	6,000	-	6,000	6,000	-	-	-	0.00%
85	690	Historical District Commission	-	-	-	-	-	-	-	-	-	0.00%
85	691	Historical Commission	-	750	750	-	-	-	-	(750)	(750)	-100.00%
86	692	Celebrations Committee	-	4,700	4,700	-	4,700	4,700	-	-	-	0.00%
<b>Subtotal - Sel. Appnted Comms.</b>			<b>\$ 54,335</b>	<b>\$ 18,390</b>	<b>\$ 72,725</b>	<b>\$ 76,724</b>	<b>\$ 22,640</b>	<b>\$ 99,364</b>	<b>\$ 22,389</b>	<b>\$ 4,250</b>	<b>\$ 26,639</b>	<b>36.63%</b>
<b>GENERAL GOVERNMENT SUBTOTAL</b>			<b>\$ 6,538,921</b>	<b>\$ 5,268,936</b>	<b>\$ 11,807,857</b>	<b>\$ 6,950,587</b>	<b>\$ 5,097,676</b>	<b>\$ 12,048,263</b>	<b>\$ 411,666</b>	<b>\$ (171,260)</b>	<b>\$ 240,406</b>	<b>2.04%</b>
<b>Public Safety</b>												
87	210	Police Department	5,446,712	630,035	6,076,747	5,527,024	645,760	6,172,784	80,312	15,725	96,037	1.58%
100	220	Fire Rescue	5,030,186	263,549	5,293,735	5,215,425	265,770	5,481,195	185,239	2,221	187,460	3.54%
108	241	Building Department	507,724	26,150	533,874	499,254	40,600	539,854	(8,470)	14,450	5,980	1.12%
115	244	Sealer of Wgts & Measures	15,600	2,800	18,400	16,000	2,550	18,550	400	(250)	150	0.82%
118	299	Special School Police	126,294	3,105	129,399	127,606	3,183	130,789	1,312	78	1,390	1.07%
<b>Subtotal - Public Safety</b>			<b>\$ 11,126,516</b>	<b>\$ 925,639</b>	<b>\$ 12,052,155</b>	<b>\$ 11,385,309</b>	<b>\$ 957,863</b>	<b>\$ 12,343,172</b>	<b>\$ 258,793</b>	<b>\$ 32,224</b>	<b>\$ 291,017</b>	<b>2.41%</b>
<b>SELECTMEN OPERATING SUBTOTAL</b>			<b>\$ 17,665,437</b>	<b>\$ 6,194,575</b>	<b>\$ 23,860,012</b>	<b>\$ 18,335,896</b>	<b>\$ 6,055,539</b>	<b>\$ 24,391,435</b>	<b>\$ 670,459</b>	<b>\$ (139,036)</b>	<b>\$ 531,423</b>	<b>2.23%</b>

Page #	Dept.	Funding Item	FY18 USE OF FUNDS (BUDGET)			FY19 USE OF FUNDS (REQUESTED)			\$ Variance Pers Srvs	CHANGE - FY18 to FY19		Variance Total - %
			FY18 Pers Srvs	FY18 Expenses	FY18 Total Ops	FY19 Pers Srvs	FY19 Expenses	FY19 Total Ops		\$ Variance Expenses	Variance Total - \$	
<b>CAPITAL &amp; DEBT</b>												
<b>Tax Impact Capital</b>												
122		BoS Cash Capital	-	364,009	364,009	-	318,077	318,077	-	(45,932)	(45,932)	-12.62%
192		Facilities Capital	-	1,875,000	1,875,000	-	1,850,000	1,850,000	-	(25,000)	(25,000)	-1.33%
<b>Subtotal - Capital</b>			<b>\$ -</b>	<b>\$ 2,239,009</b>	<b>\$ 2,239,009</b>	<b>\$ -</b>	<b>\$ 2,168,077</b>	<b>\$ 2,168,077</b>	<b>\$ -</b>	<b>\$ (70,932)</b>	<b>\$ (70,932)</b>	<b>-3.17%</b>
<b>Debt Service</b>												
710		Current Inside Levy Debt Service - Issued	-	4,000,000	4,000,000	-	-	-	-	(4,000,000)	(4,000,000)	-100.00%
		Current Outside Levy Debt Service - Issued	-	12,740,608	12,740,608	-	-	-	-	(12,740,608)	(12,740,608)	-100.00%
			-	-	-	-	-	-	-	-	-	0.00%
<b>Subtotal - Debt Service</b>			<b>\$ -</b>	<b>\$ 16,740,608</b>	<b>\$ 16,740,608</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (16,740,608)</b>	<b>\$ (16,740,608)</b>	<b>-100.00%</b>
<b>CAPITAL &amp; DEBT SUBTOTAL</b>			<b>\$ -</b>	<b>\$ 18,979,617</b>	<b>\$ 18,979,617</b>	<b>\$ -</b>	<b>\$ 2,168,077</b>	<b>\$ 2,168,077</b>	<b>\$ -</b>	<b>\$ (16,811,540)</b>	<b>\$ (16,811,540)</b>	<b>-88.58%</b>
<b>Employee Benefits</b>												
121	910	Retirement	-	6,621,863	6,621,863	-	7,056,425	7,056,425	-	434,562	434,562	6.56%
122	911	Non-Contributory Pensions	-	18,713	18,713	-	19,100	19,100	-	386	386	2.06%
123	913	Unemployment Compensation	-	150,000	150,000	-	150,000	150,000	-	-	-	0.00%
124	912	Workers Comp	-	517,860	517,860	-	287,700	287,700	-	(230,160)	(230,160)	-44.44%
125	914	Group Insurance	-	17,576,298	17,576,298	-	18,955,834	18,955,834	-	1,379,536	1,379,536	7.85%
126	919	OPEB Inside Levy	-	3,432,000	3,432,000	-	3,432,000	3,432,000	-	-	-	0.00%
127	950	Compensated Absences	-	90,000	90,000	-	90,000	90,000	-	-	-	0.00%
<b>SHARED COST SUBTOTAL</b>			<b>\$ -</b>	<b>\$ 28,406,734</b>	<b>\$ 28,406,734</b>	<b>\$ -</b>	<b>\$ 29,991,059</b>	<b>\$ 29,991,059</b>	<b>\$ -</b>	<b>\$ 1,584,324</b>	<b>\$ 1,584,324</b>	<b>5.58%</b>
<b>SPECIAL ITEMS</b>												
		Property Tax Abatements	-	671,274	671,274	-	-	-	-	(671,274)	(671,274)	-100.00%
810		State & County Assessments	-	1,239,371	1,239,371	-	-	-	-	(1,239,371)	(1,239,371)	-100.00%
<b>SPECIAL ITEMS SUBTOTAL</b>			<b>\$ -</b>	<b>\$ 1,910,645</b>	<b>\$ 1,910,645</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (1,910,645)</b>	<b>\$ (1,910,645)</b>	<b>-100.00%</b>
<b>BoS TOTAL TAX IMPACT BUDGET</b>			<b>\$ 17,665,437</b>	<b>\$ 55,491,571</b>	<b>\$ 73,157,008</b>	<b>\$ 18,335,896</b>	<b>\$ 38,214,675</b>	<b>\$ 56,550,571</b>	<b>\$ 670,459</b>	<b>\$ (17,276,897)</b>	<b>\$ (16,606,438)</b>	<b>-22.70%</b>
<b>BOS TOTAL TAX IMPACT (LESS EXEMPT DEBT)</b>			<b>\$ 17,665,437</b>	<b>\$ 42,750,963</b>	<b>\$ 60,416,400</b>	<b>\$ 18,335,896</b>	<b>\$ 38,214,675</b>	<b>\$ 56,550,571</b>	<b>\$ 670,459</b>	<b>\$ (4,536,289)</b>	<b>\$ (3,865,830)</b>	<b>-6.40%</b>
<b>NON-TAX IMPACT ITEMS</b>												
128	27-293	Traffic & Parking Ops. & Cash Capital	247,280	1,301,670	1,548,950	248,250	778,086	1,026,336	970	(523,584)	(522,614)	-33.74%
<b>NON-TAX IMPACT TOTAL</b>			<b>\$ 247,280</b>	<b>\$ 1,301,670</b>	<b>\$ 1,548,950</b>	<b>\$ 248,250</b>	<b>\$ 778,086</b>	<b>\$ 1,026,336</b>	<b>\$ 970</b>	<b>\$ (523,584)</b>	<b>\$ (522,614)</b>	<b>-33.74%</b>

**7. Unified Plan Update**

Marjorie will provide the Board with an update on the status of the Unified Plan. Upon her request, pages 1 – 4 of Chapter 15 of the draft plan have been provided for your review prior to the meeting.

**NO MOTION**



## CHAPTER FIFTEEN – IMPLEMENTATION PRIORITIES

In the Unified Plan, many priorities and recommendations represent continuity with past Town commitments and align well with the traditional areas of responsibility of Town boards and commissions. For example, Wellesley has a continuing commitment to improving and maintaining water quality in the town’s ponds and streams. Similarly, the Town is the steward of the historic Town Hall building and is investing in both preservation and upgrading the functionality of the building. But there are also major recommendations focused on solutions to the hard questions that Wellesley has often found it difficult to resolve in the past: increasing housing choice and affordability, expanding transportation choice, establishing a proactive economic development policy, modernizing the zoning bylaw, enhancing environmental performance while balancing recreational and natural open space, and creating a more coordinated and strategic approach to overall town government.

Many of these hard questions are twenty-first century issues that require significantly higher levels of cross-board collaboration than Wellesley’s government system is used to delivering, based as it is on highly-distributed power organized in traditional elected boards and commissions. Wellesley’s volunteer-intensive town government is based on a late nineteenth-century model. To keep this well-loved model while meeting the challenges facing the town today and tomorrow, the Wellesley model needs to be more flexible, open, interdependent, coordinated, and much more proactive. Instead of persistent collaborative systems, the Town often relies on reactive, ad hoc responses when facing the hard questions. For example, when economic recession increased the number of empty storefronts, an ad hoc committee economic development committee was formed, fading away with the return of better economic times. When Chapter 40B proposals appear, people ask why the Town does not have a state-approved affordable housing production plan. By taking a proactive approach to development, transportation, and economic development issues, the Town can pursue the goals it sets for itself, rather than waiting for proposals from others. Among other things, more cross-board collaboration may require a greater time commitment from members of boards and commissions, a willingness to explicitly task members to become a board’s “expert” on a particular issue as it affects the board’s area of responsibility, or additional staff to make greater proactive collaboration effective.

Wellesley residents and other stakeholders who participated in the Unified Plan, in interviews, workshops, surveys, and through the Steering Committee, identified a set of priority topics that represent the “hard questions” that the town must face: housing choice; mobility and connection; economic development; land use regulations and design standards; balancing environmental goals and recreational needs; strategic approach to Town government. Wellesley needs to consider that neighboring towns and peer communities are increasingly addressing similar issues and presenting more quality of life competition for the millennials who will be considering moving to Wellesley or other communities in the coming decades.

### A. PRIORITY TOPICS FOR THIS UNIFIED PLAN

#### **Topic: Housing choice**

Housing diversity and affordability, including empty-nester housing, was a repeated theme throughout the planning process. Many residents identified more housing choice—in type and price—as the foundation of a somewhat more diverse Wellesley. This is not new. The 2006 Community Preservation Report noted the need for less talk and more action to create affordable housing. The 2007 Comprehensive Plan included a detailed Housing Production Plan laying out a strategy for the town to achieve the state goal of 10% affordable housing as counted by Chapter 40B. The Housing Production Plan was not adopted and interest may have lapsed as housing development slowed during the recession. The Town has been able to improve the affordable housing percentage since 2007, but has not pursued more significant options that have been on the agenda for years. Key Unified Plan recommendations to increase housing choice include:

- Commission concept plans and design guidelines for housing development on town-owned and Housing Authority property—*previously studied by the Town and deemed suitable for redevelopment*--to be accompanied by rezoning and followed by issuance of developer RFPS:

- Tailby Lot – mixed income multifamily and underground parking
- Barton Road – mixed income multifamily
- Adopt a Housing Production Plan for achieving the Ch 40B goal of 10% subsidized housing
- Ensure that area plans for redevelopment of office districts should include mixed-use and mixed income multifamily and townhouse housing
- Agree that some portion of the North 40 located within walking distance of commuter rail will include housing. Commission a study that includes concept plans and design guidelines for mixed-income and empty-nester housing in formats other than traditional single family housing, such as cottage communities and townhouses, and includes a study of retaining town ownership of the land or a community land trust.
- Amend zoning in the General Residence district to permit multifamily housing
- Amend zoning in single family districts to permit accessory units under certain conditions and to permit condo development under certain conditions of historic houses found to be preferably preserved under the demolition delay bylaw
- Commit more CPA funding to affordable housing over the next ten years and increase the level of subsidy to affordable units

**Topic: Transportation Choice**

Participants in the Unified Plan process expressed frustration with traffic congestion, strong interest in the creation of safe and convenient bicycle and pedestrian networks connecting town destinations, and general support for strengthening multi-modal transportation options. Desire for more transportation choice is also not new. The Town approached these issues in the past by formation of ad hoc committees on in-town transportation and bicycle routes, and inadequate attempts to control school traffic. However, transportation is a multi-faceted issue that requires ongoing management and attention from a broad range of Town entities. Key recommendations on transportation and mobility include:

- Establish a Mobility Policy Committee with representation from multiple boards, committees, and other stakeholders. *(A somewhat similar transportation committee was suggested by an ad-hoc committee on local transit several years ago but has not been established.)*
- Use a Multimodal Level of Service standard to develop and evaluate transportation improvement projects
- Develop coordinated Traffic Demand Management measures to reduce single-occupant vehicle traffic, focusing first on development of a School Traffic Management Association. *(School traffic has been identified as responsible for one-third of traffic congestion in Wellesley.)*
- Develop a bicycle and pedestrian network using the less-stress routes approach targeting improvements to bridge gaps between network segments
- Study options to create safe and convenient bike and pedestrian crossings of Route 9 and the railroad tracks in order to be ready to move forward to construction under the next 10-year plan.
- Hire a transportation coordinator and planner to coordinate implementation of mobility policies and traffic demand management. Options include full-time or part-time, contract or permanent staff.

