

TOWN OF WELLESLEY



MASSACHUSETTS

BOARD OF SELECTMEN

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

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

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

SELECTMEN'S MEETING

TENTATIVE AGENDA

Wellesley Town Hall – Juliani Room

7:00 P.M. Monday, January 8, 2018

1. 7:00 Citizen Speak
2. 7:05 Appoint Police Lieutenant
3. 7:10 Discuss FY19 Budget Status – Operating & Capital
4. 7:30 Review Draft Annual Town Meeting Warrant
5. 7:50 Review Draft Capital and Debt Policies
6. 8:20 Discuss Dissemination of an RFP to develop the Tailby Lot
7. 7:30 Discuss Designation of Tolles Parsons Center as a Polling Place
8. 8:40 Executive Director's Update
 - Approval of Minutes
 - Accept COA Gifts
9. 8:45 New Business and Correspondence

Next Meeting Dates: Tuesday, January 16, 2018 7:00 pm
Tuesday, January 23, 2018 7:00 pm

MOTIONS- JANUARY 8, 2018

2. **MOVE** to promote Sergeant Jeff Renzella to the position of Police Lieutenant effective January 8, 2018.

- 6.

7. **MOVE** to change the poll location for Precinct H from Wellesley High School to the Tolles Parsons Center at 500 Washington Street effective with the March 6, 2018 annual town election.

8. **MOVE** to approve the minutes of November 13, November 20, December 2, and December 13, 2017.

8. **MOVE** to accept a gift from the Friends of the Wellesley Council on Aging of \$694.00 for the November Senior Lunch Program.

1/5/2018

Black regular agenda items

Board of Selectmen Calendar – FY17

Date	Selectmen Meeting Items	Other Meeting Items
1/10 Wednesday	Work Session- Public Works Conf/Training Rm 3:00PM Discuss BOS Procedures & Policies Manual Review FY18 Work Plan Status	
1/15 Monday	Town Hall Closed – MLK	
1/16 Tuesday	Meeting Review/Approve BOS Policy/Procedure Manual Smith and Wollensky CV and Alcohol License 7:15 (advertised) Babson One Day Licenses Wellesley Media - Vote to Request Kingsbury Room upgraded	Friday 1/19 & Saturday 1/20- MMA Annual Meeting & Trade Show
1/22 Monday	Wellesley Club	
1/23 Tuesday	Meeting MLP- Free Energy Audit Update to Board Library Trustees - Discuss Future Projects Discuss Investment Policy Police Sergeant Appointment Granite Street – Street Acceptance Discussion and Classification	
1/29 Monday	Meeting	Friday 1/26 8:30am Babson College Breakfast
2/5 Monday	Meeting	
2/12 Monday	Meeting	
2/19 Monday	Town Hall Closed – President’s Day	
2/20 Tuesday	Meeting	
2/26 Monday	Meeting	
3/5 Monday	Wellesley Club- Town Affairs Night	
3/6 Tuesday	Meeting	Tuesday 3/6- Town Election
3/12 Monday	Meeting	
3/19 Monday	Meeting	
3/26 Monday	ATM Starts	
3/27 Tuesday	ATM	
4/2 Monday	ATM	
4/3	ATM	

1/5/2018

Black regular agenda items

Date	Selectmen Meeting Items	Other Meeting Items
<i>Tuesday</i>		
<i>4/9 Monday</i>	ATM	
<i>4/10 Tuesday</i>	ATM	
<i>4/16 Monday</i>	TOWN HALL CLOSED (Patriots Day)	
<i>4/23 Monday</i>	ATM (If Needed)	
<i>4/24 Tuesday</i>	ATM (If Needed)	
<i>4/30 Monday</i>	ATM (If Needed)	
<i>5/7 Monday</i>	Meeting	
<i>5/14 Monday</i>	Meeting	
<i>5/21 Monday</i>	Meeting	
<i>5/28 Monday</i>	TOWN HALL CLOSED (Memorial Day)	
<i>6/4 Monday</i>	Meeting	
<i>6/11 Monday</i>	Meeting	
<i>6/18 Monday</i>	Meeting	
<i>6/25 Monday</i>	Meeting	

Notes

Quarterly updates

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

TOWN OF WELLESLEY



MASSACHUSETTS

BOARD OF SELECTMEN

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

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

FACSIMILE: (781) 239-1043
TELEPHONE: (781) 431-1019 X2201
WWW.WELLESLEYMA.GOV
BLYTHE C. ROBINSON
EXECUTIVE DIRECTOR OF GENERAL GOVERNMENT

Our regularly scheduled meeting will begin at 7:00 PM on Monday in the Juliani Room.

1. Citizen's Speak

TOWN OF WELLESLEY



MASSACHUSETTS

BOARD OF SELECTMEN

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

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

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

MEMORANDUM

DATE: January 2, 2018
TO: Board of Selectmen
FROM: Blythe C. Robinson, Executive Director
SUBJECT: Weekly Report

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

- Happy New Year!
- As you know we had a burst sprinkler head in the attic of the police station last Saturday night. It caused damage in the locker room and the roll call room, although it was caught quickly (the fire alarm went off). FMD marshalled its troops immediately, brought in a cleanup company and things are somewhat back to normal. With the cold weather continuing, they will do their best to determine how that area got so cold that the pipe burst so as to hopefully prevent it in the future. Unfortunately, the water may have damaged the electronics in the roll call room and we may have an insurance claim in excess of \$25,000.
- We learned that the annual Salvation Army red kettle fundraiser was quite successful this year, bringing in over \$32,000 at Roche Brothers. Many employees across the organization donated time to this, and many residents and shoppers were quite generous.
- Meghan and I conducted final interviews for the Executive Assistant on Wednesday and have selected one. We had two very good finalists and hope to get a good background check done by Cheryl shortly and reach agreement on an offer in the next week or so. I will be going to the HR Board meeting on Monday night at 7 PM for a few minutes to get

approval to hire above the middle of the range so that we can extend a good offer. It was clear in this hiring process that the going rate for excellent people is higher than our current range allows.

- Our revised OPEB legislation continues its move through the State House. The House and Senate voted on it favorably on Tuesday, so the last stop is the Governor's desk.
- We continue to spend a lot of time and effort on public records requests. The work includes not only on-going records requests from people who request them regularly, but also projects such as one submitted by students to the police department for all arrest records in the last several years. This requires the PD to review and redact almost 500 cases. Also, the State has ruled against us in a records request where we were in a position of having to create new records, something the law does not require. When we started to have monthly requests for town counsel invoices we asked Town Counsel to basically redact them as the invoice was being prepared so as to not have to go back and do it later. A requestor wanted more information from those legal bills than was on the bill, and the State ruled that we need to go back and revise the bills to provide the information. We intend to reach out to our State representative to get a meeting with the Secretary of State's office to discuss this, as we believe it goes beyond what the law requires.
- As you will see from an email from Marc Waldman in the correspondence, the tally on real estate taxes collected early during the last 10 days leading up to December 31st was about \$21 Million! I heartily concur with Marc's recognition of his staff. It was a terrific group effort to pull together to keep up with the demand, always with enthusiasm. We have a great group of employees!!!
- Our office was busy processing 2018 parking passes for the commuter lots. Meghan and Heidi were on vacation this week, and we celebrated Sandy's birthday on Wednesday. My time has been spent going back and forth with Tom's office and various departments in the process of producing a first draft of the 2018 ATM warrant. We expect to send that out to you electronically on Wednesday so that you have some time to dig into it ahead of the meeting on the 8th. As of the deadline this afternoon we have received four citizen petitions.
- It was disappointing to need to close down on Thursday due to the storm, but in hindsight a good decision given the amount of snow and the cold. Unfortunately for a variety of reasons there was no school on Friday or COA programs, and Town Hall and the Library were open as usual. FMD will continue with building checks at least through Saturday given the cold.
- On Friday we conducted interviews with two of the three firms selected on the Town Hall interior visioning/space utilization. FMD was going to press as I head out to those interviews, so we'll update you on Monday as to where we stand.

2. Appoint Police Lieutenant

In your packet you will find a recommendation from Chief Pilecki to promote Sergeant Jeff Renzella to the position of Lieutenant. This promotion is possible due to the promotion last month of Scott Whittemore to Deputy Chief.

MOVE to promote Sergeant Jeff Renzella to the position of Police Lieutenant effective January 8, 2018.



TOWN OF WELLESLEY

WELLESLEY, MA 02482
Telephone 781-235-1212

POLICE DEPARTMENT

JACK PILECKI
Chief of Police

MEMORANDUM

TO: THE HONORABLE BOARD OF SELECTMEN

FROM: JACK PILECKI
CHIEF OF POLICE

SUBJECT: **RECOMMENDATION FOR THE APPOINTMENT OF SERGEANT JEFF RENZELLA AS A LIEUTENANT FOR THE WELLESLEY POLICE DEPARTMENT**

DATE: JANUARY 1, 2018

The intent of this correspondence is to recommend that the Board of Selectmen, in your capacity as the Appointing Authority for police officials in the Town of Wellesley, appoint Sergeant Jeffrey Renzella to the rank of Lieutenant in the Wellesley Police Department.

Sergeant Renzella has close to 20 years of experience as a police officer. He began his career with the Wellesley Police Department as a patrol officer in October of 1998. In June of 2003 he was promoted to the position of Sergeant and where he serves as a patrol supervisor.

Sergeant Renzella attended Saint Anselm College and graduated with a Bachelor's Degree in Sociology in 1994. He obtained a Master's of Science from Western New England College in Criminal Justice Administration in 2000. Sergeant Renzella also attended a certificate program in Local Government Leadership and Management at Suffolk University's Moakley Center for Public Management in 2012.

In his capacity as a patrol supervisor, Sergeant Renzella supervised a shift of officers along with two dispatchers primarily during the evening and overnight hours. In addition, Sergeant Renzella oversees the firearms licensing section of the department. He is responsible for every firearms license to carry application and renewal. Additionally, Sergeant Renzella conducts background checks on all applicants to make a recommendation for suitability to me.

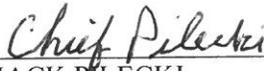
Sergeant Renzella also oversees our very successful car seat installation service for Wellesley resident. This entails scheduling specially trained Wellesley Police Officers and residents who need car seat inspections or installations. A second part of this program involves applying for and receiving grants for car free car seats for members of the public who qualify.

Sergeant Renzella has been an integral part of our annual Youth Academy for middle school aged children as well, each year volunteering to be an instructor since its inception. More recently, Sergeant Renzella has begun working with our various social media platforms, and has been instructing during our very popular Citizen Police Academy. Sergeant Renzella is also a football coach for both the Wellesley Youth and High School Football teams.

As Chief of Police, I have had the opportunity to work closely with Sergeant Renzella for the past several years. Clearly, Sergeant Renzella is involved in many important aspects of the department, and is also deeply involved with the Wellesley community as well. One of the observations I have noted about Sergeant Renzella is his constant attention to the level of services that the officers under his command provide. Sergeant Renzella insists that his officers go above and beyond the traditional police services offered to the public, which has always been a trademark of the Wellesley Police Department. He is acutely aware of the need to foster and maintain positive community relationships, and stresses that to his officers. He understands that it is essential to strike a balance between service to the community and required enforcement efforts.

Given Sergeant Renzella's professional accomplishments, his recognized skills and abilities, many of which have been highlighted in this endorsement, and my opinion that they are very indicative of his true potential, it is without reservation that I recommend that the Board of Selectmen appoint Sergeant Jeff Renzella to the position of Lieutenant with the Wellesley Police Department.

RESPECTFULLY SUBMITTED:



JACK PILECKI
CHIEF OF POLICE

JEFFREY RENZELLA

16 Bradley Ave., Wellesley, MA 02482 • Home: 7812351107 • Cell: 5087454022 •

jrenzella@wellesleyma.gov

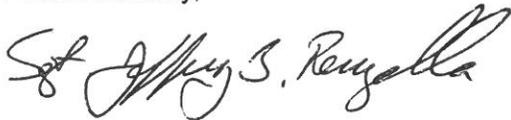
Chief Jack Pilecki,

As an accomplished Police Officer with nearly 19 years of experience, 14 in the capacity of Sergeant, I feel I'd be the ideal fit for the Lieutenant position at the Wellesley Police Department. My skills and training would add value to the organization, and I am excited for the opportunity to partake in the Assessment Center and subsequent vetting process.

In my current role as a Sergeant, I gained the knowledge and experience I need to hit the ground running and start making an immediate contribution. I appreciate the opportunity to be considered in this promotional process.

Please refer to my attached resume which highlights my skills and accomplishments.

Professionally,

A handwritten signature in black ink that reads "Sgt Jeffrey S. Renzella". The signature is written in a cursive style with a large, stylized initial "S".

Sergeant Jeffrey Renzella

JEFFREY RENZELLA

16 Bradley Ave., Wellesley, MA 02482 • Home: 7812351107 • Cell: 5087454022 • jrenzella@wellesleyma.gov

Professional Summary

During the course of my career at the Wellesley Police Department I have prided myself at being a Police Officer committed to serving and protecting others by using sound judgment in difficult and intense situations. I learned how integrity, empathy and a strong sense of community enabled me to better serve the citizens of Wellesley and become a leader among my peers. As a Sergeant, I continued to grow professionally and refine my abilities with regard to becoming an effective Communicative Police Officer. Successful at developing positive relationships with colleagues and citizens. Approaching each situation with compassion and concern. Imparting on the officers I supervise the importance of fostering and maintaining positive community contacts. Building trust within the community and realizing, that often perception becomes reality. An officers actions not only reflects on my ability to effectively supervise, but also shapes how a citizen views the Wellesley Police Department. I aim to continue to lead by example. Instill discipline, dedication and a strong moral compass within the people I lead.