**Topic: Proactive economic development**

Historically, the town has been reactive to perceived economic development issues—typically focused around retail and services in the commercial villages--without much attention to the opportunities for nonresidential tax benefits and mixed use development in office districts. The Town lacks clear economic development goals and policies. Key recommendations for proactive economic development include:

- Create an Economic Development Policy Committee with representation from relevant boards, staff, and stakeholders.
- Hire an economic development specialist to work with the commercial villages, the office districts, and other business areas. The Town could start with part-time contract staff, evaluate benefits and then consider full-time permanent staff
- Proactively recruit desired business types to village commercial areas.
- Study and implement changes for redevelopment of the office districts, including market studies. Rezone

for more height and density to increase non-residential tax revenue and allow multifamily and townhouse development to help attain housing goals. Commission Area Plans to include design and sustainable building guidelines.

**Topic: Modernizing the zoning bylaw and design guidelines**

Modernization of the zoning bylaw was recommended by the 2007 Comprehensive Plan and the Town Government Study Group. A modern zoning bylaw that clearly communicates what the Town wants in terms of development and redevelopment is needed. A previous effort over the last ten years was not completed. It is necessary to put sufficient resources to the task. Key recommendations on zoning and design include:

- Modernize the zoning bylaw to be a hybrid zoning instrument that is user-friendly, clear, and precise, so that project proponents know what the Town is looking for and what it will not accept in development projects. Include illustrations of what is desired and not desired.
- Use the zoning bylaw to communicate goals, policy and design standards supported by the Unified Plan.
- Update the Design Review bylaw and handbook and incorporate the advisory expertise of committee members into the zoning rewrite and development of design guidelines for Area Plans (such as for the redevelopment of office areas).
- Include sustainability practices and form-based elements in zoning for commercial villages and office/mixed-use districts. Form based zoning requires site and building design that supports compact and walkable districts.

**Topic: Preserving and enhancing environmental resources and performance while balancing natural and recreational open space**

- Use the Envision rating system to evaluate town projects. Envision provides a systematic review, beginning with answering the basic question – is this the right project? It provides a way to evaluate projects from multiple perspectives (including economic) and involving multiple board and commission responsibilities.
- Improve the collection and analysis of data, such as
  - Tree canopy
  - Conservation easements and restrictions
  - Demand for and use of athletic fields and sports facilities owned by the town and others
  - Demand for and usage of the 900 Worcester Street facility
  - Transportation greenhouse gas emissions
- Use better data to build consensus around competing uses for open space.
- Discourage private encroachment on public resources.
- Expand programs to encourage environmentally-sensitive practices on private property.
- Establish advanced stormwater management policies and practices envisioned in the now-suspended EPA requirements regardless of federal action.

**Topic: More coordinated and strategic approach to Town Government**

To serve twenty-first century residents and businesses and meet contemporary challenges, Wellesley town government can benefit from greater efficiency and coordination. Many participants in the planning process, especially those who are not directly involved in Town government, find Town government opaque, unaccountable, and hard to navigate. Key recommendations on Town government include:

- Align town government activities with the Unified Plan:
  - An ATM 2018 bylaw to require town government bodies to align their activities to achieve the town vision and goals in the Unified Plan.
  - An ATM 2018 bylaw to require town government bodies with budgets over \$100,000 to establish strategic plans aligned with the Unified Plan, in a standardized format, over a rolling implementation period of three to five years.
- Data-driven government:
  - Create an increased culture of data-driven government to support decision-making and

transparency, including a staff person in charge of working with all boards and commissions and departments to collect and analyze data and

- Customer-centric government:
  - Design town processes around customer needs
  - Foster a culture of customer service among town employees
  - Gather customer feedback and establish customer service metrics
  - Create programs to assure a continued flow of high quality volunteers
  - Create user-friendly e-government processes so residents and businesses can conduct routine business with the town online
- Optimize the use of technology through a bylaw
  - Establish a purchasing program for compatible hardware and software across town government to save money and time in purchasing, maintenance, and training.
  - Evaluate and implement shared services for administrative functions
- Increase transparency about town government activities
  - Establish and keep up to date public-friendly informational resources on the town website about town data, town budgets, expenditures and projects, agendas and minutes, Annual Town Meeting warrant, and so on.
- Study the feasibility and benefits of adopting Budgeting for Outcomes (priority-based budgeting) in the context of Wellesley's governmental system
- Identify existing and new staff to support data literacy and publishing, customer service systems

## B. TOOLS FOR IMPLEMENTATION

The most important implementation tool that town government has is the ability to decide where and how to make public investments—in facilities, infrastructure, open space, education, in programs, and in development assistance.

### Regulatory tools and development standards and guidelines

- *Zoning and development regulations.* Most people think of zoning as the preeminent implementation tool for the land use and development aspects of a municipal plan, and it is certainly one of the foundations for effective implementation of a plan. While Wellesley has an established overall character that will persist into the future, some of the goals of the 2018 Wellesley Unified Plan can only be attained with a change in zoning.
  - *Hybrid zoning.* Many communities today have hybrid zoning—a combination of conventional zoning and form-based zoning. Because of its familiarity and long institutional history, conventional zoning is likely to remain the foundation of Wellesley zoning. Form-based zoning focuses more on building form than on land uses. It is a reaction to conventional zoning's separation of land uses, which made it impossible to build mixed-use neighborhoods and districts. Form-based codes are organized around the street and the neighborhood and are particularly good at conveying what is desired in terms of the relationship between private buildings and the public street. It is typically applied in specific districts, such as commercial corridors where a mixture of uses is desired.
  - *Smart Growth Zoning and Housing Production Districts* – Chapter 40R and Chapter 40S. Chapter 40R allows communities to establish special zoning overlay districts that allow densities of 12 units/acre for townhouses and 20 units/acre for condominiums and apartments; require 20% affordable units; and allow mixed-use development. State technical assistance is available for writing the bylaw and for planning and design. The state pays the municipality for creating the district and an additional amount for every unit built. Chapter 40S provides that communities with a Chapter 40R district receive state funding for educating school-age children who move into the district. Wellesley might consider establishing these districts when rezoning the office districts to allow multifamily development. Communities with similarities to Wellesley that have approved Chapter 40R districts include Belmont, North Andover, and Marblehead.
  - *Urban design and design review.* Wellesley's design review bylaw and guidebook are outdated and

**8. Executive Director's Update**

Included in your packet are two items that require approval at the meeting.

Minutes:

The minutes of the October 30<sup>th</sup> and November 7<sup>th</sup> meeting for approval.

**MOVE** to approve the regular session minutes of October 30<sup>th</sup> and November 7, 2017.



TOWN OF WELLESLEY



MASSACHUSETTS

## BOARD OF SELECTMEN

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

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

### MEMORANDUM

DATE: December 1, 2017  
TO: Board of Selectmen  
FROM: Blythe C. Robinson, Executive Director  
SUBJECT: Weekly Report

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

- We anticipate delivery of the Town Reports on Monday or Tuesday next week in case you know of anyone who has been waiting to get their copy.
- We received an email this week that there will be a groundbreaking ceremony for the Wellesley Sports Center at 900 Worcester Street on Friday, December 15<sup>th</sup> at 1:00 PM. At this point we have not received a building permit application to process.
- Through Tom Ulfelder's efforts we've gotten a positive response from Wellesley Media that they would be willing and able to step up to upgrading the Kingsbury Room at the Police Station to be able to broadcast there, which would alleviate the need for the capital outlay the Chief had requested to upgrade the AV equipment. We will add this to an upcoming agenda to discuss a vote that the Media Corp will need.
- I understand that our Town Hall design team and FMD staff will be making a presentation to the Mass. Architectural Access Board (MAAB) next week to seek approvals for the variances we need for the Town Hall project.
- We received a heads up from Marianne Cooley at Wellesley College that as they begin the construction of the Science Center which they anticipate will take three years, parking at the college will likely be impacted. They will be closing the Grey Lot which is

where residents tend to park who are heading to walk their dogs on college property. She is willing to have a meeting with the Board to discuss further if need be.

1 **Board of Selectmen Meeting: October 30, 2017**

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

3 **Also Present: Robinson, Jop**

4 **Minutes Approved:**

5  
6 **Warrants approved: 2018-016 in the amount of \$1,468,702.97**

7  
8 **Meeting Documents:**

- 9 1. Agenda
- 10 2. Agenda Background Memorandum
- 11 3. BOS Calendar
- 12 4. Map and overview of impact of authorizing free parking
- 13 5. Whole Foods Beer & Wine License Application
- 14 6. Proposal for Housing Production Plan – Barrett Planning Group LLC
- 15 7. Proposal for Housing Production Plan- ABACUS Architects & Planners
- 16 8. Development of Housing Production Plan Request for Proposals
- 17 9. Draft letter to MHP re 40B proposal 135 Great Plain Ave
- 18 10. Emails Re: 40 B abutters to 135 Great Plains Ave.
- 19 11. MassHousing Permit Site Approval Application re: 135 Great Plains Ave.
- 20 12. Comments on letter from PB and BOS
- 21 13. Choosing by Advantages report
- 22 14. Matrix Spreadsheet to evaluate HHU options
- 23 15. Email from Mr. Morgan Re: Licensing Alcohol in Town Building
- 24 16. Letter from Town Counsel to Rep. Alice Peisch- Public Records Law
- 25 17. Monthly parking revenue report- September, 2017
- 26 18. Memo re 2018 Boston Marathon entry award schedule
- 27 19. TEFRA Notice of public Hearing – Partners Healthcare Systems 11.7.17
- 28 20. Letter to National Grid RE: Endorsement of National Grid’s MA 2018 Community Initiative
- 29 21. Memo: Commendation from Deputy Chief James O’Neil, Milton Police Dept.
- 30 22. Wellesley Historical Society “Steam Titans” Event postcard

31  
32 **1. Call to Order & Citizen's Speak**

33  
34 Ms. Gibbs, Chair, called the meeting to order 7:00 PM. She announced that this Thursday evening,  
35 November 2, 2017, the Annual Spelling Bee Fundraiser will be held at the Sprague School.

36  
37 She also announced that the MetroWest Regional Collaborative has launched a program to develop a  
38 regional component to connect regional trail systems into one network.

39  
40 **Citizen’s Speak**

41  
42 None.

43  
44 **2. Executive Director’s Update**

45  
46 Ms. Robinson noted that the Town Report will be sent to the printer shortly, ensuring that the Town  
47 receives it back in time for the December deadline. Ms. Robinson thanked everyone for sending in draft  
48 warrant articles.

49  
50 Ms. Freiman asked if the Marathon Applications will be going out soon. Ms. Robinson confirmed the  
51 application process will be starting a week earlier than in past years.

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Gifts

Ms. Sullivan Woods discussed the Tree Lighting Gift. This is an anonymous gift valued at \$4,159 to light six trees. The trees are privately owned and have been approved by the owners.

**Upon a motion by Ms. Freiman and seconded by Mr. Morgan, the Board voted (5-0) to accept a gift of \$4,159 from an anonymous donor to be used for the 2018 holiday lighting program.**

Free Holiday Parking

Ms. Sullivan Woods noted that the Board of Selectmen have traditionally waved parking for the holiday season. Last year the parking waiver was extended down into Wellesley Hills and Lower Falls. The merchants have asked for additional free parking. The proposal is to waive parking for the month of December versus a specific time period. Furthermore, the merchants believe that the adjoining communities validate parking for the entire month of December.

Ms. Robinson noted the estimate of revenue impact is approximately \$16,000. The Board was in favor of supporting the various districts.

**Upon a motion by Ms. Freiman and seconded by Mr. Morgan, the Board voted (5-0) to authorize two-hour free on-street parking in Wellesley Square, Wellesley Hills, and Wellesley Lower Falls for the entire month of December 2017. This free parking does not apply to 4-hour and 10-hour parking meters or commuter rail parking lots.**

Approve Revised Holiday Schedule for Town Hall

**Upon a motion by Ms. Freiman and seconded by Mr. Morgan, the Board voted (5-0) to alter the holiday calendar for calendar year 2017 to close Town Hall on November 24th (day after Thanksgiving) in lieu of half-day holidays on December 22nd and 29th.**

**3. Retail Sale of Beer and Wine License – Whole Foods**

Ms. Gibbs invited representatives from Whole Foods to join the Board.

Ms. Jop provided background noting that the Town currently has three wine and malt liquor licenses that are available to grocery stores and three available to specialty food stores. The license that Whole Foods is requesting would be the third and final license available for grocery stores for the Town. The application from Whole Foods has been reviewed. The applicant has met with the Police Department to go through procedures and layout, and the Police Chief has signed off on the application. The Building Department, Design Review Board, and the Board of Health have all also signed off. The representatives from Whole Foods introduced themselves; Mr. Michael Scott, Partner with Nutter McClennen Law Firm; Mr. Bob Donnelly, Whole Foods Executive Coordinator of Construction & Developer; Jim Hughes, VP of Strategic Support at Whole Foods; and Ms. Kim Pinelli, Store Team Leader & Manager of Record of Whole Foods' application.

Mr. Scott noted that Whole Foods is allowed to operate seven stores in Massachusetts with a Section 15 package store license. If approved, the Wellesley store would be Whole Foods' seventh store with a license. Whole Foods meets requirements of Wellesley regulations. The store is 46,000 square feet, which is in excess of the requirement. The proposal is a beer and wine display area of 1,950 square feet. Mr. Scott noted that the way Whole Foods sells beer and wine is to pair it with food items. The plan

103 would be for Whole Foods to focus on sustainable and organic practices and unique offerings to the  
104 community. They would sell alcohol from 8:00a.m.-9:30p.m. Monday thru Saturday and 10:00am -9:00  
105 p.m. on Sunday. They take seriously sales to under-age persons. The checkouts will not scan without  
106 putting in a date of birth for purchases. This is a concern given that there are three colleges in the area.  
107 He noted that each of the representatives are serve-safe trained and Whole Foods has an ID checking  
108 guide in the instance they are met with an out of state license. As part of the application, it was noted that  
109 Whole Foods will reduce the number of seats to 44 seats indoor and 50 outdoors.

110  
111 Ms. Gibbs requested the representatives to walk the Board through the display areas of the alcohol in the  
112 store. Mr. Scott noted the primary area will be where the café is currently located. The other areas are in  
113 the specialty food section and smaller kiosk areas throughout the store. There will not be a separate  
114 register in the café area. The customers would need to first check out at the main check out area.