Skills

- Responsible, dedicated and community orientated
- Emergency planning - develop response plans in real time, as situations evolve and utilize outside resources as needed
- Special event planning. Develop Operational plans for road races, athletic events and other gatherings that may adversely impact pedestrian and/or motor vehicle traffic
- Supervise Car Seat Technician program. Ensure Car Seat Technicians maintain proper certifications, provide timely assistance to citizens and prepare Car Seat Grant Funding applications to supplement the Child Passenger Safety Seat program
- Firearms Licensing Supervisor. Review firearms license applications, conduct background investigations and interview applicants. Remain current with firearms licensing laws and procedures. Prepare reports for the Chief of Police with regard to any potential licensing issues. Issue, deny, suspend and/or revoke firearms licenses when appropriate
- Help maintain the Wellesley Police Department social media platforms (website, Facebook and Twitter). Deliver timely social media updates to alert the public of emergencies, traffic issues, special events, parking restrictions and highlight special duties and/or positive community contacts in patrol
- Certified MILO Range instructor
- Citizen Police Academy instructor. Present blocks on how the department utilizes social media. Demonstrate the MILO use of force simulator and supervise academy students with hands on interactive use of force tactical judgement scenarios.
- Youth Academy Instructor
- EMT - Basic since 2001
- Wellesley Youth and High School Football Coach
- 7 year Member - Wellesley Youth Football Board of Directors

Work History

Sergeant, 06/2003 to Current

Wellesley Police Department – Wellesley, MA

- Investigated and reported crimes, crashes, offenses and damage to property
- Assisted in special investigations and crime prevention programs
- Prepare and administer Performance Evaluations
- Review incident reports, criminal complaints and arrest reports
- Ran personnel recruitment background investigations and assisted with potential job candidate interviews
- Evaluated complaint and emergency-request information to determine response requirements
- Talked regularly with citizens to establish rapport and become a familiar presence in the area
- Field and investigate citizen complaints
- Highlight exemplary actions of officers via memo, to the Patrol Lieutenant and Chief of Police
- Review and provide feedback to Probationary Officers while in the Field Training phase of employment

Patrolman, 09/1998 to 06/2003

Wellesley Police Department – Wellesley, MA

Education

Master of Science: Criminal Justice Administration, 2000
Western New England College - Springfield, MA 01119
Masters degree Criminal Justice Administration

Bachelor of Arts: Sociology, 1994
Saint Anselm College - 100 Saint Anselm Drive Manchester, NH 03102

High School Diploma: 1990
Wellesley High School - 50 Rice St. Wellesley Ma. 02481

Certifications

September 2017	National Council For Behavioral Health Mental Health First Aid USA certified
March 2017	Natick Mall Counter Terrorism Functional Exercise Multi-year Training and Exercise Plan. Incident Command Protocols in the event of a catastrophic incident
September 2016	The Center for Public Safety and Justice The University of Illinois Procedural Justice For Law Enforcement Agencies
March 2015	US Department of Homeland Security Center for Domestic Preparedness FEMA Field Force Operations
November 2014	MILO Range Certified MILO Instructor
November 2013	Louisiana State University National Center for Biomedical Research and Training Law Enforcement Active Shooter Emergency Response Train-the-trainer
October 2013	Massachusetts Emergency Management Agency Certificate in Hazard City Training/Exercise
October 2013	Boston University - Medico-Legal Death Investigation
February 2013	Critical Incident Training - ALICE Instructor Course
November 2012	Massachusetts State Police Background Investigation
June 2012	Suffolk University Moakley Center for Public Management/Massachusetts Municipal Association's Certificate Program in Local Government Leadership and Management
June 2003	Two week MPTC Basic Sergeants Training Program
November 2001	Certified Field Training Officer
July 2001-current	Certified Emergency Medical Technician - Basic

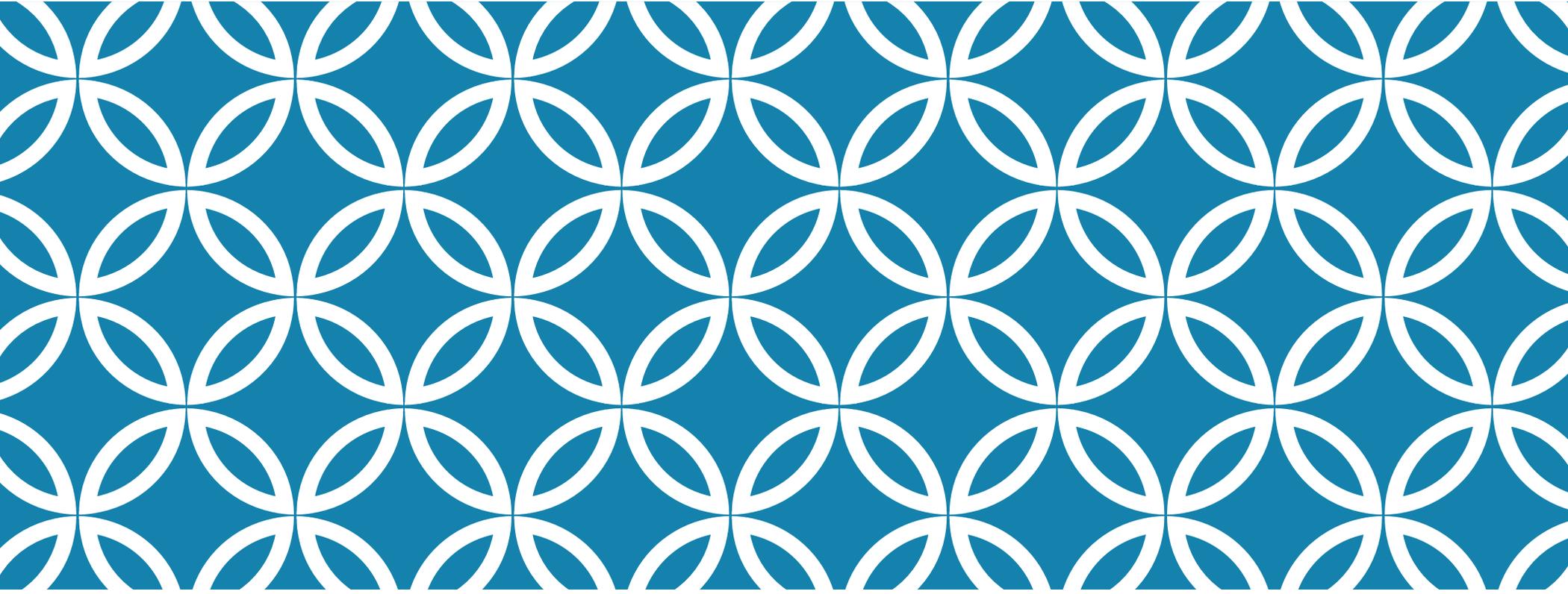
3. Discuss FY19 Budget Status – Operating & Capital

Finance Director Sheryl Strother will be at the meeting to discuss the status of the FY19 budget with the Board. Included in your packet are several spreadsheets on this topic, as well as a PowerPoint presentation which will provide an overview.

At present, the budget is close to balanced, showing a deficit of \$75,843. All of the budgets are submitted, and all are in guideline except for three (Town Clerk, Planning Board and Board of Health). The Board's own budgets have also been modified since our last meeting on this topic, and those show that as aggregated, we are within guideline at 2.24%. The changes made to the Board's budgets include the removal of the floater custodian in FMD, an adjustment to the law budget to provide resources for work on 40B projects, and an adjustment to the Executive Director's budget to add dollars to salaries and expense for the new position. The biggest unknowns in the budget overall at this point are in health insurance (overall rate increases and results of union negotiations), and the State budget which is typically released just after the MMA annual meeting.

Also included is a capital and debt spreadsheet, which indicates that the "inside the levy" debt is just over \$4 million. As you know, this is based on debt already approved in prior years, so it isn't subject to change. We have modeled in other projects as they are proposed or our best information at this time. The result is that future years, especially those beyond FY20, are out of the \$4 million guideline which has been the Town's model, and will need to be discussed further. That is in part why the capital and debt policies have been drafted for review. Projects planned for this summer for which the debt will start in FY20 are also included in the warrant.

NO MOTION



2019 BUDGET ROLLUP

Board of Selectmen
1-8-2019

PROCESS

More discussions were held this year about the budget process and timing of submissions, resulting in slightly expedited schedules that considered departmental needs

Capital and Operating budgets submitted timely

Submissions were complete and in the proper format

ADHERENCE TO OPERATING GUIDELINES

Boards generally submitted budgets within guidelines*

\$20,000 benefits was added for any new positions requested

Proposed positions were evaluated by Human Resources before being requested

POSITION REQUESTS

Sustainability hours increased to benefit-eligible level and part time hours added

-\$20,000 added

Non benefitted hours added for ZBA

Reorganization of Selectmen's office not resulting in additional positions

* The above changes were accomplished within guideline

No new positions in Schools

Board of Health added 33 hours among several positions. Board of Health not in guideline

CAPITAL “GUIDELINE”

Capital “guidelines” were not established, but departments were informed of the need to reduce capital to \$5.3 million in order to balance the budget

Cash capital was reduced to \$5,305,108 through a series of discussions with department heads

CLOSE TO BALANCED BUDGET

\$2,500,000 free cash applied to balance the budget as projected

Reserves maintained at 8.25% (Policy range is 8-12% of Revenues)

Projected budget deficit of (\$382,903) trimmed to (\$75,843) through adherence to operating guidelines, cooperative effort to reduce cash capital, and improved new growth in taxes

Health Insurance discussions ongoing with the unions. West Suburban Health Group's rates available in February

SOURCES & USES

	<u>Revised FY18</u>	<u>FY19 presented</u>	<u>Growth</u>	<u>Alt FY19</u>
Sources				
Property Taxes	\$ 123,758,517	\$ 128,279,661		\$ 128,652,479
State Aid	9,759,649	9,707,668	0.0%	9,759,649
Local Revenue	11,338,019	12,043,000	2.3%	11,778,000
Free Cash	2,583,737	2,500,000		2,500,000
One time Free Cash for Capit	1,500,000	-		90,000
Other	171,624	44,059		50,893
	<u>149,111,546</u>	<u>152,574,388</u>		<u>152,831,021</u>
Uses				
Schools	71,950,648	74,468,921	3.5%	74,468,922
Other Town Departments	36,164,427	37,068,538	2.5%	37,116,619
	<u>108,115,075</u>	<u>111,537,459</u>		<u>111,585,541</u>
Cash Capital	5,203,374	5,300,000		5,305,108
One time cash capital	1,500,000	-		-
Debt Service (Inside)	3,984,283	4,000,000		4,002,083
Pension	6,621,863	6,861,462		7,056,425
Health Insurance	15,930,198	17,045,312	7.0%	17,018,134
OPEB	3,432,000	3,432,000		3,432,000
Other Employee Benefits	2,422,664	2,839,428	2.5%	2,484,500
State & County Assmts	1,239,372	1,270,356	2.5%	1,270,356
Abatements	662,717	671,274	0.0%	662,717
Other	-	-		90,000
	<u>40,996,471</u>	<u>41,419,832</u>		<u>41,321,323</u>
	<u>149,111,546</u>	<u>152,957,291</u>		<u>152,906,864</u>
Projected Surplus/(Deficit)	<u>\$ -</u>	<u>\$ (382,903)</u>		<u>\$ (75,843)</u>

NEXT STEPS

Complete Health insurance negotiations with unions and implement new health plans

Monitor revenue developments at the State level

Adjust budgets to balance

Develop a method for evaluating and prioritizing capital needs throughout the organization (Starting with Capital and Debt policies)



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 - %
GENERAL GOVERNMENT												
Administration												
1	122	Executive Director	460,572	28,925	489,497	468,492	33,225	501,717	7,920	4,300	12,220	2.50%
5	126	Sustainable Energy	18,132	1,500	19,632	33,922	26,425	60,347	15,790	24,925	40,715	207.39%
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	484,400	307,220	791,620	9,490	9,763	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%
Subtotal - General & Financial Srvs.			\$ 1,701,441	\$ 497,532	\$ 2,198,973	\$ 1,750,024	\$ 538,070	\$ 2,288,094	\$ 48,583	\$ 40,538	\$ 89,121	4.05%
Facilities												
33	192	Facilities Management -Town	4,345,946	3,380,028	7,725,974	4,477,846	3,457,749	7,935,595	131,900	77,721	209,621	2.71%
Subtotal - Facilities Management			\$ 4,345,946	\$ 3,380,028	\$ 7,725,974	\$ 4,477,846	\$ 3,457,749	\$ 7,935,595	\$ 131,900	\$ 77,721	\$ 209,621	2.71%
Human Services												
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	-	69,150	69,150	-	1,150	1,150	1.69%
Subtotal - Human Srvs.			\$ 437,199	\$ 202,456	\$ 639,655	\$ 457,587	\$ 152,186	\$ 609,773	\$ 20,388	\$ (50,270)	\$ (29,882)	-4.67%
Selectmen Shared Services												
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	-	375,000	375,000	-	50,000	50,000	15.38%
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	-	435,679	435,679	-	(4,775)	(4,775)	-1.08%
80	211	Injured on Duty Insurance	-	100,000	100,000	-	100,000	100,000	-	-	-	0.00%
Subtotal - Sel. Shared Services			\$ -	\$ 1,170,530	\$ 1,170,530	\$ -	\$ 1,119,699	\$ 1,119,699	\$ -	\$ (50,831)	\$ (50,831)	-4.34%
Selectmen Appointed Committees												
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	-	6,500	6,500	-	500	500	8.33%
85	690	Historical District Commission	-	-	-	-	-	-	-	-	-	0.00%
85	691	Historical Commission	-	750	750	-	750	750	-	-	-	0.00%
86	692	Celebrations Committee	-	4,700	4,700	-	4,700	4,700	-	-	-	0.00%
Subtotal - Sel. Appntd Comms.			\$ 54,335	\$ 18,390	\$ 72,725	\$ 76,724	\$ 23,890	\$ 100,614	\$ 22,389	\$ 5,500	\$ 27,889	38.35%
GENERAL GOVERNMENT SUBTOTAL			\$ 6,538,921	\$ 5,268,936	\$ 11,807,857	\$ 6,762,181	\$ 5,291,594	\$ 12,053,775	\$ 223,260	\$ 22,658	\$ 245,918	2.08%
Public Safety												
87	210	Police Department	5,446,712	630,035	6,076,747	5,527,024	643,085	6,170,109	80,312	13,050	93,362	1.54%
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%
Subtotal - Public Safety			\$ 11,126,516	\$ 925,639	\$ 12,052,155	\$ 11,385,309	\$ 955,188	\$ 12,340,497	\$ 258,793	\$ 29,549	\$ 288,342	2.39%
SELECTMEN OPERATING SUBTOTAL			\$ 17,665,437	\$ 6,194,575	\$ 23,860,012	\$ 18,147,490	\$ 6,246,782	\$ 24,394,272	\$ 482,053	\$ 52,207	\$ 534,260	2.24%

TOWN OF WELLESLEY - TOWN MEETING APPROVED ALLOCATION OF FUNDS

SOURCES OF FUNDS	FY18 SOURCES OF FUNDS	FY19 SOURCES OF FUNDS	CHANGE - FY18 to FY19	
			\$ Change	% Change
Real Estate & Personal Property Tax				
Within the Levy Limit	123,758,516	128,652,479	4,893,963	3.95%
Outside the Levy Limit	12,203,082	12,001,855	(201,227)	-1.65%
Subtotal - Real Estate & Personal Property Tax	135,961,598	140,654,334	4,692,736	3.45%
From the Commonwealth				
Chapter 70 Aid	8,399,961	8,399,961	0	0.00%
Lottery Aid	1,294,148	1,294,148	0	0.00%
Other Aid	65,540	65,540	0	0.00%
Subtotal - From the Commonwealth	9,759,649	9,759,649	0	0.00%
Local Revenue				
Motor Vehicle Excise	5,000,000	5,270,000	270,000	5.40%
Licenses and Permits	2,300,000	2,500,000	200,000	8.70%
MLP Payment In Lieu of Taxes	1,000,000	1,000,000	0	0.00%
Interest Earnings	350,000	450,000	100,000	28.57%
RDF Revenue	625,000	625,000	0	0.00%
Fines & forfeits	570,000	570,000	0	0.00%
Recreation	100,000	50,000	(50,000)	-50.00%
Meals/Hotel/Motel Tax	700,000	700,000	0	0.00%
Pilot Payments	76,000	76,000	0	0.00%
Increased fees - BOH	12,000	12,000	0	100.00%
Other Local Revenues	605,019	525,000	(80,019)	-13.23%
Subtotal - Local Revenue	11,338,019	11,778,000	439,981	3.88%
Other Sources				
Parking Meter Receipts	1,593,009	1,097,219	(495,790)	-31.12%
Free Cash to balance budget	2,583,737	2,500,000	(83,737)	-3.24%
Other free cash FY18 items	240,815	90,000	(150,815)	100.00%
Free Cash to offset capital	1,500,000	0	(1,500,000)	100.00%
Appropriated CPA Surcharge	780,900	0	(780,900)	-100.00%
CPA Funds applied to North 40	553,244	550,244	(3,000)	-0.54%
Police detail	127,564	0	(127,564)	-100.00%
Subtotal - Other Sources	7,379,269	4,237,463	-3,141,806	-42.58%
TOTAL SOURCES OF FUNDS	164,438,535	166,429,446	1,990,911	1.21%

Exhibit B

USES OF FUNDS

	FY18 USE OF FUNDS (Tax Rate)			FY19 USE OF FUNDS (Request)			CHANGE - FY18 to FY19			
	Pers Srvs	Expenses	Total Ops	Pers Srvs	Expenses	Total Ops	Variance Pers Srvs	Variance Expenses	Variance Total - \$	Variance Total - %
GENERAL GOVERNMENT										
Board of Selectmen - Administration										
Executive Director's Office	460,572	28,925	489,497	468,492	33,225	501,717	7,920	4,300	12,220	2.50%
Sustainable Energy	18,132	1,500	19,632	53,922	6,425	60,347	35,790	4,925	40,715	207.39%
Central Administrative Services	0	29,000	29,000	0	26,500	26,500	0	(2,500)	(2,500)	-8.62%
Finance Department	431,837	10,200	442,037	448,904	10,950	459,854	17,067	750	17,817	4.03%
Information Technology	670,326	395,750	1,066,076	670,453	420,750	1,091,203	127	25,000	25,127	2.36%
Information Technology - Reimbursements		-293,709	-293,709		-299,583	-299,583	0	(5,874)	(5,874)	2.00%
Treasurer & Collector	315,990	126,450	442,440	314,306	129,750	444,056	(1,684)	3,300	1,616	0.37%
Town Report	0	4,000	4,000	0	4,000	4,000	0	0	0	0.00%
Board of Selectmen - Human Services										
Council on Aging	354,620	114,866	469,486	373,087	63,446	436,533	18,467	(51,420)	(32,953)	-7.02%
West Suburban Veterans District	0	68,000	68,000	0	69,150	69,150	0	1,150	1,150	1.69%
Youth Commission	82,579	17,090	99,669	84,500	17,090	101,590	1,921	0	1,921	1.93%
Board of Selectmen - Facilities										
Facilities Management	4,345,946	3,380,028	7,725,974	4,477,846	3,457,749	7,935,595	131,900	77,721	209,621	2.71%
Board of Selectmen - Other Services										
Housing Development Corporation	0	6,000	6,000	0	6,500	6,500	0	500	500	8.33%
Historical Commission	0	750	750	0	750	750	0	0	0	0.00%
Memorial Day	0	2,500	2,500	0	2,500	2,500	0	0	0	0.00%
Celebrations Committee	0	4,700	4,700	0	4,700	4,700	0	0	0	0.00%
Zoning Board of Appeals	54,335	6,940	61,275	76,724	11,940	88,664	22,389	5,000	27,389	44.70%
Board of Selectmen - Shared Services										
Law	0	325,000	325,000	0	375,000	375,000	0	50,000	50,000	15.38%
Audit Committee	0	58,200	58,200	0	64,020	64,020	0	5,820	5,820	10.00%
Risk Management	0	540,454	540,454	0	535,679	535,679	0	(4,775)	(4,775)	-0.88%
Street Lighting	0	246,876	246,876	0	145,000	145,000	0	(101,876)	(101,876)	-41.27%
Subtotal - Board of Selectmen - General Government	6,734,337	5,073,520	11,807,857	6,968,234	5,085,541	12,053,775	233,897	12,021	245,918	2.08%

Exhibit B

USES OF FUNDS

	FY18 USE OF FUNDS (Tax Rate)			FY19 USE OF FUNDS (Request)			CHANGE - FY18 to FY19			
	Pers Svcs	Expenses	Total Ops	Pers Svcs	Expenses	Total Ops	Variance Pers Svcs	Variance Expenses	Variance Total - \$	Variance Total - %
Other General Government										
Town Clerk/Election & Registration	233,085	40,915	274,000	274,410	40,465	314,875	41,325	(450)	40,875	14.92%
Board of Assessors	272,589	82,450	355,039	280,812	83,050	363,862	8,223	600	8,823	2.49%
Planning Board	261,561	42,750	304,311	281,458	42,750	324,208	19,897	0	19,897	6.54%
Advisory Committee	7,000	25,000	32,000	7,000	25,000	32,000	0	0	0	0.00%
Reserve Fund	0	175,000	175,000	0	175,000	175,000	0	0	0	0.00%
Permanent Building Committee	0	0	0	0	0	0	0	0	0	
Human Resources Board	302,779	37,250	340,029	308,830	37,900	346,730	6,051	650	6,701	1.97%
HR Salary adjustments	58,775	0	58,775	70,000		70,000	11,225	0	11,225	
Subtotal - Other General Government	1,135,789	403,365	1,539,154	1,222,510	404,165	1,626,675	86,721	800	87,521	5.69%
GENERAL GOVERNMENT TOTAL	7,870,126	5,476,885	13,347,011	8,190,744	5,489,706	13,680,450	320,618	12,821	333,439	2.50%
PUBLIC SAFETY - BOARD OF SELECTMEN										
Police Department	5,371,712	630,035	6,001,747	5,437,024	643,085	6,080,109	65,312	13,050	78,362	1.31%
Injured on Duty	see Risk Management Dept 945			see Risk Management Dept 945						
Special School Police	126,294	3,105	129,399	127,606	3,183	130,789	1,312	78	1,390	1.07%
Fire Department	5,030,186	263,549	5,293,735	5,215,425	265,770	5,481,195	185,239	2,221	187,460	3.54%
Building Department	507,724	26,150	533,874	499,254	40,600	539,854	(8,470)	14,450	5,980	1.12%
Sealer of Weights & Measures	15,600	2,800	18,400	16,000	2,550	18,550	400	(250)	150	0.82%
PUBLIC SAFETY TOTAL - BOARD OF SELECTMEN	11,051,516	925,639	11,977,155	11,295,309	955,188	12,250,497	243,793	29,549	273,342	2.28%
DEPARTMENT OF PUBLIC WORKS										
Engineering	523,803	64,139	587,942	532,126	65,500	597,626	8,323	1,361	9,684	1.65%
Highway	1,043,316	440,100	1,483,416	1,070,457	456,550	1,527,007	27,141	16,450	43,591	2.94%
Fleet Maintenance	157,767	43,862	201,629	160,922	43,462	204,384	3,155	(400)	2,755	1.37%
Park	1,222,553	365,420	1,587,973	1,246,480	372,570	1,619,050	23,927	7,150	31,077	1.96%
Recycling & Disposal	1,064,655	1,222,235	2,286,890	1,083,860	1,273,874	2,357,734	19,205	51,639	70,844	3.10%
Management	363,005	23,968	386,973	366,853	24,070	390,923	3,848	102	3,950	1.02%
Winter Maintenance	0	348,703	348,703	0	357,420	357,420	0	8,717	8,717	2.50%
PUBLIC WORKS TOTAL	4,375,099	2,508,427	6,883,526	4,460,698	2,593,446	7,054,144	85,599	85,019	170,618	2.48%
WELLESLEY FREE LIBRARY										
Library Trustees	1,932,130	541,383	2,473,513	1,980,843	554,621	2,535,464	48,713	13,238	61,951	2.50%
LIBRARY TOTAL	1,932,130	541,383	2,473,513	1,980,843	554,621	2,535,464	48,713	13,238	61,951	2.50%
RECREATION										
Recreation Commission	331,508	26,500	358,008	337,146	28,040	365,186	5,638	1,540	7,178	2.00%
RECREATION TOTAL	331,508	26,500	358,008	337,146	28,040	365,186	5,638	1,540	7,178	2.00%

Exhibit B

USES OF FUNDS

	FY18 USE OF FUNDS (Tax Rate)			FY19 USE OF FUNDS (Request)			CHANGE - FY18 to FY19			
	Pers Svcs	Expenses	Total Ops	Pers Svcs	Expenses	Total Ops	Variance Pers Svcs	Variance Expenses	Variance Total - \$	Variance Total - %
HEALTH										
Board of Health	434,354	80,453	514,807	521,565	82,011	603,576	87,211	1,558	88,769	17.24%
Mental Health Services	0	245,691	245,691	0	250,605	250,605	0	4,914	4,914	2.00%
HEALTH TOTAL	434,354	326,144	760,498	521,565	332,616	854,181	87,211	6,472	93,683	12.32%
NATURAL RESOURCES										
Natural Resources Commission	208,627	19,650	228,277	211,447	22,000	233,447	2,820	2,350	5,170	2.26%
Morses Pond Project - (NRC, DPW, Rec)	0	141,754	141,754	0	143,250	143,250	0	1,496	1,496	1.06%
NATURAL RESOURCES TOTAL	208,627	161,404	370,031	211,447	165,250	376,697	2,820	3,846	6,666	1.80%
NON-SCHOOL TOTAL										
	26,203,360	9,966,382	36,169,742	26,997,752	10,118,867	37,116,619	794,392	152,485	946,877	2.62%
WELLESLEY PUBLIC SCHOOLS										
Instruction	45,837,146	2,165,335	48,002,481	46,384,097	2,106,840	48,490,937	546,951	(58,495)	488,456	1.02%
Administration	790,910	164,116	955,026	781,003	151,466	932,469	(9,907)	(12,650)	(22,557)	-2.36%
Operations	1,508,001	937,854	2,445,855	1,526,033	870,469	2,396,502	18,032	(67,385)	(49,353)	-2.02%
Special Education	16,090,856	4,456,430	20,547,286	16,794,543	5,854,471	22,649,014	703,687	1,398,041	2,101,728	10.23%
SCHOOL TOTAL	64,226,913	7,723,735	71,950,648	65,485,676	8,983,246	74,468,922	1,258,763	1,259,511	2,518,274	3.50%
EMPLOYEE BENEFITS										
Group Insurance	0	17,576,288	17,576,288		18,955,834	18,955,834	0	1,379,546	1,379,546	7.85%
Workers Compensation	0	517,860	517,860		287,700	287,700	0	(230,160)	(230,160)	-44.44%
OPEB Liability Fund	0	3,432,000	3,432,000	0	3,432,000	3,432,000	0	0	0	0.00%
Retirement Contribution	0	6,621,863	6,621,863		7,056,425	7,056,425	0	434,562	434,562	6.56%
Unemployment Compensation	0	150,000	150,000		150,000	150,000	0	0	0	0.00%
Compensated Absences	0	90,000	90,000		90,000	90,000	0	0	0	0.00%
Non-Contributory Pensions	0	18,714	18,714		19,100	19,100	0	386	386	2.06%
EMPLOYEE BENEFITS TOTAL	0	28,406,725	28,406,725	0	29,991,059	29,991,059	0	1,584,334	1,584,334	5.58%
ALL PERSONAL SERVICES & EXPENSES										
	90,430,273	46,096,842	136,527,115	92,483,428	49,093,172	141,576,600	2,053,155	2,996,330	5,049,485	3.70%