115  
116 Mr. Ulfelder asked if there is any concern regarding the exit doors to the street in the display area. The  
117 Whole Foods staff noted that those doors would become emergency exits. They would be locked and  
118 alarmed.

119  
120 Ms. Freiman asked if there would still be seats in the café area. The response was that no there will only  
121 be seats up front now. The teaching area is also going away.

122  
123 Ms. Sullivan Woods asked about the seating in the area where the beer and wine will now be. She wanted  
124 to confirm that the seating there is being moved to the front. They confirmed that additional seating is  
125 being added to the front, and that the coffee bar will be retained. The seats up front can be brought  
126 together for meetings as needed.

127  
128 Ms. Gibbs commented on the delivery of beer and wine not being proposed. The staff noted that at this  
129 time they have not had any discussion with Amazon regarding plans for delivery of beer and wine. Ms.  
130 Jop noted that this application would be expiring in December 2017, and would then need to be renewed.  
131 The process for the application to be approved will take two-three weeks.

132  
133 **Upon a motion by Ms. Freiman and seconded by Mr. Morgan, the Board voted (5-0) to authorize a**  
134 **license for retail sale of wines and malt beverages for off premises consumption to Whole Foods**  
135 **Market Group, Inc. for their Whole Foods Store located at 442 Washington Street until December**  
136 **31, 2017 and to name Kimberly Pinelli as manager.**

137  
138 **4. Joint Meeting with Planning Board & Wellesley Housing Development Corp.**  
139

140 The Board of Selectmen held a joint meeting with the Planning Board and the Wellesley Housing  
141 Development Corp. to review responses to the RFP for the development of a town Housing Production  
142 Plan and the draft letter to MassHousing on the 135 Great Plain Avenue 40B site eligibility proposal. Ms.  
143 Gibbs invited the members of the two other boards to join the Board of Selectmen at the table. Michael  
144 Zehner, Planning Director, also joined the meeting.

145  
146 Attendees of the Joint Meeting included members from the Planning Board: Deborah Carpenter,  
147 Catherine Johnson and Jim Roberti; and members from the Wellesley Housing Development Corp.: Tim  
148 Barret, Bob Kenney, Dona Kemp, and Susan Troy.

149  
150 The joint meeting convened and Bob Kenney, Wellesley Housing Development Corporation, called the  
151 Wellesley Housing Development Corporation meeting to order at 7:32p.m. Deborah Carpenter, Planning  
152 Board, called the Planning Board meeting to order at 7:35 p.m.

153

154 **Upon a motion by Ms. Freiman and seconded by Mr. Morgan, the Board voted (5-0) to convene a**  
155 **joint meeting with the Planning Board and Wellesley Housing Development Corporation.**

156  
157 **Upon a motion by Ms. Freiman and seconded by Mr. Morgan, the boards voted (11-0) to elect Ms.**  
158 **Ellen Gibbs as Chair of the joint meeting.**

159  
160 **Upon a motion by Ms. Freiman and seconded by Mr. Morgan, the boards voted (11-0) to elect Deb**  
161 **Carpenter as secretary of the joint meeting.**

162  
163 Housing Production Plan

164  
165 Mr. Zehner shared with the Boards the two responses received from the Request for Proposals (RFP).  
166 The Boards need to determine whether they would like to interview the consultants. The RFP requires  
167 that there be a determination on selecting a consultant by January 11, 2018. There are five criteria used to  
168 rate the RFP responses. Mr. Zehner asked the Boards for their initial thoughts on the responses and  
169 moving the process forward.

170  
171 Mr. Kenney noted that both proposals have addressed the RFP expectations. The WHDC has not had  
172 conversations with the Planning Board regarding the proposals. Mr. Kenney noted that the WHDC  
173 viewed one proposal higher as it pertained to education and outreach. The Housing Production Plan is a  
174 great tool, but it will create change, and that will be met with opposition. With that said, the WHDC  
175 suggested that Karen Sunnarborg's Consulting Proposal was much more in depth. It looked at how to  
176 convene within neighborhoods and what this plan means to the various neighborhoods. Her proposal and  
177 approach to the RFP was thorough, they had experience in Towns surrounding us, and she went further to  
178 identify collateral benefits. Mr. Kenney noted that the Town should be striving for a diversity in housing.

179  
180 Ms. Carpenter stated that the Planning Board will be discussing the responses on Monday, November 6,  
181 2017. The Planning Board is inclined to speak to both proponents. Both bring a great deal of experience  
182 and diversity of housing. There is tremendous value to interviewing the consultants. We are inclined to  
183 move as quickly as possible, perhaps the following week.

184  
185 Ms. Johnson agreed with the comments already stated, noting both proposals seem to be very adept and  
186 plugged into our community. Ms. Johnson noted that Karen Sunnarborg has done successful plans. What  
187 was impressive about the Barrett Group was that they have worked in both Brookline and Nantucket.  
188 Brookline was a difficult process, and Nantucket is a historic district, both cases showing the adaptability  
189 of the consultant.

190  
191 Mr. Barrett raised a question regarding some of the plans the consultants worked on for other Towns  
192 and whether there was a way to gauge how effective the plans had been in implementation. Mr. Zehner  
193 responded that it would be easy to find out if other Towns received certification under a Housing  
194 Production Plan for at least incremental compliance. He noted that the plan for Brookline was successful,  
195 has achieved certification, and the Town is now under a temporary safe harbor because of the  
196 certification. A follow up question to address was how involved the consultants are after the production  
197 plan is implemented.

198  
199 Ms. Carpenter suggested that assuming the Boards interview both groups, would it make sense to put  
200 together a list of questions to ask both consultants. All three Boards should submit questions to staff to be  
201 included in the interview process.

202  
203 Ms. Freiman agreed that there are enough strengths in the proposals to warrant interviewing both  
204 consultants. She commented on the section of the proposal from Barrett Planning Group noting the

205 benefits of lessons learned in Brookline, MA that citizens need to narrow field criteria. Ms. Freiman  
206 stated her concern about the response from Abacus Architects & Planners; is it is comprised of a  
207 consultant and a design firm, however this leaves the work to one planning person. She questioned how  
208 central the design might be at the early stages, rather than the other details such as density. The design  
209 may change. A final comment from Ms. Freiman was regarding the interviews and that three full boards  
210 could be too many interviewers. She was willing to forego participation in the interviews should the  
211 Board Chairs assign folks to the interview.

212  
213 Mr. Ulfelder suggested that the Boards interview both consultants. He noted his concern of wanting the  
214 consultants to hear the Town's perspective during the interviews, rather than the Commonwealth's version  
215 of 40b. He would like to see economic diversity, but not at the expense of a project with a significant  
216 project nearby. He noted that it is also important that we enable the consultants to work independently to  
217 identify the parcel of lands so that the land is not influenced by what we know. We want them to be  
218 objective.

219  
220 Ms. Sullivan Woods is in agreement with interviewing both consultants and noted that we should move  
221 forward quickly. She suggested having full board participation at the interviews, noting that the Town  
222 needs to live with the outcome of the process. This should be a transparent process. The two proposals  
223 are strong proposals, but it is unclear what the Town will do as part of the process. Ms. Sullivan Woods  
224 questioned what the workload on Town staff will be and the requirements necessary to meet the deadline.

225  
226 Mr. Morgan agreed to interviewing both consultants and moving as quickly as possible. He noted it  
227 would be challenging to have active participation by all the boards. If mandated, this has to be a joint  
228 meeting of three boards, it will be challenging for quorums. He is concerned with the boards' schedules  
229 and consultants' schedules to get everyone together. He suggested to set up interviews and see who can be  
230 there first. Mr. Morgan does not favor a quorum of the three boards.

231  
232 Mr. Zehner suggested to solicit the boards' questions for the interviews. He suggested to first work with  
233 the consultants on their availability for interviews. Once a date is determined we can determine who from  
234 the boards can attend. The interviews will be taped for the board members that are not able to attend.  
235 The key is to determine when the boards will reconvene. At that time, there will be discussion of scoring  
236 and making a decision.

237  
238 After discussion it was determined to reconvene at a joint meeting on November 20, 2017 to discuss and  
239 vote on the consultants. The Board members are asked to note whether they are attending ahead in order  
240 to comply with open meeting rules. The interviews will need to be scheduled before this date.

241  
242 Mr. Rudy Hohenberg, 43 Skyline Drive, came before the boards to comment at the impact on the  
243 community of new developments. He commented that he hopes there will be consideration for the Town  
244 facilities such as traffic, water pressure, sewer, storm water, and the like that could be impacted by new  
245 development.

246  
247 Wellesley Housing Development Corporation adjourned at 8:10 p.m.  
248

#### 249 135 Great Plain Avenue Site Eligibility Review

250  
251 Ms. Jop provided background regarding the 135 Great Plain Avenue site eligibility review, noting that  
252 comments from the Town need to be received by November 15, 2017. She discussed the current concerns  
253 and then opened the meeting up to comments from the Selectmen, Planning Board and the public. The  
254 comments and edits will be incorporated into the letter to be finalized on November 7, 2017.  
255

256 Ms. Carpenter, Planning Board, noted that by looking over the letters and emails there are several themes.  
257 One theme is traffic concerns from abutters, residents along Great Plain Avenue, and surrounding streets.  
258 Other concerns are density and lack of creative designs and layout. The expectation is the developer  
259 should come in with something imaginative.  
260

261 Ms. Johnson, Planning Board, noted that every email struck a chord. This is a neighborhood that is static.  
262 The tri-plexes form a blockade walling off the new subdivision from the rest of the Town, preventing the  
263 subdivision from being incorporated into the neighborhood. There is nothing like this proposed project in  
264 the Town. If the developers varied the roof heights it would be beneficial. The developers could then  
265 make some of the models a smaller size that would create a better perception of the property. She further  
266 suggested to take off the end units to give a better setback and allow for better use of topography. Ms.  
267 Johnson was particularly concerned about traffic and pedestrian safety. She questioned how one would  
268 cross Great Plain Avenue and whether a crossing light would be needed. She suggested to get these types  
269 of concerns on the table early in the process to allow for a response from Northland Developers.  
270

271 Mr. Jim Roberti, Planning Board, noted that this developer has a lot of experience in this area and the  
272 project is different in scope and in style than the other projects proposed in Town. They are proposing  
273 townhouse style versus high-rise units. If you look at what the developer does, this is their expertise. The  
274 architect hired does a lot of this type of work and has won awards. He noted that the architects, Union  
275 Station out of Providence, have produced 12 – 14 different styles of units. Mr. Roberti noted regarding  
276 drainage and wetlands, the developers have VHB on board that will benefit their proposal. Those  
277 calculations will be tested by the Zoning Board. He suggested the number of units be paired down to by  
278 eight units to allow for creativity. He stated that the direct abutters should be involved in the discussion.  
279 He noted that Northland has been willing to work with the abutters in the past to ameliorate issues.  
280

281 Mr. Morgan commented that the design does not appear to be the most creative plan. He noted that the  
282 design is not what Northland should want either. With respect to the state eligibility and the dealing with  
283 Northland through the 40B process, it seems the Town should focus the traffic concerns on the ingress  
284 and egress from the proposed property. The Town needs to work quickly to try and improve the RDF,  
285 Great Plain Avenue rotary, and other projects regardless of this development happening. Of all the  
286 proposals the Town has received, Mr. Morgan has more optimism to negotiate with Northland than the  
287 others. Mr. Morgan would like negotiations to happen to improve the proposed plan.  
288

289 Ms. Sullivan Woods noted that townhouse type of housing being proposed is the type of housing that is  
290 lacking in Wellesley. The proposal is for a lot of housing in a high traffic area. We know there are a lot of  
291 traffic problems and traffic is not getting better. We also know that the rotary has a very high crash rate.  
292 Ms. Sullivan Woods also noted that it has been addressed that the Town of Needham has been narrowing  
293 their stretch of Route 135. It may be beneficial to check in with the Town of Needham. Also to note is  
294 that the neighbors are set back closer to the lot line. If the development is built as proposed, they would  
295 build to the lot line, which would be a radical change for the abutters.  
296

297 Ms. Freiman noted that a lot of the boards' concerns are not concerns that can be expressed for  
298 MassHousing to take into account. The neighbors' experience is not a concern of the State. The back of  
299 the lot denoting the end of the lot and the abutting property is very close. The further back the property,  
300 the steeper it gets as does the proximity to the wetlands. Ms. Freiman suggested that this matter be  
301 emphasized. Ms. Freiman also commented on traffic, noting safety issues including sight lines, turning  
302 and pedestrian activity. She commented that she liked the design, but would like it more varied and  
303 reduced in number of units. Ms. Freiman also noted her concern with the developers removing 1,000 trees  
304 would be a shame, however it is not a point that the State takes into consideration.  
305

306 Mr. Ulfelder commented that the unit to the east in the rear is on top of the neighbor. He agrees generally  
307 the density in this location is too high. He commented that this is a tough project, some projects are  
308 glaring in their lack of fit. The boards are very sympathetic to neighbor concerns of the various projects,  
309 however the Town needs to take the view that this is a tougher project to fight. He suggested that the  
310 Town should try and work with Northland to create a development that is more consistent with the  
311 neighbors. Mr. Morgan raised good points on the accident rate at the rotary. More cars will be an issue.  
312 There will be difficulty crossing the road.

313  
314 Ms. Gibbs stated that she agrees with all the suggestions. She referred back to Mr. Ulfelder's point that  
315 the Town finds the proposal somewhat workable with specific suggestions that would make it a viable  
316 project for the Town. She asked if we are doing what we can in the letter to address this is a viable  
317 project. She suggested to modify the tone of the letter. This project has potential that it is worth noting  
318 that there is opportunity.

319  
320 Mr. Zehner provided an overview of process for 40B as a refresher to all. The meeting was then open for  
321 public comment.

322  
323 Mr. Victoria Ostler, 115 Great Plain Avenue, came before the board to address her concerns. As an  
324 abutter she hopes the Town can find a positive solution. The 44 units in this more rural setting is doubling  
325 the number of housing units from Brook Street to the Needham line. The safety issues are paramount. She  
326 noted her concerns regarding residents pulling out of the development and noted that if someone is sitting  
327 in a project with 44 units there will be pressure to make quick decisions to pull out left onto the busy  
328 road. She hoped this would be a featured part of the letter.