Exhibit B

USES OF FUNDS

	FY18 USE OF FUNDS (Tax Rate)			FY19 USE OF FUNDS (Request)			CHANGE - FY18 to FY19			
	Pers Srvs	Expenses	Total Ops	Pers Srvs	Expenses	Total Ops	Variance Pers Srvs	Variance Expenses	Variance Total - \$	Variance Total - %
CAPITAL & DEBT										
<i>Departmental Cash Capital</i>										
Public Works Capital	0	2,173,000	2,173,000	0	2,026,000	2,026,000	0	(147,000)	(147,000)	-6.76%
School Capital	0	2,009,253	2,009,253	0	947,629	947,629	0	(1,061,624)	(1,061,624)	-52.84%
Facilities Capital - School	0	1,553,000	1,553,000	0	1,159,000	1,159,000	0	(394,000)	(394,000)	-25.37%
Facilities Capital - Town	0	322,000	322,000	0	691,000	691,000	0	369,000	369,000	114.60%
Planning Board	0	0	0	0	25,000	25,000	0	25,000	25,000	0.00%
Board of Health	0	0	0	0	0	0	0	0	0	0.00%
Selectmen Capital	0	364,009	364,009	0	240,679	240,679	0	(123,330)	(123,330)	-33.88%
Library Capital	0	100,612	100,612	0	76,800	76,800	0	(23,812)	(23,812)	-23.67%
Town Clerk	0	0	0	0	0	0	0	0	0	-100.00%
Recreation	0	0	0	0	0	0	0	0	0	-100.00%
NRC Capital	0	141,500	141,500	0	99,000	99,000	0	(42,500)	(42,500)	-30.04%
Morses Pond Capital	0	40,000	40,000	0	40,000	40,000	0	0	0	100.00%
Subtotal - Cash Capital	0	6,703,374	6,703,374	0	5,305,108	5,305,108	0	(1,398,266)	(1,398,266)	-20.86%
<i>Debt Service</i>										
Current Inside Levy Debt Service - Issued	0	3,984,283	3,984,283	0	4,002,083	4,002,083	0	17,800	17,800	0.45%
Outside Levy Debt Service - Issued/Unissued	0	12,756,325	12,756,325	0	12,552,089	12,552,089	0	(204,236)	(204,236)	-1.60%
Subtotal - Debt Service	0	16,740,608	16,740,608	0	16,554,172	16,554,172	0	(186,436)	(186,436)	-1.11%
CAPITAL & DEBT TOTAL		23,443,982	23,443,982	0	21,859,280	21,859,280	0	(1,584,702)	(1,584,702)	-6.76%
SPECIAL ITEMS										
<i>Receipts Reserved for Appropriation</i>										
Traffic & Parking Operations	247,280	1,301,670	1,548,950	248,250	798,086	1,046,336	970	(503,584)	(502,614)	-32.45%
Community Preservation Appropriated	0	780,900	780,900	0	0	0	0	(780,900)	(780,900)	-100.00%
Free Cash items - IOD insurance 2016,2017; unpaid bill, land	0	160,500	160,500	0	0	0	0	(160,500)	(160,500)	100.00%
Contract settlements	75,000	0	75,000	90,000	0	90,000	15,000	0	15,000	100.00%
Property Tax Abatements	0	662,717	662,717	0	662,717	662,717	0	0	0	0.00%
State & County Assessments	0	1,239,372	1,239,372	0	1,270,356	1,270,356	0	30,984	30,984	2.50%
SPECIAL ITEMS TOTAL	322,280	4,145,159	4,467,439	338,250	2,731,159	3,069,409	15,970	(1,414,000)	(1,398,030)	-31.29%
TOTAL USES OF FUNDS			164,438,536			166,505,289			2,066,753	1.26%
TOTAL SOURCES OF FUNDS			164,438,535			166,429,446			1,990,911	1.21%
SURPLUS (DEFICIT)			-1			(75,843)				

Town of Wellesley

Long Term Debt Summary Revised 12-28-17

DRAFT

1/3/2018 14:02

	<u>Amount</u>	<u>Vote Date</u>	<u>2018 P&I</u>	<u>2019 P&I</u>	<u>2020 P&I</u>	<u>2021 P&I</u>	<u>2022 P&I</u>	<u>2023</u>
ISSUED: INSIDE DEBT LIMITS			\$ 3,963,544	\$ 2,479,331	\$ 1,476,806	\$ 1,370,956	\$ 1,327,756	\$ 1,389,456
TM APPROVED BUT UNISSUED								
unused			\$ 20,739					
Bacon Street	\$ 380,000		\$ -	\$ -	\$ 53,200	\$ 51,680	\$ 50,160	\$ 48,640
school security unissued	\$ 428,414		\$ -	\$ 159,145	\$ 301,811	\$ -	\$ -	\$ -
Rt 9/Kingsbury Turnaround	\$ 565,015	2017	\$ -	\$ 79,102	\$ 76,842	\$ 74,582	\$ 72,322	\$ 70,061
Hunnewell Field -Restroom	\$ 180,000	2018	\$ -	\$ 43,200	\$ 41,760	\$ 40,320	\$ 38,880	\$ 37,440
Cliff Road - Construction	\$ 2,470,000	2018	\$ -	\$ 345,800	\$ 335,920	\$ 326,040	\$ 316,160	\$ 296,400
Town Hall Envelope - design	\$ 895,505	2018	\$ -	\$ 895,505	\$ -	\$ -	\$ -	\$ -
NOT APPROVED - UNISSUED								
Feasibility for HHU (BAN) Upham/Hardy	\$ 2,300,000	2019F	\$ -	\$ -	\$ 110,000	\$ -	\$ -	\$ -
Feasibility for HHU (BAN) Hunnewell	\$ 1,000,000	2019F	\$ -	\$ -	\$ 75,000	\$ -	\$ -	\$ -
HHU Swingspace	x,xxx,xxx							
MS Steam Pipes Feas	\$ 384,175	2019	\$ -	\$ -	\$ 143,156	\$ 138,215	\$ 133,274	\$ -
MS Steam Pipes	\$ 4,197,780	2020	\$ -	\$ -	\$ -	\$ 448,000	\$ 436,800	\$ 425,600
MS parking lot	\$ 1,511,000	2022	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 141,750
MS Feasibility	\$ 125,000	2019	\$ -	\$ -	\$ 125,000	\$ -	\$ -	\$ -
PAWS	x,xxx,xxx							
Town Hall Envelope- Construct	\$ 6,000,000	2019	\$ -	\$ -	\$ 840,000	\$ 816,000	\$ 792,000	\$ 768,000
Town Hall Interior design	\$ 2,000,000	2020	\$ -	\$ -	\$ -	\$ 280,000	\$ 272,000	\$ 264,000
Fuel Depot Rehabilitation	\$ 350,000	2020	\$ -	\$ -	\$ -	\$ 49,000	\$ 47,600	\$ 46,200
Warren HVAC Upgrades	\$ 500,000	2020	\$ -	\$ -	\$ -	\$ 70,000	\$ 68,000	\$ 66,000
Grove St- Phase 2	\$ 2,000,000	2019	\$ -	\$ -	\$ 280,000	\$ 272,000	\$ 264,000	\$ 256,000
Granite Street	\$ 195,000	2019	\$ -	\$ -	\$ 46,800	\$ 45,240	\$ 43,680	\$ 42,120
Weed Harvester	\$ 200,000	2019	\$ -	\$ -	\$ 28,000	\$ 27,200	\$ 26,400	\$ 25,600
Library Materials Handler	\$ 350,000	2019	\$ -	\$ -	\$ 49,000	\$ 47,600	\$ 46,200	\$ 44,800
Stadium restroom	\$ 167,000	2019	\$ -	\$ -	\$ 23,380	\$ 22,712	\$ 22,044	\$ 21,376
Library reconfigure	\$ 2,650,000	2022	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 371,000
Fire Engine	\$ 700,000	2020	\$ -	\$ -	\$ -	\$ 98,000	\$ 95,200	\$ 92,400
Walnut St - Phase2	\$ 1,750,000	2021	\$ -	\$ -	\$ -	\$ -	\$ 245,000	\$ 238,000
Sprague Field Artificial turf- DPW	\$ 1,000,000	2020	\$ -	\$ -	\$ -	\$ 140,000	\$ 136,000	\$ 132,000
Main Library Roof Replacement	\$ 705,000	2021	\$ -	\$ -	\$ -	\$ -	\$ 98,700	\$ 95,880
DPW Yard facilities - Phase 1	\$ 1,000,000	2022	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 140,000
Hunnewell Field- Baseball field	\$ 200,000	2022	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 28,000
Sprague Projects (FMD)	\$ 1,200,000	2022	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 161,000
Fire (1) roof Roof Replacement	\$ 525,000	2023	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,800
TOTAL INSIDE	\$ -		\$ 3,984,283	\$ 4,002,083	\$ 4,006,675	\$ 4,317,545	\$ 4,532,176	\$ 5,302,523

ISSUED 2 1/2 EXEMPT DEBT								
North 40 - cpc			\$ 12,203,081	\$ 11,501,845	\$ 10,888,408	\$ 10,638,135	\$ 9,410,393	\$ 9,188,779
			553,244	550,244	552,044	553,444	549,444	550,244
			12,756,325	12,052,089	11,440,452	11,191,579	9,959,837	9,739,023

TM APPROVED BUT UNISSUED EXEMPT								
Tolles- Parsons	\$ 1,293,627			500,000	-	-	-	
DEBT GAP FILL WITH EXCLUSION?					2,500,000			
NOT APPROVED UNISSUED, EXEMPT								
Middle School Infrastructure	\$ 8,899,800	2021	-	-	-	800,982	783,182	
Town Hall Interior construction Ph 1	\$ 8,000,000	2020	\$ -	\$ -	\$ -	\$ 1,120,000	\$ 1,088,000	
Town Hall Interior construction Ph2	\$ 7,000,000	2020	\$ -	\$ -	\$ -	\$ -	\$ 952,000	
Hardy/Hunnewell/Upham	\$ 26,000,000	2020						
Hardy/Hunnewell/Upham	\$ 26,000,000	2020						
Hardy/Hunnewell/Upham	\$ 26,000,000	2020						
Hardy/Hunnewell/Upham	\$ 26,000,000	2020					2,250,000	
Hardy/Hunnewell/Upham	\$ 26,000,000	2020				2,250,000	2,200,000	
Hardy/Hunnewell/Upham	\$ 26,000,000	2020				2,250,000	2,150,000	
Hardy/Hunnewell/Upham	\$ 26,000,000	2020						
Total Exempt	\$ 179,899,800		\$ -	\$ 500,000	\$ 2,500,000	\$ 3,370,000	\$ 7,318,982	\$ 9,391,182
Total			\$ 12,756,325	\$ 12,552,089	\$ 13,940,452	\$ 14,561,579	\$ 17,278,819	\$ 19,130,205
Total			\$ 16,740,608	\$ 16,554,172	\$ 17,947,127	\$ 18,879,124	\$ 21,810,995	\$ 24,432,728

"O" outside debt limit

4. Review Draft Warrant for the March 2018 Annual Town Meeting

Included in your packet is a listing of warrant articles proposed for the Annual Town Meeting, along with a draft of the full document. I have also included a memo that provides some context as to some changes to the document we recommend this year, and some background as to why some articles do not appear that you may have expected to see included. Currently the Warrant has 46 articles, including four submitted by citizen petition. The draft has been reviewed by Town Counsel and contains their edits and recommendations. It would be helpful at this point to get the Board's direction as to whether to move forward with all of the articles, and if you'd like to see them in any particular order. We are currently working to have the final Warrant prepared for approval by the Board at the January 16th meeting.

NO MOTION

TOWN OF WELLESLEY



MASSACHUSETTS

BOARD OF SELECTMEN

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

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

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

MEMORANDUM

DATE: January 3, 2018
TO: Board of Selectmen
FROM: Blythe C. Robinson, Executive Director
SUBJECT: Draft Annual Town Meeting Warrant – March 2018

Enclosed for the Board's discussion is a first draft of the warrant for the annual town meeting which kicks off on March 26, 2018. The purpose of this memo is to explain some of the changes we recommend for this year, and the reasoning behind why some articles have not been included that you may have expected to see. I would like to review this with the Board at the meeting on Monday night.

There are several changes recommended this year that we believe improve transparency and may have the added benefit of simplifying the motion process. Simply put, the goal is to put forth a more detailed warrant where the information is already known so that boards, town meeting members, and voters are able to discuss the articles and priorities well ahead of town meeting. Such changes include:

- The water, sewer and MLP budgets are included in the warrant as you would have seen them in motion form in the past. These budgets will be voted on by the respective boards prior to the warrant being executed, so there is no reason not to disclose them. The motion for Town Meeting can be as simple as approving what was printed in the warrant, or can include some changes if there is information that leads those boards to make changes before the meeting.
- Community Preservation Act budget and projects – again, this information is usually known up front and plans to go forward. It does not preclude the CPC from making

changes later if there is a reason to do, but the TM members have a better sense of what they will be voting on earlier in the process, as well as the cost and details of each project. We are working on a table that would be inserted into the warrant showing the administrative budget, projects proposed and the funding sources of each. We'd also show the distributions from revenues into each of the required buckets.

- The articles under the grouping “appropriations – special capital projects” also include the proposed dollar figures for each project. Like the two previous points, the change is intended to better inform the reader as to the cost of the project, yet it can still be changed at town meeting if need be. Generally, moderators are willing to amend the dollar amount in a motion below what was in the warrant if need be, and the amounts included have been written with that in mind.

There may be some articles that you expected to see which are not included at present. Those include:

- Unified Plan – The report of the plan is proposed to be a motion under article #1.
- Disband Fuller Brook Committee – unless the Board would like this to be its own article given the significance of the project, this too could be a motion under article #1.
- North 40 CPA Designation – without a clear plan of how the property is to be used, we do not recommend going forward with this article at this meeting. In order to develop a conservation restriction for the property, we need a definitive plan as to what portion of the property will be conserved, and what the uses and prohibited uses are intended to be.
- Middle School Parking Lot – We have not included this project for next year, despite a request from the school committee to do so. For a variety of reasons most important being the need to address the steam pipe deficiencies, and to develop a plan to address the other large capital items at the school, we have included article #18 to conduct feasibility instead.
- Special Leave Indemnity Fund – as there is no plan to add dollars to the fund this year we have removed it from the warrant.
- Regulate short-term rentals – this topic came up last year regarding the house on Shaw Road. As we have not discussed it in any detail since that time we have taken it off the list.

A couple of other points I would like to make you aware of:

- Article 7: At this point we anticipate two motions for this article. One would be to fully fund the police settlements we have just resolved, and the second will be to make up a shortfall in the special education budget for the school which at present is about \$1 million from Free Cash.
- Article #22: We have let the Library Trustees know that the Selectmen and the Advisory Committee are unlikely to support moving ahead with this project this year. The article is still included at this point because the trustees would like to come and discuss this with the Board, and have to vote to withdraw it from the warrant.

- Article #23: We have left an article to accept Granite Street as a public way on the warrant as it has been on our radar screen for some time. In order to move forward the Board needs to vote on the class of street which in part determines how much of the cost the Town would cover and what would be borne by the residents. We have included \$195,000 in the budget to pay the Town's share of the project.
- Article 29: This was discussed earlier this year when Terry Connolly informed us that the total of outstanding fines and penalties exceeds \$700,000 going back more than 15 years. We are still researching this with Town Counsel and trying to determine the best approach to resolve this matter. It may be that the Board has the authority to waive the penalties without Town Meeting action which would significantly reduce the amount owed, and ask Town Meeting to address the remaining balance from all but the last five years which are highly likely to be collected.
- Article 37: Town Counsel, in responding to a question from the Board of Health about updating its regulations, pointed out that the Town's general bylaws with regard to fines is not in conformance with State law. The State requires that our fine amounts be specific, and currently our fine language indicates we can fine "up to \$300". We are working with the various departments who levy fines to coordinate the best correction to this issue.
- Articles 25 and 42 may appear to be similar. We do have several prior debt authorizations that need to be rescinded, and in a few cases reallocate some unexpended debt to lower the borrowing for a new project. We are working with Town Counsel and Bond Counsel to script the appropriate way to do this. Not sure if it will be one article or two.
- Citizen Petitions: The deadline for submission of articles was Friday, December 29th. As you can see we received four different petitions which have been included as proposed.

The warrant is currently 39 pages and there are a number of details not covered in this memo. Please let me know what questions you have, and we can discuss the document, the order of articles and any questions you have at the meeting on Monday.

2018 Annual Town Meeting Warrant Articles			
	Description	Sponsor	
1	Choose Moderator & Receive Reports	BOS	2
2	Town-Wide Financial Plan & Five Year Capital Budget Program	BOS	1
Appropriations - Operating and Outlay			
3	Consent Agenda - Simply Majority vs 2/3	BOS	1
4	Amend Job Classification Plan	HR	*
5	Amend Salary Plan - Pay Schedule (including union contract settlements)	HR	3
6	Set Salary of Elected Official	BOS	*
7	FY18 Budget Supplemental Appropriations	BOS	1
8	Omnibus Budget and Capital (FY19)	BOS	4
9	Revise Revolving Funds (eliminate bldg plans & recreation, set amounts for the year)	BOS	3
10	Re-appropriate Building Plan Revolving Fund receipts to Electronic Permitting Software	BOS	1
11	Special Education Reserve Fund Contribution	BOS	1
12	Water Program	BPW	1
13	Sewer Program	BPW	*
14	Electric Program	WMLP	1
Appropriations - Special Capital Projects			
15	Town Hall Exterior Renovation	PBC	
16	Community Preservation Fund Appropriations	CPC	1
17	Middle School Steam Pipe Design	SCH	1
18	Middle School Feasibility - Doors, Exterior, HVAC	SCH	
18	Wellesley High School Field Improvements		1
20	Reconstruction of Grove Street	BPW	*
21	Weed Harvester	NRC	1
22	Library Interior Renovation	BLT	1
23	Library Materials Handler (if #24 doesn't pass)	BLT	1
Street Acceptance			
24	Granite Street	BOS	
Authorizations			
25	TPC - rescind debt for HS apply to TPC	COA/BOS	1
26	Accept/Abandon Easements - Westgate Road	BPW	1
27	Retirement Board - Increase in COLA	WRP	1
28	Traffic & Parking Revenues - Designate as Receipts Reserved	BOS	1
29	Approval to purge unpaid uncollectable traffic and parking fines	BOS	1
Amend Zoning Bylaw			
30	Recreational Marijuana Bylaw	BOS	1
31	Rezoning of NRC Properties - Phase 3	PB	1
32	Zoning Map Corrections - Phase 2	PB	1
33	Outdoor Lighting Bylaw	PB	1
Amend Town/General Bylaws			
34	Various General Bylaw Updates	BOS	1
35	Article 47 - Animal Control Bylaw	BOS	1
36	Alcohol in Town Buildings	BOS	1
37	Amend Bylaws - Various town fines in compliance with State Law	BOH	
Citizen Petitions			
38	Rezoning - 170-184 Worcester St., and 7 Burke Lane	Citizen	1
39	Rezone some residential properties on college campuses to educational	Citizen	1
40	Purchase of electronic voting system for Town Meetings	Citizen	1
41	Amendment to Large House Review Bylaw	Citizen	1
General			
42	Rescind or Transfer Debt; Appropriate Premiums	BOS	*
43	Indemnify Town Employees/Officials	BOS	NM
44	Settle Claims	BOS	NM
45	Disposal of Property	BOS	NM
46	Appoint Fire Engineers	BOS	*
	* Consent Agenda		

TOWN OF WELLESLEY



**WARRANT
for the
ANNUAL TOWN MEETING**

ELECTION – March 6, 2018
BUSINESS MEETING – March 26, 2018

ADVISORY COMMITTEE PUBLIC HEARING (WARRANT ARTICLES)
January 31, 2018, 7:00 P.M. at Town Hall

Commonwealth of Massachusetts
Norfolk, ss.

To any Constable of the Town of Wellesley in the County of Norfolk,

GREETINGS:

In the name of the Commonwealth aforesaid, you are hereby required to notify the qualified voters of said Town of Wellesley to meet in their respective voting places on March 6, 2018:

The voters of Precinct A, in Katharine Lee Bates School, 116 Elmwood Road;

The voters of Precinct B, in Isaac Sprague School, 401 School Street;

The voters of Precinct C, in Ernest F. Upham School, 35 Wynnewood Street;

The voters of Precinct D, in Otho L. Schofield School, 27 Cedar Street;

The voters of Precinct E, in Joseph E. Fiske School, 45 Hastings Street;

The voters of Precinct F, in Dana Hall School, Shipley Center, 142 Grove Street;

The voters of Precinct G, in Wellesley Free Library, 530 Washington Street;

The voters of Precinct H, in Tolles Parsons Center, 500 Washington Street.

Commented [RB1]: Proposed to be changed - BOS to vote on this

at 7:00 A.M., at which time the polls in said precincts will be opened and remain open continuously until 8:00 P.M. of said day when they will be closed, during which time aforesaid qualified voters of said Town may bring in their ballots to the Election Officers, duly appointed and sworn for said precincts of said Town of Wellesley, in said meetings so assembled for the following:

To cast their votes in the Town Election for the election of candidates for the following offices:

<u>OFFICE</u>	<u>VACANCIES</u>	<u>TERM</u>
Board of Assessors	One	Three Years
Board of Health	One	Three Years
Board of Public Works	One	Three Years
Board of Selectmen	Two	Three Years
Moderator	One	One Year
Natural Resources Commission	Two	Three Years
Planning Board	One	Five Years
	One	Three Years
Recreation Commission	Two	Three Years
	One	One Year
School Committee	Two	Three Years
Trustees of the Wellesley Free Library	Two	Three Years
Town Clerk	One	Three Years

and for **TOWN MEETING MEMBERS**, under the provisions of Chapter 202 of the Acts of 1932, as amended.

You are further required to notify the qualified Town Meeting Members of said Town of Wellesley to meet in the

**Wellesley Middle School Auditorium
50 Kingsbury Street
Monday, March 26, 2018**

at 7:00 P.M., at which time and place the following articles are to be acted upon and determined exclusively by Town Meeting Members in accordance with Chapter 202 of the Acts of 1932, as amended, and subject to referendum as provided therein:

ARTICLE 1. To ~~choose a Moderator to preside over said meeting and to~~ receive and act on the reports of Town officers, boards and committees, including the Annual Town Report, the Report to this Town Meeting of the Advisory Committee, and the Report of the Community Preservation Committee, and to discharge presently authorized special committees, or to take any other action in relation thereto.

(Board of Selectmen)

ARTICLE 2. To receive the Reports of the Board of Selectmen on the Town-Wide Financial Plan and Five-Year Capital Budget Program in accordance with Sections 19.5.2 and 19.16 of the Town Bylaws, or to take any other action in relation thereto.

(Board of Selectmen)

APPROPRIATIONS – OPERATING AND OUTLAY

ARTICLE 3. To see if the Town will vote to take action on certain articles set forth in this warrant by a single vote, pursuant to a consent agenda, or to take any other action in relation thereto.

(Board of Selectmen)

ARTICLE 4. To see if the Town will vote to amend ARTICLE 31 of the Town Bylaws by making changes to the appendix to the Classification and Salary Plans established under Sections 31.1 and 31.6 respectively, which constitutes part of said Bylaws, relating to the establishment of new classifications, reclassifications of current positions, and the deletion of classifications, or to take any other action in relation thereto.

(Human Resources Board)

ARTICLE 5. To see if the Town will vote to amend ARTICLE 31 of the Town Bylaws by making changes to Schedule A, entitled “Job Classifications by Groups,” and Schedule B, entitled “Salary Plan – Pay Schedule,” copies of which are available for inspection at the Human Resources Department, and to authorize the Town to raise and appropriate, transfer from available funds, or borrow a sum of money for the purposes of complying with said Schedule B, as so amended, or to take any other action in relation thereto.

(Human Resources Board)

Commented [RB2]: Do we need to include this since a new moderator will be elected?

Commented [RB3]: BOS want to use this article to report on the Unified Plan

Commented [RB4]: Can we use this language to disband the Fuller Brook Committee rather than having a separate article to address that?

ARTICLE 6. To see if the Town will vote to fix the salary and compensation of the Town Clerk, as provided by Section 108 of Chapter 41 of the General Laws, or to take any other action in relation thereto.

Commented [RB5]: Could we fold this item into Article 9 or is there a reason why it is done on its own?

(Board of Selectmen)

ARTICLE 7. To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow a sum of money to supplement or reduce appropriations approved by the 2017 Annual Town Meeting, or to take any other action in relation thereto.

(Board of Selectmen)

ARTICLE 8. To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow a sum of money for the following:

- 1) The operation and expenses of ~~the several~~ certain Town departments, including capital outlay, maturing debt and interest, and the provision of a Reserve Fund;
- 2) Extraordinary maintenance, special capital projects and other capital outlay items for the several Town departments;
- 3) Such purposes as may be voted contingent upon passage by the voters of referendum questions as authorized by Section 21c(g) of Chapter 59 of the General Laws,

Commented [RB6]: Why do we say "several town departments when we mean all town departments or "various" town departments?

and further to authorize the Board of Assessors to use any monies paid to the Town from the Wellesley Municipal Light Plant as an estimated receipt when computing the Fiscal Year 2019 Tax Rate, or to take any other action in relation thereto.

(Board of Selectmen)

Article 9. To see if the Town will vote pursuant to Section 53E1/2 of Chapter 44 of the Massachusetts General Laws, as amended by Section 86 of Chapter 218 of the Acts of 2016, to:

(1) amend Article 55 of the Town Bylaws to remove the Building Department Document Fees Fund, Recreation Summertime Revenues Fund, and Recreation Scholarship Revenues Fund by deleting Subsections 55.1.g, 55.1.i and 55.1.j and renumbering remaining subsections accordingly;

and

(2) set the limit on the total amount that may be spent from each revolving fund for Fiscal Year 2019 as follows:

- a. Street Opening Maintenance Fund: \$225,000.00

- b. DPW Field Use Fund: \$200,000.00
- c. Turf Field Fund: \$25,000.00
- d. Tree Bank Fund: \$75,000.00
- e. Baler, Compactors and other RDF Equipment Repair Fund: \$20,000.00
- f. Council on Aging Social and Cultural Programs Fund: \$149,000.00
- g. Teen Center Program Revenues Fund: \$40,000.00
- h. Library Room Rental Fund: \$325,000.00
- i. Lost/Damaged Library Materials Replacement Fund: \$15,000.00
- j. Brookside Community Gardens Fund: \$8,000.00
- k. Weston Road Gardens Fund: \$8,000.00
- l. Library Copier Fees Fund: \$20,000.00

or to take any other action in relation thereto.