329  
330 Mr. Charles Pierce, 32 Fuller Brook Road, came before the Board noting he is a back side abutter to the  
331 project. One concern he noted in the draft letter was the potential addition of tennis courts or basketball  
332 courts which will add to additional noise issues and potential lights. He further noted that those kinds of  
333 athletic facilities would contribute to the discussion of more tree removal. Mr. Peirce is concerned that the  
334 town is recommending this addition and asked that it be reconsidered.

335  
336 Ms. Elaine Gillim, 16 Fuller Brook Rd, came before the Board to address concerns of the rise of the water  
337 table for the homes on lower Fuller Brook Road due to this development. She noted that calculations are  
338 calculations, but wanted to address the current conditions. Their homes sit in a flood plain and is 20 feet  
339 lower than this development. She noted that the homes have all had flooded basements in the past.  
340 Currently the sump pumps at 14 Fuller Brook Road run 24 hours. They are concerned given the Fuller  
341 Brook is at the highest level in 23 years. Even before the removal of the trees, there is increased water  
342 flow from the pump house on the aqueduct. The pond in the rear of this site used to freeze. More water is  
343 being pumped and the water constantly flows. There are fallen trees, and there has been a beaver damn on  
344 135/Brook which contributes to their concerns. Look at the water level. Look at the puddles. The Fuller  
345 Brook is at an all-time high. The size of the subsurface detention area has not been increased, yet there are  
346 more impervious surfaces and this will leach the water into the pond. The pond is dammed – man made.  
347 There are no plans to touch or maintain the dam. The Town and developer must look at stormwater  
348 implications of this project.

349  
350 Mr. Duncan Perry, 18 Skyline Drive, came before the Board to address his concerns regarding safety. He  
351 commented the issue is not car traffic. This area is a major bike route and you see hundreds of bicyclists.  
352 We need to be careful, this area is dangerous because cars are trying to bypass construction and passing  
353 cars waiting to turn. Bikers and runners are in danger without having additional cars trying to pull out.

354  
355 Walter Miller, 8 Skyline Drive, came before the Board to address his concerns. He noted the precedent  
356 this project is setting in a residential area. He questioned whether this is something the Town is thinking

357 of in terms of existing stock of housing units. He suggested to look at additional areas we can focus on for  
358 more high density 40B units in other areas.

359  
360 Nichole Bernier, 145 Great Plain Avenue, came before the Board to address her concerns. Most of her  
361 concerns have been addressed such as density and stormwater. She commented that the sewage for the  
362 project would be next to her well. What has not been addressed is the change in neighborhood character.  
363 When they bought this house the privacy has been special to her five children. With the past subdivision  
364 proposal they negotiated with Northland to increase setbacks to 50 feet. At the end of the summer it was  
365 20 feet.

366  
367 Fern Wirth, 21 Skyline Drive, came before the Board to address her concerns. She stated that currently it  
368 is difficult to take a left turn onto their street and noted that her son has nearly experienced accidents  
369 taking a left onto Skyline Drive from Great Plain Avenue. The proposed development will anticipate 100  
370 extra cars going in both directions, adding to an already busy street. The location dovetails into the RDF  
371 and Boston Sports Club that also produces traffic. She commented on the discussion of pedestrian traffic,  
372 noting that there are also children on bicycles. Ms. Wirth questioned how her kids would cross this street,  
373 noting it is difficult to cross now along with traffic from abutting towns then merging into the dovetail.  
374 She is wondering if a traffic study will be conducted by the developer or the Town.

375  
376 Mr. David Himmelberger, local counsel to Northland, came before the Board to comment on the project.  
377 He noted that he did appreciate the comments some of the Board members made expressing an optimism  
378 to work with the applicant. He feels that Northland shares that sense and he noted that of all the 40B  
379 applicants, Northland was the only applicant to go to the Planning Board prior to applying with the state.  
380 Mr. Himmelberger wanted to provide some context and perspective for the proposed project. The project  
381 is being brought forward under 40B, however it differs from the other projects as it is larger than a 12-  
382 acre site. If the density of the proposed project at Delanson Circle was being proposed at 135 Great Plain  
383 Avenue, it would be 835 units, not 44 units. If the density level from the proposal at 135 Great Plain Ave  
384 was proposed at Delanson it would be a reduction in the existing 8 units on site to 5 units. Mr.  
385 Himmelberger acknowledged that the proposed project is a significant change to the area. He noted the  
386 setbacks and stated that the current proposal is a 20-foot side yard setback, which is the current setback  
387 for a single family homes. He commented on the land preservation, noting that of the 12 acres, 40 –50 %  
388 of the land is being preserved. He stressed that the proposal is preliminary and many concerns will be  
389 addressed. Northland wants to work with the Town to make this the best project it can be.

390  
391 **Upon a motion by Ms. Freiman and seconded by Mr. Morgan, the Board voted (11-0) to dissolve**  
392 **the joint meeting of the Board of Selectmen and Planning Board.**

393  
394 **5. Update on Hardy, Hunnewell, and Upham Swing Space**

395  
396 Mr. Morgan provided an update on the overall status of the swing space. He noted that the one potential  
397 viable option for swing space is an arrangement with St. Paul. After the School Building Committee  
398 (SBC) meeting scheduled for the following week, the School Building Committee may be coming to the  
399 Board of Selectmen to suggest using some of the appropriation money to do some further study on St.  
400 Paul's. They have also learned that the Town of Needham will be utilizing the Hillside Memorial  
401 Building for their own swing space, so that building is not a viable option.

402  
403 Ms. Jane Andrews and Mr. Joubin Hassanein from the SBC Swing Space Subcommittee joined the  
404 Board. Ms. Andrews reviewed the swing space matrix. Mr. Hassanein noted the process is commonly  
405 termed choosing by advantage. The matrix is used to focus the selection process showing the important  
406 advantages rather than comparing criteria that are not apples to apples. Use these factors to highlight the  
407 advantages the various options have, and you then prioritize those advantages. The SBC had been

408 identifying the options and the factors in evaluating the options. The next step would be to establish  
409 quantitative attributes for the options. Ms. Andrews noted that this is a tool for moving forward, but  
410 feasibility will need further investigation.

411  
412 Ms. Freiman commented that this tool is so simple and the idea of comparing just advantages will  
413 produce the best result. When looking at advantages versus disadvantages, the disadvantages are just  
414 clutter.

415  
416 Ms. Gibbs asked if the committee will look at the options in more than one way, such as providing a plan  
417 A, B, C for the same location. The response was absolutely and the St. Paul location has many various  
418 associated with it.

419  
420 Ms. Sullivan Woods commented that she likes the matrix concept. She asked about the option to use  
421 Warren School as the school swing space. Mr. Morgan commented that Warren is still an option, however  
422 there are challenges related to it. Ms. Sullivan Woods also suggested adding a new criteria factor of long-  
423 term value added to the swing space.

424  
425 **6. Review FY 18 Work Plan**

426  
427 Ms. Robinson reviewed the work plan status.

428  
429 Regarding reevaluation of the charge to the SEC, Mr. Ulfelder commented that he will address with the  
430 SEC. The Town has been so focused on the Green Communities application, that this has not been on  
431 anyone's mind.

432  
433 Ms. Robinson noted the budget process and given that the Board made a big change how the process was  
434 laid out, we may not have time to address this change further at this time. Ms. Freiman agreed and  
435 suggested that the Board evaluate how the process works as well as the sequencing work for a year before  
436 we go to a Town Bylaw.

437  
438 Ms. Freiman mentioned PILOT agreements and wondered if it was something the Board could look at  
439 this year or not. Ms. Gibbs noted that the PILOT agreements can be broken down in steps and to get a  
440 sense of a work plan for developing a policy/approach would be helpful. It was determined to discuss  
441 offline next steps to move forward on the PILOT agreements.

442  
443 **7. Discuss Licensing Alcohol in Town Building Proposal**

444  
445 Mr. Morgan discussed the outline of the potential process. He noted many towns have provisions to  
446 allow for the use of alcohol in town buildings. As Mr. Harrington, Town Counsel, pointed out in his email  
447 in the Friday Night Mail material, to do it or not is a policy decision of the Town. Whatever the Town  
448 wants to do, as a matter of law, only the Board of Selectman can allow a license for alcohol. A bylaw  
449 cannot be established to allow another board to make decisions, even if the property is under control of  
450 someone else. Mr. Morgan further reviewed the anticipated process for vetting the proposal with property  
451 owners, Chief Pilecki, and Town Counsel. Mr. Morgan and Ms. Sullivan Woods suggested the Board  
452 develop the policy to be in line with the special one-day licenses used by the colleges and other  
453 institutions.

454  
455 Ms. Freiman noted that if we are going to revise the bylaw we should have a policy ready to go. She  
456 suggested limiting the scope to buildings and not outdoor space. Ms. Jop noted that if the Board would  
457 like to move forward the staff will put together a policy to review.

458

459 Ms. Robinson noted that adding insurance added to the policy is a critical part given the liability of Town  
460 Insurance.

461  
462 Mr. Ulfelder was interested in other towns policies and how they have worked. There was discussion  
463 regarding the policy in place in school buildings and it was noted to ask for the School Committee's  
464 opinion. Mr. Morgan is interested in the Town of Needham's policy given they are actively using the  
465 Town Hall as event space.

466  
467 Ms. Freiman also commented the need for prioritization of scheduling to be consider as well as custodian  
468 costs.

469  
470 Ms. Gibbs suggested to start on the regulations and move forward with this.

471

472 **8. New Business/ Correspondence**

473

474 **The meeting was adjourned at 9:55 p.m.**

1 **Board of Selectmen Meeting: November 7, 2017**

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

3 **Also Present: Robinson, Jop**

4 **Minutes Approved:**

5  
6 **Warrants approved: 2018-017 in the amount of \$7,796,816.65**

7  
8 **Meeting Documents:**

- 9 1. Agenda
- 10 2. Agenda Background Memorandum
- 11 3. BOS Calendar
- 12 4. Weekly Report
- 13 5. Human Resources survey for Competitive Salary
- 14 6. Final Fire Chief Employment Contract
- 15 7. Tracked Changes Fire Chief Employment Contract
- 16 8. Memo re: Firefighter Appointments
- 17 9. Library Interior Renovation PowerPoint Presentation
- 18 10. Library Space Utilization Study
- 19 11. Library Automated Materials Handling Assessment
- 20 12. WFL Library User Observation Study
- 21 13. Library Strategic Plan 2019 - 2023
- 22 14. Draft Model Designer Selection Procedures
- 23 15. Revised Letter to MassHousing re: 135 Great Plain Avenue
- 24 16. Tracked Changes Letter to MassHousing re: 135 Great Plain Avenue
- 25 17. Sweet Greens Application for Common Victualler License
- 26 18. Minutes from October 10 & 16, 2017
- 27 19. Memo re Donation for Halloween Parade
- 28 20. Draft Schedule for December 2, 2017 Budget Workshop
- 29 21. Updated Special Town Meeting Schedule for a February 5, 2018 STM
- 30 22. Draft List of Annual Town Meeting Articles
- 31 23. Communications Officer Job Description
- 32 24. Boston College Spring Course Study Description from Ed Chazen – Barton Road
- 33 25. World of Wellesley- Strategic Planning Session Invite
- 34 26. Advisory Calendar as of November 3, 2017

35  
36 **1. Call to Order & Citizen's Speak**

37  
38 Ms. Gibbs, Chair, called the meeting to order 7:00 PM. She announced that Town Hall will be closed on  
39 Friday November 10, 2017 in observance of Veteran's Day. Services will be held from 10:45am to  
40 11:30am in the Great Hall for Veteran's Day.

41  
42 **Citizen's Speak**

43  
44 None.

45  
46 **2. Appointment of Firefighters**

47  
48 Fire Chief Rick DeLorie and Assistant Fire Chief Jeff Peterson joined the Board. Chief DeLorie noted  
49 that three Firefighters are being appointed tonight and in a few weeks there will be two more  
50 recommended candidates for appointment. These appointments are replacing four staff members who  
51 retired as well as one who accepted a position in another community. Chief DeLorie introduced the

52 candidates providing background on each, noting that they will be on a one-year probation period.  
53 Background on the candidates Pablo Castille, Andrew Verbitzki, and Gerard Jones was included in the  
54 Friday night mail packet.  
55

56 Ms. Gibbs asked the candidates to state why they are interested in taking this next step. Mr. Castille  
57 responded that he is passionate about serving the community. Being hired in Wellesley got him back on  
58 track with his education and he would like to give back to his community. Mr. Jones noted that coming  
59 from the business world and public safety, he feels this is a community on which he can make a positive  
60 impact. Mr. Verbitzki stated that he has been in Fire and EMS for several years. He is currently a  
61 firefighter in Maynard and looking for a greater challenge. He is looking forward to what the Town has to  
62 offer.  
63

64 Mr. Morgan noted that this is an extraordinary group of candidates with diverse backgrounds and  
65 experience which will add to the community. He is happy to have all them join the Town. Ms. Gibbs  
66 seconded this and noted that they all add value to the department. Ms. Gibbs noted the firefighters had  
67 their family present and asked for them to be introduced.  
68

69 Ms. Freiman noted she loves to see the family and support, commenting it is nice for families to celebrate  
70 this achievement with them.  
71

72 **Upon a motion by Ms. Freiman and seconded by Mr. Morgan, the Board voted (5-0) to appoint**  
73 **Pablo Castillo effective November 7, 2017, Andrew Verbitzki effective November 8, 2017, and**  
74 **Gerard Jones effective November 9, 2017 to the position of Firefighter with the Town of Wellesley**  
75 **contingent on graduation from the Firefighting Academy followed by one-year probationary period**  
76 **upon graduation.**  
77

### 78 **3. Review Revised Employment Contract for Fire Chief** 79

80 Ms. Robinson noted that the Town was fortunate to appoint the Chief of Police in 2017 with a salary in  
81 the \$170,000 range. Noting that there were discrepancies between the pay of the Fire and Police Chiefs,  
82 the Town embarked on a study of those difference with the Human Resources Director. In the Friday  
83 Night Mail packet there is data on the comparable salaries from other communities. Ms. Robinson noted  
84 that there will be a need to fill the Deputy Police Chief position as well. The Fire Chief's current salary  
85 would be in line with the new Deputy Chief's position. Given this, the equity of the salaries for each  
86 department was evaluated based on Human Resources' recommendation. In regards to the Deputy Police  
87 Chief Position, in order to internally fill the position where overtime is not considered, and the position is  
88 a higher rank than a Lieutenant, the salary needs to be set to encourage applicants to apply. Given this,  
89 the Fire Chief's salary would need to be increased. We were aware that the Town of Natick was in search  
90 of a new Fire Chief. The Chief position there was being advertised for \$165,000. As seen at tonight's  
91 meeting, the Fire Department has turnover and they are looking to groom their new employees. It was  
92 important for us to move the Chief up so he felt committed to us for the next 3 –5 years.  
93

94 Ms. Gibbs noted that if the Town needed to search for a new Fire Chief the Town would be looking at a  
95 salary equal to or exceeding the proposed salary increase. She noted that the increase would be  
96 retroactive to July 1<sup>st</sup>. The budget has been discussed with the Fire Chief, as this was not a planned  
97 increase. Ms. Robinson noted that the Fire Department has had turnover of senior employees, so the  
98 department's ability to cover the budget might be easier. Barring any significant events such as snow  
99 storms, it appears as though the Fire Department budget will be able to absorb the additional costs.  
100

101 Mr. Ulfelder noted it is always difficult to vote a significant increase; however, he was inclined to support  
102 the increase.

103 Ms. Freiman stated if the Town wants to keep good people, they need to be able to move up the ladder.  
104 An internal transition is an intangible that cannot be measured.

105  
106 Mr. Morgan agreed and supported going ahead with the salary increase. Mr. Morgan suggested the Town  
107 has outdated regulations governing our Fire Department that would make it difficult to recruit a new  
108 Chief. Mr. Morgan believes the Town should look to the 2019 ATM as a target time to review where  
109 comparable communities are as well as how the Fire Department is organized.

110  
111 Ms. Sullivan Woods also supported the increase. She suggested continued work with Human Resources  
112 to evaluate the other comparable positions and determine whether our staff are adequately paid. Ms.  
113 Sullivan Woods further noted to look at the budget process to ensure money is budgeted for salary  
114 increases during mid-year.

115  
116 Ms. Robinson noted she did speak to Human Resources and regarding the Police and Fire Salaries, in  
117 order to stay competitive, the salaries are above the top of the range. This shows that there is an issue  
118 with the current range. Ms. Robinson would like to conduct a study to determine whether the Hay  
119 System is appropriate and to have a plan to make adjustments over time.

120  
121 **Upon a motion by Ms. Freiman and seconded by Mr. Morgan, the Board voted (5-0) to approve a**  
122 **revision to the contract between the Town of Wellesley and Chief Richard A. DeLorie to increase**  
123 **the compensation for this position to \$165,000 in FY18.**

124  
125 **4. Review Feasibility Study Results- Library Interior Renovation**

126  
127 Ms. Gibbs invited members of the Board of Library Trustees to join the Board; Marla Robinson, Ann-  
128 Mara Lanza, Ann Howley, Maura Murphy, and Diane Savage as well as the Library Director, Jamie  
129 Jurgensen. Also in attendance; Joe McDonough, Director, and Steve Gagosian from the Facilities  
130 Management Department (FMD), and Stewart Roberts, Architect.

131  
132 Ms. Robinson, Library Trustees Chair, gave a brief introduction.

133  
134 Mr. Gagosian reviewed the designer selection procurement process. He discussed the main areas of study.  
135 The Stewart Roberts firm was chosen to conduct the study. The study was started at the end of April or  
136 beginning of May. The budget was generated through construction estimates from the architect as well as  
137 FMD input on other costs for executing the projects.

138  
139 Ms. Jurgensen reviewed the mission of the library. She discussed how technology has impacted the  
140 library services. She also reviewed the trends in library spaces.

141  
142 Mr. Roberts reviewed his firm's plan for the Wellesley Library. The Natick and Acton libraries were  
143 built at a similar time as Wellesley. These libraries have also been through the programmatic changes  
144 proposed. He noted how people use the building has evolved and new needs for connecting to technology  
145 should be addressed. He noted the desire to designing to LEED standards.

146  
147 Mr. Roberts reviewed the presentation on the proposal. He noted that they looked at this project as a  
148 number of smaller projects. The first budget was \$4.4 million. They took a second look at the costs and  
149 came up with a new budget of \$2.8 million. They eliminated some projects based on cost versus benefit.

150  
151 Mr. Gagosian noted that the PBC's estimated costs with contingency is \$3.4 million, which includes over  
152 \$400,000 in five-year FMD cash capital and \$350,000 in library cash capital. The PBC costs equal

153 approximately \$600,000 which includes an Owner's Project Manager (OPM), phasing, and additional  
154 minor reviews. OPM is shown as an addition and a deduct as it is in-house with FMD.

155  
156 Mr. Gagosian reviewed the proposed timeline leading up to Annual Town Meeting. The design funds  
157 will be requested for 2018 Annual Town Meeting and the construction funds will be sought at the 2019  
158 Annual Town Meeting.

159  
160 The Board reviewed the issues with cash capital and discussed the impact to the design of the Library.

161  
162 Mr. Morgan asked what the estimated design fund appropriation request would be for 2018. Mr. Gagosian  
163 noted it would be in the \$240,000-260,000 range. Mr. Morgan noted that he agrees to improve the library  
164 to serve us better over the years.

165  
166 Ms. Sullivan Woods feels this is a really exciting project that is needed. She questioned the material  
167 handler timing. Mr. Gagosian noted that the material handler is more of a one-off project that is not  
168 integral in the overall planning. The estimated current cost is approximately \$225,000 as part of the  
169 project.

170  
171 Ms. Freiman questioned how technology advancements over the next 20 years will be addressed. The  
172 designs being presented are for the technology advancements that have happened in the past. The  
173 architect noted that the design is flexible to account for future changes such as the furniture on wheels and  
174 connectivity as much as possible. Ms. Freiman noted that the Unified Plan will also inform her decision.  
175 She is hesitant to put this project before having the town-wide picture put together.

176  
177 Mr. Ulfelder agreed that the proposal is wonderful work. As the project unfolds, he suggested looking at  
178 how the Sustainable Energy Committee would support aspects of it. The visioning is informative and  
179 noted that reasonable efforts are being made to stay above the curve. Mr. Ulfelder agreed with Ms.  
180 Freiman and Mr. Morgan that we are taking a different approach to cash capital this year, to reduce it and  
181 to try and project forward. He noted that the Town has a lot of competition on competing resources.

182  
183 Ms. Gibbs noted that this is an important step in a longer process for the library renovation. She noted  
184 that there is a need to work through Town priorities and affordability over the next five years to determine  
185 where this project will fit in.

186  
187 Ms. Marla Robinson stated that the Library Trustees would be happy to arrange for the Board of  
188 Selectman to take tours of the library as well as comparable renovated libraries to visit. She noted that the  
189 Library Trustees are also working with the Library foundation to raise funds. The library was one of the  
190 first buildings in Town to raise the money for the furnishings, carpeting, and other similar items. The  
191 library originally cost \$14 million, but raised up to half of the funds from grants and private fundraising.  
192 The Library Trustees are trying to be proactive in making changes to maintain the building. They  
193 understand there are a lot of competing needs for the resources of the Town.

194  
195 **5. Review Model Designer Selection Documents**

196  
197 Mr. Steve Gagosian and Mr. Joe McDonough joined the Board to discuss the documents.

198  
199 It is important for the Town to have an approved set of procedures. Mr. McDonough noted that the Town  
200 is by law required to have these procedures. The Town has been selecting designers and consultants from  
201 chapter 7, this is the model the town uses. The question of having a town-wide procedures came up  
202 during the HHU discussions and it was determined it makes sense for there to be town-wide procedures  
203 adopted.

204 Mr. Gagosian noted that he looked at the procedures template and revised them according to how  
205 Wellesley operates.

206  
207 Mr. Morgan noted that this need was derived from the work that was performed from the SBC and  
208 included architects and construction executives.

209  
210 Mr. Gagosian noted that he is in the process of developing manuals and internal manuals for supporting  
211 PBC, as well as documents for architects, OPM, and Contractors.

212  
213 The Board had a few questions on the document; overall they all thought it was ready to be approved.

214  
215 Mr. McDonough discussed the two thresholds needed to require following Chapter 7. The thresholds are  
216 1) Design fee of \$10,000 or more and 2) Construction costs of over \$100,000. If you do not have both of  
217 the thresholds, the Town can hire anyone they would like.

218  
219 **Upon a motion by Ms. Freiman and seconded by Mr. Morgan, the Board voted (5-0) to approve the**  
220 **proposed model designer selection procedures for the Town of Wellesley.**

221  
222 **6. Review Letter to Mass Housing 135 Great Plain Avenue 40B Application**

223  
224 Ms. Jop noted the revised letter to Mass Housing that is included in the Friday Night Mail. She also  
225 noted a letter received from Northland acknowledging seeing the draft letter from the Town. The Board  
226 can delegate authority to Ms. Gibbs to verify all comments are incorporated or the final review of the  
227 letter can be placed on the agenda for the next meeting. The letter needs to be into MassHousing by  
228 November 15, 2017.

229  
230 Mr. Morgan commented on the edits to the traffic section, noting they are in line with what Northland  
231 stated in their letter.

232  
233 Ms. Freiman thanked the staff for making the changes. She is more than happy to authorize Ms. Gibbs to  
234 sign off and finalize the letter.

235  
236 Mr. Ulfelder agreed that we should wait until the Planning Board meeting and for last-minute comments.  
237 He noted that this is one of the toughest 40B projects to consider. To any neighborhood affected there is  
238 an unknown level of concern on how the project will operate in their neighborhood. Northland has  
239 experience to put forward a more viable project initially. When the Board talked last time, it was noted  
240 that this project presented an opportunity to develop a more cooperative approach with the developer. Mr.  
241 Ulfelder noted that he would be ok with Ms. Gibbs signing off on the final letter.

242  
243 Ms. Jop noted that Northland is the only developer that has reached out to acknowledge the Town's  
244 comments and they are willing to address issues.

245  
246 Mr. Tom Ahern, 135 Great Plain Ave, came before the board noting he was happy to read the letter. He  
247 has spoken to several neighbors and is appreciative of the seriousness of the comments. The letter seemed  
248 to hit on most of the touch points. While it is a far different project, by no means have I encountered  
249 anyone opposed to the 40B project next to their homes. He notes that he welcomes the 40B project for the  
250 Town. Mr. Ahern asked for consideration of some problematic issues. One was the Town's preference for  
251 a lower density project there. The second was to highlight the impact on the wetlands that could be  
252 considerable. Mr. Ahern had a personal request that the sewer ejector be placed in a different location  
253 other than 50-60 feet away from his home's well. No families should have to have the sewer right next to  
254 their well. Mr. Ahern discussed the significant issues around additional cars coming and going onto Great

255 Plain Ave. He gave an example of how much time he was in and out of his house for one day, noting that  
256 there are two drivers in his family and you would then multiply the time by an additional 44 units.

257  
258 Ms. Sullivan Woods questioned the rules around sewer locations and whether further investigation would  
259 be done. Ms. Jop noted that it would be looked at as the process moves along.

260  
261 Mr. Morgan and Ms. Sullivan Woods noted that they are supportive of authorizing Ms. Gibbs to sign the  
262 final letter once the additional comments are incorporated.

263  
264 **Upon a motion by Ms. Freiman and seconded by Mr. Morgan, the Board voted (5-0) to approve the**  
265 **response from the Town to the Massachusetts Housing Partnership as proposed regarding the**  
266 **development at 135 Great Plain Avenue incorporating appropriate comments received at the**  
267 **Planning Board Meeting on November 8, 2017 and those from project abutters and authorizing**  
268 **Chair Ellen Gibbs to sign the letter on behalf of the Board.**

269  
270 **7. Common Victualler License – Sweet Greens**

271  
272 Mr. Paul Gibbs and Mr. Jason Hopkins from Sweet Greens joined the Board. Mr. Gibbs noted that Sweet  
273 Greens is a fast casual restaurant. They sell only salads. There is a Combi oven that cooks some meat  
274 such as chicken and shrimp, however there is no kitchen ventilation. The concept is a healthy farm to  
275 table meal. The hours of operation will initially be 11:00 am-10:00 pm. The application requested the  
276 hours of 7:00 am to 11:00 pm, to allow for extended hours if patrons request the establishment be open  
277 later. Also, Sweet Greens may add breakfast in the future.

278  
279 **Upon a motion by Ms. Freiman and seconded by Mr. Morgan, the Board voted (5-0) authorize a**  
280 **Common Victualler license to Sweetgreen Boston, LLC for their restaurant located at 180 Linden**  
281 **Street until December 31, 2017.**

282  
283 **8. Executive Director's Update**

284  
285 Ms. Robinson provided an update on the communications plan. She noted the Board will review the plan  
286 the following Monday night, November 13, 2017 and is excited about the possibilities. Ms. Robinson also  
287 noted that the Marathon applications are up on the Town website. She noted that there are two police  
288 officers who are interested in running. Ms. Robinson noted that the Special Town Meeting will be  
289 February 5, 2018. It was noted that if the Town of Wellesley is not accepted into the MSBA program the  
290 Special Town meeting will be held.

291  
292 **Minutes**

293  
294 **Upon a motion by Ms. Freiman and seconded by Mr. Morgan, the Board voted (5-0) to approve the**  
295 **minutes of the October 10 and October 16, 2017 Selectmen's meetings.**

296  
297 **Gifts**

298 **Upon a motion by Ms. Freiman and seconded by Mr. Morgan, the Board voted (5-0) to accept a gift**  
299 **of \$500 from Berkshire Hathaway Home Services that has been donated to the Recreation**  
300 **Department to support the Wellesley Hills Halloween parade that was held on October 28, 2017.**

301  
302 **9. New Business/ Correspondence**

303  
304 Mr. Ulfelder thanked Mr. Morgan on all his work on Dr. Murray memorial.  
305 **The meeting was adjourned at 9:07 p.m.**

Change of Beneficial Interest – Wellesley Country Club

Included in your packet is a ABCC form that provides for a change in beneficial interest of members of the Board of Directors for the Wellesley Country Club. Approximately two years ago the ABCC decided that they would require approval of boards of directors of entities with Club licenses, and embarked on a process to do. It has taken that much time to go through that process, which has resulted in the State asking the Board of Selectmen to approve the listing of names on the attached form. Eleven members listed are still valid, while six are being removed, and are replaced by the six listed at the bottom of the form.