(Board of Selectmen)

ARTICLE 10. To see if the Town will vote to transfer the sum of \$170,000.00 (ONE HUNDRED SEVENTY THOUSAND DOLLARS) from available funds presently held in the Building Department Document Fees Revolving Fund to be expended under the direction of the IT Department, for the purpose of purchasing, installing, upgrading, and implementing of electronic permitting software and for any associated costs; or to take any other action in relation thereto.

Commented [GC7]: These funds in article 10 would supplement \$50,000 previously approved as a cash capital project. Do we need to add wording to this effect so the reader understands the full cost of the project?

(Board of Selectmen)

ARTICLE 11. To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow a sum of money to the Special Education Reserve Fund established by the vote taken under aArticle 10— at the 2017 Annual Town Meeting to pay, without further appropriation, for unanticipated or unbudgeted costs of special education, out-of-district tuition or transportation, or to take any other action in relation thereto.

Commented [RB8]: We anticipate a contribution to the fund this year

(Board of Selectmen)

ARTICLE 12. To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow the sum of \$9,362,072.00 (NINE MILLION THREE HUNDRED SIXTY-TWO THOUSAND SEVENTY-TWO DOLLARS), or any other sum, to be expended under the direction of the Board of Public Works for the purposes of operating and managing the Water Program as follows:

Salaries		\$ 1,849,377
Expenses (incl. interest, and all non-op exp)		4,177,198
OPEB (Other Post-Employment Benefits)	38	,500
Depreciation		885,000
Capital Outlay	1,130	,000
Debt		813,440
Emergency Reserve		<u>468,557</u>
Total Authorized Use of Funds		\$9,362,072

And that \$9,362,072 be raised as follows:

Department Receipts		\$6,748,935
Depreciation		885,000
Retained Earnings		<u>1,728,137</u>
Total Sources of Funds		\$9,362,072

or to take any other action in relation thereto.

(Board of Public Works)

ARTICLE 13. To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow ~~the~~ ~~money~~ a sum of \$9,251,081 (NINE MILLION TWO HUNDRED FIFTY-ONE THOUSAND EIGHTY-ONE DOLLARS) to be expended under the direction of the Board of Public Works for the purposes of operating and managing the Sewer Program, as follows:

Salaries		\$ 842,196
Expenses (incl. interest, and all non-op exp)		6,603,818
OPEB (Other Post-Employment Benefits)	16	,500
Depreciation		432,000
Capital Outlay	62	0,000
Debt		282,298
Emergency Reserve		<u>454,269</u>
Total Authorized Use of Funds		\$9,251,081

And that \$9,251,081 be raised as follows:

Department Receipts		\$8,307,739
Depreciation		432,000
Retained Earnings		<u>511,342</u>
Total Sources of Funds		\$9,251,081

or to take any other action in relation thereto.

Commented [EBR9]: Numbers taken from a 2016 motion draft – not final.

Commented [GC10R9]: The numbers added on 12/28 are correct for the 2018 meeting

(Board of Public Works)

ARTICLE 14. To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow ~~at the~~ sum of ~~\$37,651,400~~ (THIRTY-SEVEN MILLION SIX HUNDRED FIFTY-ONE THOUSAND FOUR HUNDRED ~~DOLLARS)~~ money to be expended under the direction of the Municipal Light Board for purposes of operating and managing the Municipal Light Plant, as follows: ~~or to take any other action in relation thereto.~~

Operating Budget:**

Operating Salaries	\$1,14076,6700
Materials and Services	843776,400
Health Insurance	22335,30490
FICA - Medicare	142,000754
Contribution to Employee Retirement	2318,200
Purchase Power	242,0973,600
Transmission	54,70909,0300
Sub Total	<u>329,257493,20048</u>

Capital Outlays:

Salaries	54403,800
Services/Materials	24,22988,600
Vehicles	12058,000
Health Insurance	2674,50037
FICA - Medicare	115,000
Contribution to Employee Retirement	449488,200
Sub Total	<u>32,622515,5100</u>

Payments That Benefit The Town:**

Payment in Lieu of Taxes	1,000,000
Holiday Lights, Banners and Civic Events	440,000
Fiber Optic Network for Town	8356,000
Total Benefits to Town	<u>1,127996,000</u>

Emergency Contingencies

64750,100

Total Fiscal Year 2019~~7~~ Budget Request

\$373,651764,40530

To be paid for by electric revenues and retained earnings.

Excludes depreciation expense in the amount of

* \$3,7500,000.

** Town benefits do not include electric rate subsidization for:

Commented [EBR11]: Numbers are from a 2016 motion draft – not final.

Formatted Table

Formatted: Font: 11 pt

Formatted: Font: 11 pt, Bold

Formatted: Font: 11 pt

Formatted: Font: 11 pt, Bold

Municipal buildings (\$128,900); LED Retrofit savings Streetlights (\$~~12093,060~~) and Information Technology Support fees (\$~~43,0443,300~~).

or to take any other action in relation thereto.

(Municipal Light Board)

APPROPRIATIONS – SPECIAL CAPITAL PROJECTS

ARTICLE 15. To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow the sum of ~~\$6,000,000.00 (SIX MILLION DOLLARS)~~ Six million dollars, or any other sum, to be expended under the direction of the Permanent Building Committee, for architectural and engineering designs, bid documents, construction services and associated costs related to the rehabilitation, restoration and repair ~~offer~~ the Town Hall exterior restoration project including handicap accessibility accommodations; or take any other action in relation thereto.

(Permanent Building Committee)

ARTICLE 16. To see if the Town will vote to hear and act on the report of the Community Preservation Committee on the Fiscal Year 2019 Community Preservation Budget, to appropriate or reserve for future appropriation, from FY 2019 Community Preservation Fund annual revenues and reserves, sums of money to meet the administrative expenses and all other necessary and proper expenses of the Community Preservation Committee for the Fiscal Year beginning July 1, 2018, to make debt service payments, and to undertake community preservation projects as recommended by the Community Preservation Committee, or to take any other action in relation thereto.

(Community Preservation Committee)

Commented [RB12]: It would be my preference to list all of the projects that are proposed as well as the amounts in the article.

ARTICLE 17. To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow the sum of ~~\$384,175.00 (THREE HUNDRED EIGHTY FOUR THOUSAND ONE HUNDRED SEVENTY-FIVE DOLLARS)~~ three hundred eighty five thousand dollars, or any other sum, to be expended under the direction of the Permanent Building Committee, for architectural and engineering designs, plans and other specifications and any associated costs related to architectural, engineering and design services for the replacement of the Middle School Steam Pipe system, and for any other services in connection therewith; or to take any other action in relation thereto.

(Permanent Building Committee)

Commented [EBR13]: Is this design only, or is this also to be used for construction?

Commented [GC14R13]: No Construction - that would be at the 2019 ATM.

ARTICLE 18. To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow the sum of \$125,000.00 (ONE HUNDRED TWENTY-FIVE

~~THOUSAND DOLLARS) no hundred twenty five thousand dollars~~, or any other sum, to be expended under the direction of the Facilities Management Department to obtain one or more ~~conduct a~~ feasibility studies ~~for~~ for three Middle School projects which include: (1) exterior façade repairs, (2) replacement of the HVAC system and (3) replacement of interior doors; and for any other services in connection therewith; or to take any other action in relation thereto.

(Board of Selectmen)

ARTICLE 19. To see if the Town will vote to raise and appropriate, transfer from available funds, including Community Preservation Funds, or borrow \$167,000.00 (ONE HUNDRED SIXTY-SEVEN THOUSAND DOLLARS) ~~no hundred sixty seven thousand dollars~~, or any other sum, to be expended under the direction of the Board of Public works ~~to complete the work for design, architectural and engineering services, bid documents, construction services and associated costs related to~~ ~~on~~ the construction of the High School track and field facility including: (a) construction and installation of appurtenant structures and site enhancements; and (b) ~~for~~ professional or other services in connection therewith; or to take any other action in relation thereto.

(To Be Determined)

ARTICLE 20. To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow \$2,000,000.00 (TWO MILLION DOLLARS) ~~no million seven hundred fifty thousand dollars~~, or any other sum, to be expended under the direction of the Board of Public Works, for engineering designs, bid documents, construction services and associated costs related to the construction, reconstruction, rehabilitation, and repair of Grove Street, including the purpose of street, sidewalk and/or drainage repairs and improvements ~~construction, rehabilitation and/or reconstruction of Grove Street including engineering, construction~~; or take any other action in relation thereto.

(Board of Public Works)

ARTICLE 21. To see if the Town will vote to raise and appropriate, transfer from available funds, accept gifts, or borrow the sum of \$200,000.00 (TWO HUNDRED THOUSAND DOLLARS), or any other sum, to be expended under the direction of the Natural Resources Commission for the purchase of a weed harvester; or take any other action in relation thereto.

(Natural Resources Commission)

ARTICLE 22. To see if the Town will vote to raise and appropriate, transfer from available funds, accept gifts, or borrow a sum of money to be expended under the direction of the Facilities Management Department/Permanent Building Committee for architectural and engineering plans, specifications and other services in connection with the reconstruction, remodeling, rehabilitation and/or renovation of the Wellesley Free Library located at 530 Washington Street, including any necessary site work; or take any other action in relation thereto.

(Board of Library Trustees)

Commented [RB15]: This will not be funded, but it remains to be seen whether it will be withdrawn by the Trustees or not.

ARTICLE 23. To see if the Town will vote to raise and appropriate, transfer from available funds, accept gifts, or borrow the sum of \$350,000.00 (THREE HUNDRED FIFTY THOUSAND DOLLARS)~~three hundred Fifty Thousand dollars~~, or any other sum, to be expended under the direction of the Board of Library Trustees and Facilities Management Department for design, architectural and engineering services, bid documents, construction services and associated costs related to the purchase and installation of an Automated Materials Handler for the Wellesley Free Library located at 530 Washington Street, including building, site work and installation~~the purchase of an Automated Materials Handler for the Wellesley Free Library located at 530 Washington Street, including design, engineering and architectural services, the production of construction documents; and for construction costs, including building, site work and installation of the Automated Materials Handler~~; or take any other action in relation thereto.

(Board of Library Trustees)

STREET ACCEPTANCE

ARTICLE 24. To see if the Town will vote to accept as a public way (with betterments) the following street as laid out by the Board of Selectmen: Granite Street; to raise and appropriate money, transfer from available funds, or borrow the sum of \$195,000.00 (ONE HUNDRED NINETY-FIVE THOUSAND DOLLARS), or any other sum therefor, to be expended under the direction of the Board of Selectmen, for the cost of engineering services, for preparation of plans and specifications, and for reconstruction, of Granite Street, or take any other action in relation thereto.

(Board of Selectmen)

AUTHORIZATIONS

ARTICLE 25. To see if the Town will vote to rescind debt for the High School project and apply it to the TPC project.

(Board of Selectmen)

Commented [EBR16]: Send to bond counsel for review.

Commented [GC17R16]: Sheryl actually as several items to rescind and reapply to various projects. I've asked her to send us the list as well as Bond Counsel so we can coordinate. I'd like to see if we can do them all in one, rather than this article and \$41.

ARTICLE 26. To hear the report of the Board of Public Works that certain easements for utilities are no longer required for public purposes, and to see if the Town will vote, pursuant to Chapter 40, Section 15 of the *Massachusetts General Laws*, to authorize the Board of Public Works to make the required declaration to abandon those easements for utilities, crossing 111 and 115 Westgate, Wellesley, MA, as described herein, without charge for said declaration. The easements for utilities to be abandoned are more fully described as follows:

Perpetual rights and easements to construct, inspect, repair, renew, replace, operate and maintain (a) covered main sewers and drains with connecting sewers and drains with their manholes, embankments, walls, culverts and appurtenances and (b) covered water mains and pipes incidental thereto and other appurtenances reasonably

necessary for the maintenance of a water supply in, through and under Westgate, a private way shown on a subdivision plan of land entitled "Subdivision plan of a portion of WESTGATE in WELLESLEY, MASS. owned by RALPH O. Porter, Inc." prepared by Gleason Engineering Company, dated November 20, 1959, approved by the Planning Board on December 28, 1959, said plan being recorded at the Registry of Deeds for Norfolk County as Plan Number 119 of 1960, the portions of Norwich Road and Oakridge Road, private ways, shown as approved on said plan and two (2) strips of land twenty (20) feet wide bounded and described as follows:

- (1) A strip constituting portions of lots 137 and 138, with street addresses of 115 and 111 Westgate, respectively, as shown on said plan of land, with said strip running southwesterly from the southwesterly side line of said Westgate to other land of Ralph O. Porter, Inc., the southeasterly boundary line of which commences at a point in said side line at the boundary line between said lots; and
- (2) A strip running from the northeasterly side line of said Westgate northeasterly and easterly through lot 132 on said plan, southeasterly across the rear portions of lots 132 and 133 on said plan and southerly across a portion of the rear of said lot 133 and across land of Ralph O. Porter, Inc. abutting lot 134 on said plan; the northwesterly side line of the first portion of said strip being the boundary line between lots 131 and 132, the northeasterly side line of the third portion of said strip being the northeasterly side line of lots 132 and 133 and the westerly side line of the last portion of said strip being the easterly side line of lot 134.

Said described abandonment being the area appearing and described in a Conveyance of Easements for Utilities granted by Ralph O. Porter, Inc., a Massachusetts corporation having a usual place of business in Wellesley, Norfolk County, Massachusetts, to the Town of Wellesley, recorded in the Registry of Deeds for Norfolk County at Book 3810, Page 367, and shown as "20' Easement" on said plan.

or take any other action with respect thereto.

(Board of Public Works)

ARTICLE 27. 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 To see if the Town will vote to transfer to the Wellesley Housing Development Corporation the following sums of money totaling \$280,184.50:

or to take any action in relation thereto.

(Contributory Retirement Board)

ARTICLE 28: To see if the Town will vote to: (1) accept the provisions of Sections 22A, 22B and 22C of Chapter 40 of the Massachusetts General Laws, as amended by Sections 25 through 30 of Chapter 218 of the Acts of 2016, and to create a parking meter special revenue fund pursuant thereto for the reservation of parking meter receipts; and (2) to transfer a sum of money from parking meter receipts received by the Town from July 1, 2017, until March 26, 2018, to the parking meter special revenue fund; or take any other action in relation thereto. To see if the Town will vote to (traffic & parking receipts).

(Board of Selectmen)

ARTICLE 29. To see if the Town will vote to authorize the Board of Selectmen to purge and forgive all unpaid and uncollectible parking fees assessed on or before June 30, 2013 totaling \$210,082, or take any other action in relation thereto.

(Board of Selectmen)

~~ARTICLE 30. To see if the Town will vote to — North 40 CPA Designation~~
AMEND ZONING BYLAW

ARTICLE 30. To see if the Town will vote to amend Sections IA. and XVI. of the Zoning Bylaws to prohibit marijuana establishments other than Registered Marijuana Dispensaries by:

(a) Inserting into Section IA, “Definitions”, in appropriate alphabetical order, the following:

Marijuana Establishment: A marijuana cultivator, marijuana testing facility, marijuana product manufacturer, marijuana retailer, craft marijuana cultivator cooperative, or any other type of marijuana-related business, subject to regulation under Chapter 94G of the Massachusetts General Laws; provided, however, that a Registered Marijuana Dispensary shall not be deemed to be a Marijuana Establishment.

(b) Inserting into Section XVI., “Restrictions ~~A~~ffecting All Districts”, at the end of the Section, the following:

I. For a Marijuana Establishment.

or take any other action in relation thereto.

(Board of Selectmen)

~~ARTICLE 30: To see if the Town will vote to amend of the Zoning Bylaw — Off Street Parking Bylaw or take any other action in relation thereto.~~

Commented [RB18]: The language for this article is so long I haven't copied it into the warrant, I'd suggest we describe it in the warrant, and that it is on file with the Town Clerk for inspection.

ARTICLE 31. To amend the Zoning Map to rezone properties owned by the Natural Resources Commission.

Formatted: Font:

To see if the Town will vote to amend the Zoning Map of the Town of Wellesley, Massachusetts by rezoning the following properties, as specified:

- a. To rezone the parcel located at 215 Grove Street and commonly known as Problem Rock (Assessor's Parcel ID# 115-34), totaling approximately 5,302 square feet, from the Single Residence District and 40,000 Square Foot Area Regulations District to the Parks, Recreation, and Conservation District;
- b. To rezone the parcel located at 99 Turner Road and commonly known as Morses Pond Beach (Assessor's Parcel ID# 184-1), totaling approximately 216,232 square feet, from the Single Residence District and 15,000 Square Foot Area Regulation District to the Parks, Recreation, and Conservation District;
- c. To rezone the parcel located at 16 R Brookdale Avenue and commonly known as Sinoff Gift (Assessor's Parcel ID# 190-111), totaling approximately 19,200 square feet, from the Single Residence District and 10,000 Square Foot Area Regulation District to the Parks, Recreation, and Conservation District;
- d. To rezone the parcel located at 5 R Dale Street and commonly known as Bird Island Sanctuary (Assessor's Parcel ID# 192-27), totaling approximately 44,752 square feet, from the Single Residence District and 10,000 Square Foot Area Regulation District to the Parks, Recreation, and Conservation District;
- e. To rezone the parcel located at 47 R Russell Road and commonly known as Pine Point (Assessor's Parcel ID# 192-30), totaling approximately 36,930 square feet, from the Single Residence District and 10,000 Square Foot Area Regulation District to the Parks, Recreation, and Conservation District;
- f. To rezone the parcel located at 1000 Worcester Street and commonly known as Morses Pond (Assessor's Parcel ID# 193-10), totaling approximately 4,879,842 square feet, from the Single Residence District and 10,000 Square Foot Area Regulation District to the Parks, Recreation, and Conservation District;
- g. To rezone the parcel located at 9 R Cedar Street and commonly known as Schofield Tennis Courts (Assessor's Parcel ID# 28-81), totaling approximately 42,008 square feet, from the Single Residence District and 10,000 Square Foot Area Regulation District to the Parks, Recreation, and Conservation District;
- h. To rezone the parcel located at 94 Washington Street commonly known as Warren Park (Assessor's Parcel ID# 43-71), totaling approximately 163,350 square feet, from the Single Residence District and 10,000 Square Foot Area Regulation District to the Parks, Recreation, and Conservation District;
- i. To rezone the parcel located along Forest Street and commonly known as Sawyer Park (Assessor's Parcel ID# 48-5), totaling approximately 71,447 square feet, from the Single Residence District and 20,000 Square Foot Area Regulation District to the Parks, Recreation, and Conservation District;

- j. To rezone the parcel located at 41 Hillside Road and commonly known as Yotz Meadow (Assessor's Parcel ID# 52-26), totaling approximately 58,330 square feet, from the Single Residence District and 15,000 Square Foot Area Regulation District to the Parks, Recreation, and Conservation District;
- k. To rezone the parcel located at 30 The Waterway and commonly known as The Waterway (Assessor's Parcel ID# 52-65), totaling approximately 65,008 square feet, from the Single Residence District and 15,000 Square Foot Area Regulation District to the Parks, Recreation, and Conservation District;
- l. To rezone the parcel located along Abbott Road and commonly known as Peabody Park South (Assessor's Parcel ID# 56-27), totaling approximately 16,170 square feet, from the Single Residence District and 20,000 Square Foot Area Regulation District to the Parks, Recreation, and Conservation District;
- m. To rezone the parcel located along Croton Street and commonly known as Indian Springs Park (Assessor's Parcel ID# 62-33), totaling approximately 72,897 square feet, from the Single Residence District and 15,000 Square Foot Area Regulation District to the Parks, Recreation, and Conservation District;
- n. To rezone the parcel located along Glen Road and commonly known as Farms Station Pond (Assessor's Parcel ID# 62-6), totaling approximately 71,797 square feet, from the Single Residence District and 15,000 Square Foot Area Regulation District to the Parks, Recreation, and Conservation District;
- o. To rezone the parcel located at 60 Croton Street commonly known as Farms Station Pond South (Assessor's Parcel ID# 62-7), totaling approximately 138,322 square feet, from the Single Residence District and 15,000 Square Foot Area Regulation District to the Parks, Recreation, and Conservation District;
- p. To rezone the parcel located at 212 Washington Street commonly known as Ware Park (Assessor's Parcel ID# 63-39), totaling approximately 9,951 square feet, from the Single Residence District and 10,000 Square Foot Area Regulation District to the Parks, Recreation, and Conservation District;
- q. To rezone the parcel located at 55 Rice Street commonly known as Hunnewell Field or Fuller Brook Park (Assessor's Parcel ID# 87-21), totaling approximately 1,102,331 square feet, from the Single Residence District and 10,000 Square Foot Area Regulation District to the Parks, Recreation, and Conservation District;
- r. To rezone the parcel located at 10 Greenwood Road commonly known as Devil's Slide (Assessor's Parcel ID# 85-41), totaling approximately 12,527 square feet, from the Single Residence District and 20,000 Square Foot Area Regulation District to the Parks, Recreation, and Conservation District;

or take any other action in relation thereto.

(Planning Board & Natural Resources Commission)

ARTICLE 32. ~~To amend the Zoning Map to resolve discrepancies found in the current Zoning Map and to more accurately relate the zoning of property to actual or intended use.~~

~~To see if the Town will vote to amend the Zoning Map of the Town of Wellesley, Massachusetts by rezoning the following properties, as specified;~~

Formatted: Font:

~~To rezone the following properties from Zoning Districts as previously intended by the Town to Zoning Districts as erroneously shown on the current Zoning Map, as specified:~~

- ~~— To rezone a parcel located at 12 Shelley Road (Assessor's Parcel ID# 22-26-B), totaling approximately 10,010 square feet, to the Single Residence District and 10,000 Square Foot Area Regulation District, from the Single Residence District and 15,000 Square Foot Area Regulation District, as previously adopted by the Town, and/or from the Single Residence District and 10,000 Square Foot Area Regulation District, as erroneously depicted on the current Zoning Map; this change would not affect the parcel's location in the Water Supply Protection District overlay district;~~
- ~~— To rezone portions of two (2) parcels located along Grove Street and Benvenue Street (Assessor's Parcel ID# 113-36, 102-53), the area to be rezoned totaling approximately 33,865 square feet, to the Education District, from the Single Residence District and 20,000 Square Foot Area Regulation District, as previously adopted by the Town, and/or from the Education District, as erroneously depicted on the current Zoning Map;~~
- ~~— To rezone a portion of a parcel located along Comeau Street (Assessor's Parcel ID# 24-70), the area to be rezoned totaling approximately 14,130 square feet, to the Parks, Recreation, and Conservation District, from the Single Residence District and 15,000 Square Foot Area Regulation District, as previously adopted by the Town, and/or from the Parks, Recreation, and Conservation District, as erroneously depicted on the current Zoning Map; this change would not affect the parcel's location in the Water Supply Protection District overlay district;~~
- ~~— To rezone portions of a parcel located 231 Forest Street (Assessor's Parcel ID# 67-22), the area to be rezoned totaling approximately 25,190 square feet, to the Single Residence District and 30,000 Square Foot Area Regulation District, from the Education A District, as previously adopted by the Town, and/or from the Single Residence District and 30,000 Square Foot Area Regulation District, as erroneously depicted on the current Zoning Map; this change would not affect the parcel's location in the Water Supply Protection District overlay district;~~
- ~~— To rezone portions of a parcel located at 231 Forest Street (Assessor's Parcel ID# 67-22), the area to be rezoned totaling approximately 27,446 square feet, to the Education A District, from the Single Residence District and 30,000 Square Foot Area Regulation District, as previously adopted by the Town, and/or from the Education A District, as erroneously depicted on the current Zoning Map; this~~

- change would not affect the parcel's location in the Water Supply Protection District overlay district;
- ~~— To rezone a portion of a parcel located at 231 Forest Street (Assessor's Parcel ID# 67-22), the area to be rezoned totaling approximately 30,238 square feet, to the Education A District, from the Education District, as previously adopted by the Town, and/or from the Education A District, as erroneously depicted on the current Zoning Map; this change would not affect the parcel's location in the Water Supply Protection District overlay district;~~
 - ~~— To rezone a portion of a parcel located at 231 Forest Street (Assessor's Parcel ID# 67-22), the area to be rezoned totaling approximately 13,635 square feet, to the Education District, from the Education A District, as previously adopted by the Town, and/or from the Education District, as erroneously depicted on the current Zoning Map; this change would not affect the parcel's location in the Water Supply Protection District overlay district;~~
 - ~~— To rezone a portion of a parcel located at 231 Forest Street (Assessor's Parcel ID# 67-22), the area to be rezoned totaling approximately 14,197 square feet, to the Education District, from the Single Residence District and 30,000 Square Foot Area Regulation District, as previously adopted by the Town, and/or from the Education District, as erroneously depicted on the current Zoning Map; this change would not affect the parcel's location in the Water Supply Protection District overlay district;~~
 - ~~— To rezone portions of a parcel located at 150 Worcester Street (Assessor's Parcel ID# 10-19), the area to be rezoned totaling approximately 61,785 square feet, to the Parks, Recreation, and Conservation District, from the Single Residence District and 15,000 Square Foot Area Regulation District, as previously adopted by the Town, and/or from the Parks, Recreation, and Conservation District, as erroneously depicted on the current Zoning Map;~~
 - ~~— To rezone a portion of a parcel located at 40 Oakland Street (Assessor's Parcel ID# 45-3), the area to be rezoned totaling approximately 136,803 square feet, to the Education District, from the Single Residence District and 20,000 Square Foot Area Regulation District, as previously adopted by the Town, and/or from the Education District, as erroneously depicted on the current Zoning Map; this change would not affect the parcel's location in the Water Supply Protection District overlay district;~~
 - ~~— To rezone portions of two (2) parcels located along Hollis Street and Oakencroft Road (Assessor's Parcel ID# 123-14, 123-15), the area to be rezoned totaling approximately 4,339 square feet, to the General Residence District, from the Single Residence District and 10,000 Square Foot Area Regulation District, as previously adopted by the Town, and/or from the General Residence District, as erroneously depicted on the current Zoning Map;~~
 - ~~— To rezone portions of thirteen (13) parcels located along Oakencroft Road, High Meadow Circle, Pleasant Street, and Oak Street (Assessor's Parcel ID# 136-51,~~

~~136-49, 136-48, 136-38, 136-38-D, 136-34, 136-33, 136-32, 135-19, 135-20, 135-42, 135-45, 135-43), the area to be rezoned totaling approximately 50,191 square feet, to the Single Residence District and 10,000 Square Foot Area Regulation District, from the General Residence District, as previously adopted by the Town, and/or from the Single Residence District and 10,000 Square Foot Area Regulation District, as erroneously depicted on the current Zoning Map;~~

~~To rezone the following properties from Zoning Districts as erroneously shown on the current Zoning Map to Zoning Districts as previously intended by the Town, as specified:~~