**MOVE** to approve the Change in Beneficial Interest for the Club License issued to Wellesley Country Club as outlined by the ABCC notice dated November 9, 2017.



2017-001914-RT-AMEND

LICENSEE: Wellesley Country Club TOWN: Wellesley

APPLICATION FOR: ( ) New License ( ) New Officer/Director ( ) Pledge of License ( ) Transfer of License ( ) Change of Location ( ) Pledge of Stock ( ) Alter Premises ( ) Change of Manager ( ) Other (x) Change of Beneficial Interest

I have reviewed the application and respectfully recommend that this application be Returned No Action to the Local Licensing Authority for the following reasons:

The licensee had applied for a Change of officers /directors in 2015. The application was RNA'd and while the reconsideration application was pending with the LLA and the ABCC, the officers and directors was updated again by the non-profit corporation.

Several officers/directors that were in the original application are still valid.

Kathleen Boyce

Edward Vahey

Lawrence Petzing

Owen Duggan Jr.

Anne Jackowitz

Cynthia Westerman

Scott Madden

Stephanie Coughlan

Perry Chlan

They are removing these directors:

William LaPoint

Daphne Rayment

Paul DeYesso

Edward Bloom

Leigh Miller-Poole

Richard Ruggiero

They are adding these directors:

William Darcey

Michelle Ainge

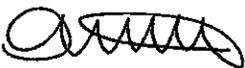
Victoria Cahill

Ann Gross

Dates Fryberger

Charlie Yie

These are the individuals to be review by the Local board. If they are approved, the current application will be accurate.



11/09/2017

Investigator Lisa Jordan

Date



## **9. Approve 2018 Common Victualler and Alcohol License Renewals**

Annually at this time of year it is the responsibility of the Board to approve renewals of the various licenses issued by our office. These include

- Common Victualler
- Alcohol beverage licenses
- Take out licenses
- Mobile food vendor licenses
- Dining Halls of Incorporated Educational Institutions
- Class One auto dealer's licenses (new cars)
- Class Two second hand auto dealer's licenses
- Club Licenses
- Lodging House Licenses

Included in your packet is a listing prepared by Sandy Hobson of all the licenses in these categories to be renewed. There are two businesses each in the categories of Common Victualler and Alcohol Beverage who are not on this year's list because they have closed their operations which include: Dorset Tea, a Cupcake company, Blue Ginger and Susu's. All businesses listed have compiled with all of the renewal process requirements and have paid the relevant fee for the license they will be provided.

**MOVE** to approve the renewal of all licenses outlined on the December 4, 2017 list for calendar year 2018 under the same terms and conditions as previously approved.



2018 LICENSE RENEWALS	
License Type	Company & Address
Common Victualler's Licenses	Alta Strada, 92 Central Street
Common Victualler's Licenses	Amarin, II, 27 Grove St.
Common Victualler's Licenses	Asian Wellesley, 11-13 Washington St.
Common Victualler's Licenses	B Good, Inc., d/b/a Bgood, 102 Central St.
Common Victualler's Licenses	Bank, Save, Benz & Barb, Inc., d/b/a Lemon Thai Restaurant, 555 Washington St.
Common Victualler's Licenses	Bertucci's Brick Oven Pizzeria, 380 Washington St.
Common Victualler's Licenses	Bocado, Inc. d/b/a Bocado Tapas & Wine, 45 Church St.
Common Victualler's Licenses	Boston Sports Club, d/b/a The Wellesley Center for Recreation and Fitness, 140 Great Plain Ave.
Common Victualler's Licenses	Brueggers Bagels, 97 Central St.
Common Victualler's Licenses	Café Nero, 339 Washington St.
Common Victualler's Licenses	California Pizza Kitchen, 184 Linden St.
Common Victualler's Licenses	Captain Mardens Seafood d/b/a Captains Takeaway, 279 Linden St.
Common Victualler's Licenses	Cocobeet Reroot, 57 Central St.
Common Victualler's Licenses	Coconut Thai Café, 257 Washington St.
Common Victualler's Licenses	Comella's, 288 Washington St.
Common Victualler's Licenses	Cook's Window Pizza, 18 Washington St.
Common Victualler's Licenses	Crepe Berry, 352 Washington St.
Common Victualler's Licenses	Deluxe Pizza, 1 Forest St.
Common Victualler's Licenses	Donovan Services, Inc. d/b/a Dunkin' Donuts, 12 Washington St.
Common Victualler's Licenses	Donovan Services, Inc. d/b/a Dunkin' Donuts, 951 Worcester St.
Common Victualler's Licenses	Donovan Services, Inc. d/b/a Dunkin' Donuts, 978 Worcester St.
Common Victualler's Licenses	Express Gourmet, 11 River St.
Common Victualler's Licenses	Flick, International d/b/a Harvard Pilgrim Health Care, 93 Worcester St.
Common Victualler's Licenses	Fork & Spoon, d/b/a Juniper Restaurant, 13 Central St.
Common Victualler's Licenses	JLW Donuts d/a/b Dunkin' Donuts, d/b/a Dunkin' Donuts, 98 Central St.
Common Victualler's Licenses	JP Licks at Wellesley, 63 Central St.
Common Victualler's Licenses	Kamaya, LLC, d/b/a Subway, 268 Washington St.
Common Victualler's Licenses	LS & LZ d/b/a Shanghai Restaurant, 17 Washington St.
Common Victualler's Licenses	Mark's Pizza & Subs, 12C Washington St.
Common Victualler's Licenses	Maugus Restaurant, 300 Washington St
Common Victualler's Licenses	North End Pizza, 7A Washington St.
Common Victualler's Licenses	Old School Pizzeria, 552 Washington St.
Common Victualler's Licenses	Papa Razzi, 14-16 Washington St.
Common Victualler's Licenses	Peets Coffee & Tea, 9 Central St
Common Victualler's Licenses	Qdoba Restaurant Corp. d/b/a Qdoba Mexican Eats, 185B Linden St.
Common Victualler's Licenses	Quebrads Baking Co, 272 Washington St.
Common Victualler's Licenses	Royalty Investment Inc., d/b/a Yama Japanese Restaurant
Common Victualler's Licenses	Starbucks Coffee, 190A Linden St.
Common Victualler's Licenses	Starbucks Coffee, 68A Central St.
Common Victualler's Licenses	Takara Restaurant, 151 Linden St.
Common Victualler's Licenses	The Kebab Group d/b/a Singh's Café, 312 Washington St.
Common Victualler's Licenses	The Linden Store, 162 Linden Street
Common Victualler's Licenses	The Pizza Peddler, 263 Washington St.
Common Victualler's Licenses	The Wellesley Local LLC, d/b/a The Local, 11 Forest St.
Common Victualler's Licenses	The Wok, 180 Worcester St.
Common Victualler's Licenses	Thirst Juice Company, 41 Grove St.
Common Victualler's Licenses	Truly Yogurt, 35 Grove St.
Common Victualler's Licenses	Tutto Italiano, 568A Washington St.
Common Victualler's Licenses	Unidine Corp d/b/a 55 William St. Wellesley Office Park
Common Victualler's Licenses	Universal Trading & Consultation, Inc., d/b/a Café Mangal
Common Victualler's Licenses	Uppercrust, 99 Central St.
Common Victualler's Licenses	Wellesley Bakery, 542 Washington St.
Common Victualler's Licenses	Wellesley College Collins Café at the Davis Museum, Wellesley College Campus
Common Victualler's Licenses	Wellesley College Science Center Café, Wellesley College Campus
Common Victualler's Licenses	Whole Foods, 442 Washington St.
Common Victualler's Licenses	Wolfe Management d/b/a The Cottage Wellesley, LLC, 190B Linden St.
Common Victualler's Licenses	WR Café, Inc. d/b/a Weston Rd. Café, 326 Weston Rd.
Take Out Licenses	All Town Exxon Mobile Gas Station, Global Montello Group Corp., d/b/a , 453 Washington St.
Take Out Licenses	Domino's Pizza, Henry Askew AM Pizza, Inc., d/b/a , 868 Worcester St.
Take Out Licenses	Dunkin Donuts, Mark Boujoukos d/b/a, 277 Linden St.
Take Out Licenses	Five Bites Cupcakes, 141 Linden St.
Take Out Licenses	Peter's Pizza, P & M Pizza, Inc. d/b/a 57 Washington St.
Mobil Food Vendor Licenses	Alan J. Rubin d/b/a Sam's Hot Dogs, various locations in town: Town Hall, Police Station
Mobil Food Vendor Licenses	Town Tennis Courts, Washington St. Morses' Pond, Grove St. @ Washington St. Post
Mobil Food Vendor Licenses	Office Side during Marathon
Alcohol Beverage Licenses	Alta Strada, Wellesley, Inc., 92 Central St.
Alcohol Beverage Licenses	Amarin II, Inc. 27 Grove St.
Alcohol Beverage Licenses	Asian Wellesley, 11-13 Washington St.
Alcohol Beverage Licenses	Bertucci's Brick Oven Pizzeria, 380 Washington St.

<b>2018 LICENSE RENEWALS</b>	
<b>License Type</b>	<b>Company &amp; Address</b>
Alcohol Beverage Licenses	Bocado Tapas & Wine, Bocado, Inc. d/b/a, 45 Church St.
Alcohol Beverage Licenses	California Pizza Kitchen, 184 Linden St.
Alcohol Beverage Licenses	Fells Market, G & D Market, Inc. d/b/a, 326 Weston Rd.
Alcohol Beverage Licenses	Italo American Educational Club, Inc., 75 Pleasant St.
Alcohol Beverage Licenses	Juniper Restaurant, The Spoon & Fork, d/b/a, 13 Central St.
Alcohol Beverage Licenses	PapaRazzi, 14-16 Washington St.
Alcohol Beverage Licenses	Roche Brothers, RBSBW, d/b/a, 184 Linden St.
Alcohol Beverage Licenses	Shanghai Restaurant, LS & LZ d/b/a, 15-17 Washington St.
Alcohol Beverage Licenses	Singh's Café, The Kebab Group, d/b/a, 312 Washington St.
Alcohol Beverage Licenses	Takara Restaurant, 151 Linden St.
Alcohol Beverage Licenses	The Babson Club, Babson College Campus
Alcohol Beverage Licenses	The Cheese Shop, Stephen F. Wasik, Inc., 61 Central St.
Alcohol Beverage Licenses	The Cottage, Wolfe Management d/b/a, 190 Linden St.
Alcohol Beverage Licenses	The Local, The Wellesley Local LLC, d/b/a 11 Forest St.
Alcohol Beverage Licenses	The Upper Crust, US Wellesley, LLC, d/b/a 99 Central St.
Alcohol Beverage Licenses	The Wok, Longevity, Inc., d/b/a, 180 Worcester St.
Alcohol Beverage Licenses	Tutto Italiano of Wellesley, 570 Washington St.
Alcohol Beverage Licenses	Wellesley College Club, 727 Washington St.
Alcohol Beverage Licenses	Wellesley Country Club, 300 Wellesley Ave.
Dining Halls of Incorporated Educational Institutions	Babson College "Rogers"
Dining Halls of Incorporated Educational Institutions	Wellesley College, Wang Campus Center "The Bistro"/Punch's Alley
Class One Auto Dealers Licenses	Wellesley Car Company, Inc. d/b/a Bernard Auto Group/Volvo of Wellesley 962 Worcester St.
Class One Auto Dealers Licenses	Hometown Auto Framingham, Inc. d/b/a Wellesley Mazda, 965 Worcester St.
Class One Auto Dealers Licenses	Nai Enterprises, Inc., d/b/a Toyota of Wellesley, 216 Worcester St.
Class One Auto Dealers Licenses	Wellesley Volkswagen, Inc., 231 Linden St.
Class Two Second Hand Auto Dealers License	Leslie T. Haskins, Inc. 467-469 Washington St.
Club Licenses	Italo American Educational Club, 75 Pleasant St.
Club Licenses	Maugus Club, 40 Abbott Rd.
Club Licenses	Wellesley Country Club, 300 Wellesley Ave.
Club Licenses	Wellesley College Club, 727 Washington St.
Club Licenses	The Babson Club, Babson College Campus
Lodging House Licenses	Wellesley College, 106 Central St. 29 Locations
Lodging House Licenses	Babson College, Babson Park, 26 Locations
Lodging House Licenses	Dana Hall School, 45 Dana Rd., 7 Locations
Lodging House Licenses	Fredrick H. Hampe, 18 Maugus Ave., 1 Location

## **10. Discuss Boston Marathon Charity and Bib Entries**

As in prior years, the B.A.A. will provide the Town of Wellesley with 24 entries that can be awarded by the Board to charities or town employees to be able to run the Boston Marathon in April of 2018. Included in your packet is a spreadsheet provided by Terry Connolly that shows the various charities that have requested an entry be awarded to them, and what they have received from the Town historically. Of the 24 entries, the Town has historically reserved two bibs for persons who wish to raise funds for the War Memorial Scholarship fund, and two for town employees (who do not raise funds for charity), leaving 20 bibs for the various charities. It is also my understanding that in past when there are more requests for bibs than we have available, the Selectmen have given priority to charities that besides serving the Town in some capacity, are also physically based in Wellesley. A question was raised by Selectmen Sullivan Woods as to whether any of the charities that have applied to Wellesley have also applied to the other towns and if so, have they received an award from those communities. We are pursuing that information and will provide what we receive on Monday. Given the amount of material provided previously by the charities and to the Board we have not reinserted it in your packets, but it is certainly available to you if you would like it printed out.

We have been requested by some charities to make a decision as soon as possible so that a potential runner has as much time as possible to train, which is why it is on your agenda for this evening. However, if you do need more time on this topic, we can schedule it again for the following week.

**MOVE** to award invitational entries for the 2018 Boston Marathon to the charities as recommended by Deputy Director Connolly.



## 2018 Boston Marathon Charity Applications

Application      2017 Entries      2018 Awards

	Page #	Awarded	Proposed
1 Wellesley Education Foundation	1	2	1
2 Newton Wellesley Weston Committee for Community Living	5	1	1
3 Wellesley Community Children's Center	7	0	1
4 Friends of Wellesley Council on Aging	8	1	1
5 Wellesley Community Center	10	0	0
6 World of Wellesley, Inc.	11	1	1
7 One for Health Foundation	13	0	0
8 Wellesley Scholarship Foundation	15	4	2
9 The Wellesley Turkey Trot Foundation, Inc.	16	0	0
10 Wellesley A Better Chance	18	2	1
11 Community Investors	20	1	1
12 Massachusetts Association for the Blind and Visually Impaired	38	0	0
13 Wellesley Food Pantry Inc.	53	0	1
14 Wellesley Free Library Foundation, Inc.	55	0	0
15 Adolescent Wellness, Inc.	58	1	1
16 Wellesley Friendly Aid Association	59	1	1
17 Elizabeth Seton Residence	61	1	0
18 Wildflower Camp Foundation	63	0	1
19 Samaritans, Inc.	67	0	0
20 Friends of Wellesley METCO	70	4	2
21 Wellesley Theatre Project	81	0	1
22 Razia's Ray of Hope Foundation	83	0	0
23 JDRF formerly Juvenile Diabetes Research Foundation	84	0	0
24 War Memorial Scholarship (No application)		2	2
Mass Bay Community College Foundation (No application)		1	0
Wellesley Police		0	2
		22	20

	2017	2016	2015	2014	2013	Totals
	<b>Invitations Awarded</b>					
Friends of Wellesley METCO	4	7	7	4	0	<b>22</b>
Wellesley Scholarship Foundation	4	2	1	1	5	<b>13</b>
Wellesley Friendly Aid	1	1	1	1	5	<b>9</b>
War Memorial Scholarship Fund	2	1	6	0	0	<b>9</b>
Wellesley A Better Chance (ABC)	2	3	2	2	0	<b>9</b>
Wellesley Education Foundation (WEF)	2	3	1	1	0	<b>7</b>
West Suburban Veterans		0	0	0	2	<b>2</b>
Fund For Wellesley		0	0	2	0	<b>2</b>
Wellesley Theatre Project		1	0	1	4	<b>6</b>
Friends of the Council on Aging	1	2	0	0	0	<b>3</b>
Wellesley Food Pantry		0	0	1	0	<b>1</b>
Razia's Ray of Hope		1	0	0	0	<b>1</b>
Cite Soliel Opporntnity Council		1	0	0	0	<b>1</b>
Wellesley Police		0	0		0	<b>0</b>
Wellesey Fire		0	3	3	0	<b>6</b>
Wellesley FMD		0	1	0	0	<b>1</b>
Community Investors	1					<b>1</b>
Elizabeth Seton Residence	1					<b>1</b>
Newton Wellesley Weston Committee for Community Living	1					<b>1</b>
Wellesley Turkey Trot						<b>0</b>
Adolescent Wellness, Inc (AWI)	1					<b>1</b>
Razia's Ray of Hope						<b>0</b>
On Belay						<b>0</b>
World of Wellesley	1					<b>1</b>
Mass Bay Community College Foundation	1					<b>1</b>
						<b>0</b>
Other		0	0	8	0	<b>8</b>
<b>Total</b>	<b>22</b>	<b>22</b>	<b>22</b>	<b>24</b>	<b>16</b>	<b>106</b>

## **11. Open the Annual Town Meeting Warrant**

Per our general bylaw, the 2018 Annual Town Meeting is scheduled to begin on March 26<sup>th</sup>. The next step in preparing for the meeting, is to have the board vote to formally open the warrant for the meeting, as well as set a closing date during which any board or citizen may submit an article for consideration by the legislative body. Included in your packet is the schedule of dates for this process. Once the warrant is closed, it is our plan to consider the various articles before executing the warrant at the end of January.

**MOVE** to call the 2018 Annual Town Meeting and set the following dates:

- Open the Warrant – December 4, 2017
- Close the Warrant – Friday, December 29, 2017, 5:00pm
- Motions due to the Selectmen’s Office – Friday, March 2, 2018, 5:00pm
- Start of Annual Town Meeting – Monday, March 26, 2018, 7:00 pm, at the Wellesley Middle School
- Date for the 2018 Annual Town Election – Tuesday, March 6, 2018



## Date of 2018 Annual Town Meeting - March 26, 2018 7:00pm - Wellesley Middle School

Day of Week	Date	Action
Monday	12/4/2017	BOS Meeting - Board of Selectmen Call Annual Town Meeting and Election, Open Warrant, Dates for Closing ATM Warrant, Motions Submitted (TBL 19.51)
Tuesday	12/5/2017	Notice received by all governmental departments of the date the ATM Warrant will be closed and all articles to be included in the Warrant to be filed with the Selectmen's Office (TBL 19.52)
Friday	12/8/2017	Notice to Townsman for Publication on Thursday, December 14, 2017
Thursday	12/14/2017	Notice indicating 2018 Annual Town Meeting Date/Location, Warrant Closing Date, and Warrant availability on website printed in the Townsman (TBL 8.10, 8.13, 19.52)
Thursday	12/28/2017	Submit Legal Ad to Townsman for publication on 01/04/2018 Said notice shall state the time and place of the meeting and that the full text of the warrant shall be published on the Town's website and be available from the Selectmen's office.
Friday	12/29/2017	ATM Warrant Closed - Articles to be included in the Warrant for the 2018 Annual Town Meeting to be in the Selectmen's Office (TBL 8.12; 19.52)
Thursday	1/4/2018	Townsman legal ad published
Monday	1/15/2018	Town Hall Closed - Martin Luther King Day
Tuesday	1/16/2018	BOS Meeting - Warrant for the 2018 Annual Town Meeting and Election signed by Board of Selectmen
Wednesday	1/17/2018	Warrant Published on Town's Website (TBL 8.10)
Wednesday	1/17/2018	Transmit Warrant to Town Meeting Members and Advisory Committee (TBL 19.53)
TBD	TBD	Planning Board Public Zoning Hearing (7:30pm Great Hall)
Wednesday	1/31/2018	Advisory Public Hearing 7:00pm Juliani Room
Friday	3/2/2018	4 copies of each motion to be made under the Articles of the Warrant are due to the Selectmen's Office (TBL 8.13)
Tuesday	3/6/2018	Annual Town Election (TBL 8.2)
Friday	3/9/2018	Draft Motions available for inspection at the Selectmen's Office and Main Library (TBL 19.54)
Monday	3/26/2018	2017 Annual Town Meeting
Tuesday	3/27/2018	2016 Annual Town Meeting
Monday	4/2/2018	2017 Annual Town Meeting
Tuesday	4/3/2018	2017 Annual Town Meeting
Thursday	4/19/2018	2017 Annual Town Meeting
Tuesday	4/10/2018	2017 Annual Town Meeting
Monday	4/16/2018	No Town Meeting - School Vacation
Tuesday	4/17/2018	No Town Meeting - School Vacation
Monday	4/23/2018	2017 Annual Town Meeting
Tuesday	4/24/2018	2017 Annual Town Meeting
Monday	4/30/2018	2017 Annual Town Meeting
Tuesday	5/1/2018	2017 Annual Town Meeting

## Date of 2018 Annual Town Meeting - March 26, 2018 7:00pm - Wellesley Middle School

<b>Town Bylaw References</b>	
<b>8.10</b>	<p><b>8.10 Notice of Town Meeting.</b> Notice of each Town Meeting, whether Annual or Special, shall be given by the Selectmen by publishing a copy of the notice in a newspaper generally circulated in the Town at least seven days before the date on which the Annual Town Meeting, and at least 14 days before the date on which the Special Town Meeting, is to commence. Said notice shall state the time and place of the meeting and that the full text of the warrant shall be published on the Town's website and be available from the Selectmen's office. Additionally, the Selectmen shall post attested copies of the warrant for that Meeting in no less than two conspicuous places in the Town including but not limited to the Town Hall and Wellesley Square and shall make the warrant available on the Town's website. <i>(Amended ATM 2008, Approved by Attorney General 7/8/2008, Effective 10/20/2008)</i></p>
<b>8.11</b>	<p><b>8.11. Calling Special Meeting.</b> The Selectmen shall call a Special Town Meeting upon request in writing of 200 registered voters. The meeting shall commence not later than 45 days after receipt of such request, in accordance with Chapter 39, Section 10 of the General Laws. The Selectmen may also call a Special Town Meeting on their own initiative.</p>
<b>8.12</b>	<p><b>8.12. Warrant Articles.</b> The Selectmen shall insert in the warrant all subjects requested of them in writing by:</p> <ul style="list-style-type: none"> <li>a. any board,</li> <li>b. any official,</li> <li>c. ten or more registered voters, for an Annual Town Meeting, and</li> <li>d. 100 or more registered voters, for a Special Town Meeting. The Selectmen may also insert subjects on their own initiative, and</li> <li>e. those persons or boards authorized by Chapter 40A, Section 5 of the General Laws to initiate adoption of or changes in Zoning Bylaws.</li> </ul>
<b>8.13</b>	<p><b>8.13. Motions.</b> The Selectmen shall include, in the notice given under Section 8.10. a date by which motions to be offered to the Town Meeting must be submitted to the Selectmen. The Selectmen shall forward copies of motions to the Advisory Committee, Town Counsel, and any other board, officer or official they deem appropriate.</p>
<b>11.13</b>	<p><b>11.13. Notice of Request for Other Appropriations.</b> For any appropriation other than those involving collective bargaining or covered by Sections 11.11. and 11.12. the requesting board, official or officer shall file written notice thereof, including the amount to be requested and its purpose, with the Advisory Committee and the Board of Selectmen at least 14 days before the session of the Town Meeting at which such appropriation will be acted upon. In the event of emergency requiring immediate consideration, this provision may be waived by the Town Meeting but only upon the advice of the Advisory Committee that it has duly considered the request.</p>
<b>19.51</b>	<p><b>19.51. Town Meeting.</b> The Selectmen are responsible for calling all Town Meetings and shall take such actions as are required by law or by Article 8 of these bylaws relative to Town Meeting.</p>
<b>19.52</b>	<p><b>19.52. Closing of Warrant.</b> The Selectmen shall, by notice to each board and by notice in a newspaper generally circulated in the Town, specify the date when the warrant for any Town Meeting shall close.</p>
<b>19.53</b>	<p><b>19.53. Copies of Warrant.</b> The Selectmen, after drawing a warrant for a Town Meeting, shall transmit as soon as possible a copy of the same to each member of the Advisory Committee and to each Town Meeting Member.</p>
<b>19.54</b>	<p><b>19.54. Copies of Motions.</b> The Selectmen shall distribute copies of all draft motions received by them to the Moderator, Advisory Committee, Town Counsel, and to any board which in its opinion is likely to have an interest in the motion, so that they may communicate with the author of the motion as far in advance of the meeting as possible. Copies of such drafts shall also be available for public inspection at the Selectmen's office and at the Wellesley Free Library.</p>

**12. Discuss Adoption of Massachusetts G.L. c32B, §21-23**

As you are aware, the Town is currently in negotiations with all of its unions to reach agreement on a new contract between all of the parties for successor health insurance plans to replace those that will no longer be offered by the West Suburban Health Group beginning in July of 2018. It is critical for both the ability to develop those new plans and have them ready by this point and the Town's annual budget process to reach agreement in the next month or two. If we are not able to make progress towards this goal on a contract mutually agreed to by both parties, the Board may want to consider adoption of this section of State law enabling the Town to proceed through a process to replace these health plans in time for the new fiscal year. As this is still a work in progress we have not yet crafted a motion.

**NO MOTION**



**13. Citizen Speak**

**NO MOTION**



**14. New Business & Correspondence**

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

- ❖ Monthly Parking Meter Collection Summary as of October 2017
- ❖ Three Police Commendations
- ❖ Additional comments RE: 148 Weston Road project



# PARKING METER COLLECTIONS

423220, 423225,  
423226, 423227,  
423235, 423240,  
423245, 423250,  
423265, 423266,  
423270, 423275, 423276,  
423277, 423280,  
423285, 423290, 423295

from Munis  
27029300  
423220,  
423220,  
423240, 423250,  
423265

from Munis  
27029300  
423220,  
423240, 423250,  
423265

FY13		FY14		FY15		FY16		FY17		FY18	
JULY 2012	\$69,411.78	JULY 2013	\$41,016.09	JULY 2014	\$53,233.47	JULY 2015	\$64,094.66	JULY 2016	\$50,667.34	JULY 2017	\$54,003.77
AUGUST	\$58,296.99	AUGUST	\$39,083.51	AUGUST	\$24,729.03	AUGUST	\$58,749.76	AUGUST	\$61,344.19	AUGUST	\$61,112.19
SEPTEMBER	\$58,276.55	SEPTEMBER	\$62,302.39	SEPTEMBER	\$68,978.72	SEPTEMBER	\$55,809.42	SEPTEMBER	\$50,830.99	SEPTEMBER	\$55,629.78
OCTOBER	\$56,974.04	OCTOBER	\$35,001.90	OCTOBER	\$64,491.40	OCTOBER	\$61,535.29	OCTOBER	\$62,225.28	OCTOBER	\$51,914.25
NOVEMBER	\$59,656.87	NOVEMBER	\$59,404.77	NOVEMBER	\$49,401.08	NOVEMBER	\$49,936.99	NOVEMBER	\$50,881.23	NOVEMBER	
DECEMBER	\$41,848.16	DECEMBER	\$29,443.71	DECEMBER	\$37,730.09	DECEMBER	\$50,918.32	DECEMBER	\$38,108.86	DECEMBER	
JANUARY	\$47,574.76	JANUARY	\$29,533.71	JANUARY	\$44,776.94	JANUARY	\$47,964.92	JANUARY	\$47,280.92	JANUARY	
FEBRUARY	\$43,388.85	FEBRUARY	\$28,289.25	FEBRUARY	\$23,043.54	FEBRUARY	\$49,343.49	FEBRUARY	\$34,550.25	FEBRUARY	
MARCH	\$42,304.17	MARCH	\$66,633.89	MARCH	\$65,716.03	MARCH	\$51,078.12	MARCH	\$59,385.45	MARCH	
APRIL	\$61,394.07	APRIL	\$49,509.40	APRIL	\$50,651.25	APRIL	\$51,021.54	APRIL	\$52,563.25	APRIL	
MAY	\$55,207.66	MAY	\$57,311.58	MAY	\$28,135.00	MAY	\$67,963.90	MAY	\$52,878.35	MAY	
JUNE	<u>\$33,252.53</u>	JUNE	<u>\$60,391.99</u>	JUNE	<u>\$64,391.57</u>	JUNE	<u>\$60,997.93</u>	JUNE	<u>\$59,343.56</u>	JUNE	
	\$627,586.43		\$557,922.19		\$575,278.12		\$669,414.34		\$620,059.67		\$222,659.99
1st quarter avg	\$61,995.11		\$47,467.33		\$48,980.41		\$59,551.28		\$54,280.84		\$56,915.25
2nd quarter avg	\$52,826.36		\$41,283.46		\$50,540.86		\$54,130.20		\$50,405.12		\$17,304.75
3rd quarter avg	\$44,422.59		\$41,485.62		\$44,512.17		\$49,462.18		\$47,072.21		\$0.00
4th quarter avg	\$49,951.42		\$55,737.66		\$47,725.94		\$59,994.46		\$54,928.39		\$0.00

Passport Parking System  
implemented February 2017  
(included in totals above)

\$12,553.75

\$10,631.43





## TOWN OF WELLESLEY

WELLESLEY, MA 02482  
Telephone 781-235-1212

## POLICE DEPARTMENT

JACK PILECKI  
Chief of Police

**TO:** OFFICER RON POIRIER  
**FROM:** CHIEF JACK PILECKI  
**SUBJECT:** LETTER OF COMMENDATION  
**DATE:** NOVEMBER 20, 2017

---

Sergeant Glen Gerrans recently forwarded a memo concerning your actions with Magna Santos, and also forwarded me a card that she sent to the department regarding you.

On February 10, 2017 you responded to a minor motor vehicle crash in the Roche Brothers parking lot. The crash was very minor in nature. However, as you investigated it, you determined that one of the operators, Magna Santos, an immigrant from Brazil, did not have a Massachusetts driver's license. You learned that Mrs. Santos is a single parent and works as a live in aid to an elderly Wellesley resident. You took the appropriate law enforcement actions at the time, but also went a step beyond by telling Mrs. Santos how to get her driver's license.

Over the course of the next several months, Mrs. Santos called you seeking advice and looking for answers with regards to how to obtain her driver's license. You continued to counsel and assist her as she navigated through the waters of the Registry of Motor Vehicles and the Immigration and Customs Service. The end result of your continual hard work was that Mrs. Santos finally obtained her Massachusetts driver's license earlier this month.

In her card to you, she described you as a gentleman and a good hearted human being who acted with professionalism and compassion, understanding her 'situation.' She wrote that she was very grateful for all of your work. She also mentioned that she was very proud of all of the officers at the Wellesley Police Department.

As Chief of the Wellesley Police Department, I was very pleased to have received this card. Your work with Mrs. Santos certainly went well beyond the normal course of duty. She clearly looked to you for continual advice and help over several months, which you provided. Your actions helped build trust between the Wellesley Police Department and a member of the Brazilian community. This relationship and trust building is absolutely invaluable, and truly defines the Wellesley Police Department's philosophy of community policing.

Thank you for helping Mrs. Santos. Your work is indicative of the type of job that this department strives to achieve on a daily basis.

AUTHORIZED:

A handwritten signature in black ink, appearing to read "Jack Pilecki", written over a horizontal line.

JACK PILECKI  
CHIEF OF POLICE

cc: Board of Selectmen

# LIZ DUGAN

8 November  
2017

Dear Chief Pilecki,

On Wednesday, November 1st,  
I was in a car accident in front  
of the Wellesley High School.

The officer who responded to  
that accident was officer R. Poirier.

I would like you to know how  
very professional and kind he  
was to both myself, my passenger,

Rita Ford and the young lady  
Aisley Paul (a senior at Wellesley  
High School) who caused the  
accident. Officer Poirier was  
comforting to all participants  
and a calming pres~~ence~~<sup>ence</sup> to all  
involved.

Hope this note finds you  
well. Thanks for letting me  
let you know what wonderful  
officers you have! Liz Dugan



## TOWN OF WELLESLEY

WELLESLEY, MA 02482  
Telephone 781-235-1212

## POLICE DEPARTMENT

JACK PILECKI  
Chief of Police

**TO:** OFFICER RON POIRIER  
**FROM:** CHIEF JACK PILECKI  
**SUBJECT:** LETTER OF COMMENDATION  
**DATE:** NOVEMBER 20, 2017

---

I was pleased to receive a note from Liz Dugan concerning a recent traffic crash that you responded to and handled on November 1, 2017 at Wellesley High School.

Mrs. Dugan stated that you were very professional and kind as you investigated the crash. She also mentioned that you had a calming and comforting presence to all parties involved in the incident. Mrs. Dugan mentioned that the department has 'wonderful officers.'

As Chief of the Wellesley Police Department, I want to thank you for the compassionate and caring manner in which you handled this traffic crash. Your skills and service on this encounter exemplify the level of service that the department provides on a daily basis.

AUTHORIZED:

A handwritten signature in black ink, appearing to read 'Jack Pilecki', written over a horizontal line.

JACK PILECKI  
CHIEF OF POLICE

cc: Board of Selectmen



**ALWAYS BE GRATEFUL**

My name is Magna Santos, i was born in Sao Paulo, Brazil . An immigrant like millions who arrived here, in search of a better future. I've never been proud of being an undocumented driver... Wasn't my choice. I , like others , depended on the System to solve this problem. But I never gave it up. I've always paid my taxes, always worked hard , been honest. After suffering many humiliations, today I am duly documented, thanks to the great Lord.

Last winter, I was involved in a small car accident at the parking lot of CVS, Wellesley. I was backing up , and unfortunately I "bumped" in another vehicle .The man was a rude , racist person ... He got out of his car, screaming bad words and asked for my documents... I gave him my registration and after apologizing with him, I barely could see any damage on his car . He called the police , after, he threw all my documents on the wet ground , he humiliated me, telling me to go back to my country, etc, etc. I was scared ...I asked God to help me , and He sent me Officer Ron Poirier. A gentleman , good hearted human being . He acted with professionalism and compassion. He understood my situation and really helped me.

So, I am very grateful for all of his work. For all the great work that all officers in do here in Wellesley. I am proud of all of you guys. And to enforce my gratitude, I made this simple cake. Thanks for everything ! May God Bless all of you.

HAPPY THANKSGIVING !

Magna Santos

11/18/17



## TOWN OF WELLESLEY

WELLESLEY, MA 02482  
Telephone 781-235-1212

## POLICE DEPARTMENT

TERRENCE M. CUNNINGHAM  
Chief of Police

TO: Chief Pilecki

FROM: Sgt. Gerrans

CC: Lt. Whittemore

DATE: November 19, 2017

RE: Officer Ron Poirier's actions documented in 17-146-OF

Chief Pilecki,

Magna Santos delivered a homemade cake to the department on November 18, 2017 along with a card addressed to Officer Ronald Poirier. I read the card and spoke with Officer Poirier about his handling of Ms. Santos case.

Officer Poirier investigated a crash on February 20, 2017 involving Ms. Santos. Ms. Santos is a Brazilian immigrant and single mother. She works as a live in aid to an elderly woman in Wellesley. Officer Poirier discovered Ms. Santos was unlicensed during his investigation of the crash. He took the appropriate enforcement action but took the additional step of counseling Ms. Santos on the process for obtaining a license in Massachusetts.

Ms. Santos took the recommended steps to obtain her license and over the next few months called Officer Poirier several times with questions, which he answered. It seems the delay in her obtaining her license was caused by the Immigration and Custom Service bureaucratic processes. Earlier in the week Ms. Santos finally was able to obtain her license and as you can see from her letter this was a major event in this woman's life. Officer Poirier saw past the task at hand of investigating the crash and taking the appropriate enforcement actions. He saw a person who needed guidance from a person in authority. He delivered and in the process earned the gratitude of Ms. Santos, her daughter and her employe.

Respectfully submitted,

Glen Gerrans, Sergeant



## TOWN OF WELLESLEY

WELLESLEY, MA 02482  
Telephone 781-235-1212

## POLICE DEPARTMENT

JACK PILECKI  
Chief of Police

**TO:** OFFICER JAMES LINDELOF  
**FROM:** CHIEF JACK PILECKI  
**SUBJECT:** LETTER OF COMMENDATION  
**DATE:** NOVEMBER 21, 2017

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I recently received an email from Wellesley resident Ian Green about an encounter that his family had with you on Seaver Street on a late evening at the end of October. Mr. Green indicated that you found two of his sons and third friend on Seaver Street needing assistance and a ride home. Mr. Green wrote that you asked that he come out to the scene to pick the boys up and take them home. At least two of the boys had, perhaps, indulged in alcohol at some point during the evening and were feeling the effects of it.

Mr. Green wrote that he and his wife were obviously less than pleased with their sons about the incident. Mr. Green wrote that you were "unbelievably professional, tough, and at the same time able to see that three young men had made some really poor decisions." Mr. Green went on to say that he realized how differently this situation could have ended, with long lasting consequences for his sons. Instead, you chose to show compassion and consideration for the young men by contacting the parents and getting them involved at the scene. Mr. Green wanted to personally thank you and the Wellesley Police Department for the way in which the situation was handled.

As Chief of the Wellesley Police Department, I want to thank you for your service and compassion in handling this situation. You utilized appropriate discretion, caring, and professionalism, exemplifying the work that Wellesley Police Officers do on a continual basis.

AUTHORIZED:

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JACK PILECKI  
CHIEF OF POLICE

cc: Board of Selectmen

## Whittemore, Scott

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**From:** Pilecki, Jack  
**Sent:** Monday, November 20, 2017 3:01 PM  
**To:** W&CFH  
**Cc:** Whittemore, Scott  
**Subject:** RE: Patrolman James Lindelof

Ian,

Thank you for your very kind words about Officer Lindelof and Special Officer MacDonald. It's always good to hear positive feedback from the people our officers come into contact with. I am delighted that the outcome of the situation worked out well. It sounds like Officer Lindelof used some good common sense at the scene and hopefully everyone moves forward while treating the incident as a life lesson. I'll keep the boys in mind as volunteers if needed!

Thanks again,

Chief Jack Pilecki

-----Original Message-----

**From:** W&CFH [mailto:wcfhomes@gmail.com]  
**Sent:** Sunday, November 19, 2017 1:40 PM  
**To:** Pilecki, Jack <jpilecki@wellesleyma.gov>  
**Subject:** Patrolman James Lindelof

Chief Pilecki,

I thought I would let you know about a recent experience I had with Officer James Lindelof. The Saturday prior to Halloween, my wife received a call from one of our two sons who were together. They were with Officer Lindelof on the side of Seaver Street and one of my sons was in bad shape having over indulged. Officer Lindelof spoke to my wife as we drove to Seaver Street and calmly asked that we arrive as soon as possible. The end result was three young men two of which were in bad shape, were in the hands of two officers ( I'm sorry I do not know the name of the other officer). When you pull up to two police cruisers on a Saturday evening thousands of different things run through your head all of which are not positive. Officer Lindelof was unbelievably professional, tough, and at the same time able to see three young men that had made some really poor decisions. My wife and I and more so myself judgement was somewhat clouded by the situation and anger. I know this is a somewhat long winded email, however as I said to the boys this was a situation that could have played out considerably different. If not for the compassion and consideration shown by Officer Lindelof, the evening and subsequent Monday could have been filled with long lasting results. I personally want to thank Officer Lindelof, the other Officer, you and your department for the way in which the evening was handled. If by chance you or the department ever need a few young men to volunteer for ANY community effort please think of my sons and feel free to reach out to me, as I'm sure they will more than happily attend.

All the best and Thank you all for everything.

Ian, Chelsea, Aiden, and Gunnar Green.

Ian C Green  
Wood & Clay Fine Homes, Inc.  
47 Livermore Road  
Wellesley, Ma. 02481  
781-898-8379  
Sent from my iPhone

November 30, 2017

Board of Selectman  
Town of Wellesley

We are writing to express our concern about the proposed 55 unit residential housing structure at 148 Weston Road in Wellesley.

We have resided on Avon Road, which runs parallel to Weston Road and near the proposed development project, for over 30 years. We have had ample opportunity to observe and experience the negative impact of Weston Road traffic on our neighborhood and on the safety of drivers and pedestrians.

- During commuter hours it is nearly impossible for us to take a left turn (south direction) from Avon Road on to Weston Road due to the density of oncoming traffic. We resort to turning right and reversing direction with a left into the neighborhood across Weston Road. Residents of the proposed project will face an even more severe problem attempting to go north on Weston Road because the proposed entrance is very close to the already very congested and treacherous intersection of Weston Road and Linden Street.
- A by-product of the high volume of traffic on Weston Road has been severely increased traffic in our neighborhood. Our streets are narrow, without sidewalks, and we have many families with young children. Traffic studies have been conducted by the neighborhood to inform the Wellesley Police Department of our plight.

We are fearful that any significant development on Weston Road will exacerbate an already untenable and dangerous traffic situation.

Thank you for hearing our concerns.

Deborah Harstedt and David Rhodes  
12 Avon Road  
Wellesley, MA 02482  
781-237-5146

## Jop, Meghan

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**From:** joyce wadlington <joyce.wadlington@gmail.com>  
**Sent:** Thursday, November 30, 2017 1:26 PM  
**To:** DL: Board of Selectmen  
**Subject:** RE: 148 Weston Road, Wellesley Site Eligibility Feedback

To the Board of Selectmen:

I read the letter from Katherine Miller, MassHousing, posted on your website and offer feedback for your consideration. As background, I have resided in Wellesley since 1973, including at two Weston Road locations.

With regard to the proposed plan for construction of a 55-unit residential housing structure:

- During several hours of every week day. my ability to back out of my driveway can take as much as 5-10 minutes due to the extensive traffic; this residential neighborhood simply put cannot handle more traffic; I work, and the traffic jams have caused me to be late to my office on a number of occasions.
- Regardless of the light at the corner of Linden Street and Weston Road, and at the corner of Turner Road and Weston Road, and the speed sign, it's become more dangerous for pedestrians and bike riders; I personally have witnessed a bike rider being hit, and have read about other similar accidents.
- A 62-foot building is totally out of character for the neighborhood; it's sad that the new atrocity on the corner of Strathmore and Weston Roads was permitted; please don't support additional builds that detract from Weston Road's character.

i'll appreciate confirmation that this email has been shared with the Selectmen.

Regards,  
Joyce S. Wadlington