- ~~— To rezone a portion of a parcel located at 20-30 Municipal Way (Assessor's Parcel ID# 63-16), the area to be rezoned totaling approximately 97,343 square feet, from the Business District, an error as depicted on the Zoning Map, to the Single Residence District and 15,000 Square Foot Area Regulation District, as previously intended by Town Meeting;~~
- ~~— To rezone a parcel located at 30 Thackeray Road (Assessor's Parcel ID# 22-33), totaling approximately 23,200 square feet, from the Single Residence District and 10,000 Square Foot Area Regulation District, an error as depicted on the Zoning Map, to the Single Residence District and 15,000 Square Foot Area Regulation District, as previously intended by Town Meeting; this change would not affect the parcel's location in the Water Supply Protection District overlay district;~~
- ~~— To rezone portions of two (2) parcels located along Worcester Street (Assessor's Parcel ID# 15-11, 15-14), the area to be rezoned totaling approximately 20,316 square feet, from the Single Residence District and 15,000 Square Foot Area Regulation District, an error as depicted on the Zoning Map, to the Business District, as previously intended by Town Meeting; this change would not affect the parcels' location in the Water Supply Protection District overlay district;~~
- ~~— To rezone a portion of a parcel located at 125 Oakland Street (Assessor's Parcel ID# 46-1), the area to be rezoned totaling approximately 79,753 square feet, from the Single Residence District and 30,000 Square Foot Area Regulation District, an error as depicted on the Zoning Map, to the Education District, as previously intended by Town Meeting; this change would not affect the parcel's location in the Water Supply Protection District overlay district;~~
- ~~— To rezone a portion of a parcel located at 162-200 Linden Street (Assessor's Parcel ID# 123-40), the area to be rezoned totaling approximately 38,266 square feet, from the Industrial District, an error as depicted on the Zoning Map, to the Business District, as previously intended by Town Meeting; this change would not affect the parcel's location in the Linden Street Corridor Overlay District overlay district;~~
- ~~— To rezone portions of three (3) parcels located along Linden Street (Assessor's Parcel ID# 110-1, 110-2, 110-3), the area to be rezoned totaling approximately 46,626 square feet, from the Industrial District, an error as depicted on the Zoning Map, to the Business District, as previously intended by Town Meeting;~~

- ~~— To rezone a portion of a parcel located along Linden Street (Assessor's Parcel ID# 123-84), the area to be rezoned totaling approximately 11,282 square feet, from the Business District, an error as depicted on the Zoning Map, to the Transportation District, as previously intended by Town Meeting;~~
- ~~— To rezone portions of six (6) parcels located along Bow Street, Prospect Street, and River Street (Assessor's Parcel ID# 35-58, 35-69, 35-70, 35-71, 28-23, 27-8), the area to be rezoned totaling approximately 12,069 square feet, from the Industrial A District, an error as depicted on the Zoning Map, to the Single Residence District and 10,000-Square-Foot Area Regulation District, as previously intended by Town Meeting;~~
- ~~— To rezone portions of two (2) parcels located along Pleasant Street and Oak Street (Assessor's Parcel ID# 135-43, 122-39), the area to be rezoned totaling approximately 6,419 square feet, from the Single Residence District and 10,000 Square Foot Area Regulation District, an error as depicted on the Zoning Map, to the General Residence District, as previously intended by Town Meeting;~~
- ~~— To zone a parcel located at 17 Abbott Street (Assessor's Parcel ID# 124-68), totaling approximately 3,519 square feet, erroneously depicted outside the boundaries of the Historic District on the current Zoning Map, in to the Historic District overlay district, as previously intended by Town Meeting;~~

~~To rezone the following properties from Zoning Districts as erroneously shown on the current Zoning Map and/or Zoning Districts as previously intended by the Town to Zoning Districts as specified:~~

- ~~— To rezone a portion of a parcel located along Washington Street (Assessor's Parcel ID# 153-3), the area to be rezoned totaling approximately 446,256 square feet, from the Single Residence District and 40,000-Square-Foot-Area Regulation District, an error depicted on the Zoning Map, and/or from the Single Residence District and 20,000-Square-Foot-Area Regulation District, as previously adopted by the Town, to the Parks, Recreation, and Conservation District; this change would not affect the parcel's location in the Water Supply Protection District overlay district;~~
- ~~— To rezone a portion of a parcel located at 5 Oak Street (Assessor's Parcel ID# 123-34), the area to be rezoned totaling approximately 2,183 square feet, from the Industrial District, an error depicted on the Zoning Map, and/or from the Business District, as previously adopted by the Town, to the General Residence District;~~
- ~~— To rezone the following properties, as specified:~~
 - ~~— To rezone a portion of a parcel located at 214 Worcester Street (Assessor's Parcel ID# 15-14), the area to be rezoned totaling approximately 4,747 square feet, from the Single Residence District and 15,000-Square-Foot-Area Regulation District to the Business District; this change would not affect the parcel's location in the Water Supply Protection District overlay district;~~

- ~~— To rezone a portion of a parcel located at 78 Benvenue Street (Assessor's Parcel ID# 102-53), the area to be rezoned totaling approximately 165,558 square feet, from the Single Residence District and 20,000 Square Foot Area Regulation District to the Education District;~~
- ~~— To rezone a portion of a parcel located at 125 Oakland Street (Assessor's Parcel ID# 46-1), the area to be rezoned totaling approximately 166,013 square feet, from the Single Residence District and 30,000 Square Foot Area Regulation District to the Education District; this change would not affect the parcel's location in the Water Supply Protection District overlay district;~~
- ~~— To rezone a portion of a parcel located along Washington Street (Assessor's Parcel ID# 153-3), the area to be rezoned totaling approximately 70,977 square feet, from the Single Residence District and 40,000 Square Foot Area Regulation District to the Parks, Recreation, and Conservation District; this change would not affect the parcel's location in the Water Supply Protection District overlay district;~~
- ~~— To rezone portions of two (2) parcels located along Oak Street (Assessor's Parcel ID# 123-34, 123-35), the area to be rezoned totaling approximately 4,890 square feet, from the Industrial District to the General Residence District;~~
- ~~— To rezone a parcel located at 172-178 Linden Street and a portion of a parcel located at 162-200 Linden Street (Assessor's Parcel ID# 123-42, 123-40), the area to be rezoned totaling approximately 371,226 square feet, from the Industrial District to the Business District; this change would not affect the parcels' location in the Linden Street Corridor Overlay District overlay district;~~
- ~~— To rezone portions of two (2) parcels located along Washington Street and River Street (Assessor's Parcel ID# 34-11, 34-2), the area to be rezoned totaling approximately 1,759 square feet, from the Single Residence District and 10,000 Square Foot Area Regulation District to the Industrial A District;~~
- ~~— To rezone a portion of a parcel located at 40 Oakland Street (Assessor's Parcel ID# 45-3), the area to be rezoned totaling approximately 139,554 square feet, from the Single Residence District and 30,000 Square Foot Area Regulation District to the Education District; this change would not affect the parcel's location in the Water Supply Protection District overlay district;~~
- ~~— To rezone a portion of a parcel located at 36 Pleasant Street (Assessor's Parcel ID# 135-19), the area to be rezoned totaling approximately 15,656 square feet, from the General Residence District to the Single Residence District and 10,000 Square Foot Area Regulation District.~~

~~or take any action in relation thereto.~~

ARTICLE 32: To see if the Town will vote to amend the Zoning Map of the Town of Wellesley, Massachusetts by rezoning the following properties, or parts thereof, as follows:

- Formatted: Font: Bold
- Formatted: Justified
- Formatted: Font:

To rezone the following properties, or parts thereof, so as to formally adopt and accept certain inadvertent errors associated with the switch to the current digital Zoning Map, as specified:

- a. To rezone a parcel located at 12 Shelley Road (Assessor's Parcel ID# 22-26-B), totaling approximately 10,010 square feet, to the Single Residence District and 10,000 Square Foot Area Regulation District, as shown on the current Zoning Map, notwithstanding that the last prior action of Town Meeting with respect to the underlying zoning of this area had placed it in the Single Residence District and 15,000 Square Foot Area Regulation District; this change would not affect the parcel's location in the Water Supply Protection District overlay district;
- b. To rezone portions of two (2) parcels located along Grove Street and Benvenue Street (Assessor's Parcel ID# 113-36, 102-53), the area to be rezoned totaling approximately 33,865 square feet, to the Education District, as shown on the current Zoning Map, notwithstanding that the last prior action of Town Meeting with respect to the underlying zoning of this area had placed it in the Single Residence District and 20,000 Square Foot Area Regulation District;
- c. To rezone a portion of a parcel located along Comeau Street (Assessor's Parcel ID# 24-70), the area to be rezoned totaling approximately 14,130 square feet, to the Parks, Recreation, and Conservation District, as shown on the current Zoning Map, notwithstanding that the last prior action of Town Meeting with respect to the underlying zoning of this area had placed it in the Single Residence District and 15,000 Square Foot Area Regulation District; this change would not affect the parcel's location in the Water Supply Protection District overlay district;
- d. To rezone portions of a parcel located 231 Forest Street (Assessor's Parcel ID# 67-22), the area to be rezoned totaling approximately 25,190 square feet, to the Single Residence District and 30,000 Square Foot Area Regulation District, as shown on the current Zoning Map, notwithstanding that the last prior action of Town Meeting with respect to the underlying zoning of this area had placed it in the Education A District; this change would not affect the parcel's location in the Water Supply Protection District overlay district;
- e. To rezone portions of a parcel located at 231 Forest Street (Assessor's Parcel ID# 67-22), the area to be rezoned totaling approximately 27,446 square feet, to the Education A District, as shown on the current Zoning Map, notwithstanding that the last prior action of Town Meeting with respect to the underlying zoning of this area had placed it in the Single Residence District and 30,000 Square Foot Area Regulation District; this change would not affect the parcel's location in the Water Supply Protection District overlay district;
- f. To rezone a portion of a parcel located at 231 Forest Street (Assessor's Parcel ID# 67-22), the area to be rezoned totaling approximately 30,238 square feet, to the Education A District, as shown on the current Zoning Map, notwithstanding that the last prior action of Town Meeting with respect to the underlying zoning of this area had placed it in the Education District; this change would not affect the parcel's location in the Water Supply Protection District overlay district;

- g. To rezone a portion of a parcel located at 231 Forest Street (Assessor's Parcel ID# 67-22), the area to be rezoned totaling approximately 13,635 square feet, to the Education District, as shown on the current Zoning Map, notwithstanding that the last prior action of Town Meeting with respect to the underlying zoning of this area had placed it in the Education A District; this change would not affect the parcel's location in the Water Supply Protection District overlay district;
- h. To rezone a portion of a parcel located at 231 Forest Street (Assessor's Parcel ID# 67-22), the area to be rezoned totaling approximately 14,197 square feet, to the Education District, as shown on the current Zoning Map, notwithstanding that the last prior action of Town Meeting with respect to the underlying zoning of this area had placed it in the Single Residence District and 30,000 Square Foot Area Regulation District; this change would not affect the parcel's location in the Water Supply Protection District overlay district;
- i. To rezone portions of a parcel located at 150 Worcester Street (Assessor's Parcel ID# 10-19), the area to be rezoned totaling approximately 61,785 square feet, to the Parks, Recreation, and Conservation District, as shown on the current Zoning Map, notwithstanding that the last prior action of Town Meeting with respect to the underlying zoning of this area had placed it in the Single Residence District and 15,000 Square Foot Area Regulation District;
- j. To rezone a portion of a parcel located at 40 Oakland Street (Assessor's Parcel ID# 45-3), the area to be rezoned totaling approximately 136,803 square feet, to the Education District, as shown on the current Zoning Map, notwithstanding that the last prior action of Town Meeting with respect to the underlying zoning of this area had placed it in the Single Residence District and 20,000 Square Foot Area Regulation District; this change would not affect the parcel's location in the Water Supply Protection District overlay district;
- k. To rezone portions of two (2) parcels located along Hollis Street and Oakencroft Road (Assessor's Parcel ID# 123-14, 123-15), the area to be rezoned totaling approximately 4,339 square feet, to the General Residence District, as shown on the current Zoning Map, notwithstanding that the last prior action of Town Meeting with respect to the underlying zoning of this area had placed it in the Single Residence District and 10,000 Square Foot Area Regulation District;
- l. To rezone portions of thirteen (13) parcels located along Oakencroft Road, High Meadow Circle, Pleasant Street, and Oak Street (Assessor's Parcel ID# 136-51, 136-49, 136-48, 136-38, 136-38-D, 136-34, 136-33, 136-32, 135-19, 135-20, 135-42, 135-45, 135-43), the area to be rezoned totaling approximately 50,191 square feet, to the Single Residence District and 10,000 Square Foot Area Regulation District, as shown on the current Zoning Map, notwithstanding that the last prior action of Town Meeting with respect to the underlying zoning of this area had placed it in the General Residence District;

To rezone the following properties, or parts thereof, from the Zoning Districts erroneously designated when the Town adopted the current digital Zoning Map to the Zoning Districts last designated by Town Meeting, as specified:

- m. To rezone a portion of a parcel located at 20-30 Municipal Way (Assessor's Parcel ID# 63-16), the area to be rezoned totaling approximately 97,343 square feet, from the Business District, an error depicted on the current Zoning Map, to the Single Residence District and 15,000 Square Foot Area Regulation District, in accordance with the last prior action of Town Meeting with respect to the zoning of this area;
- n. To rezone a parcel located at 30 Thackeray Road (Assessor's Parcel ID# 22-33), totaling approximately 23,200 square feet, from the Single Residence District and 10,000 Square Foot Area Regulation District, an error depicted on the current Zoning Map, to the Single Residence District and 15,000 Square Foot Area Regulation District, in accordance with the last prior action of Town Meeting with respect to the zoning of this parcel; this change would not affect the parcel's location in the Water Supply Protection District overlay district;
- o. To rezone portions of two (2) parcels located along Worcester Street (Assessor's Parcel ID# 15-11, 15-14), the area to be rezoned totaling approximately 20,316 square feet, from the Single Residence District and 15,000 Square Foot Area Regulation District, an error depicted on the current Zoning Map, to the Business District, in accordance with the last prior action of Town Meeting with respect to the zoning of this area; this change would not affect the parcels' location in the Water Supply Protection District overlay district;
- p. To rezone a portion of a parcel located at 125 Oakland Street (Assessor's Parcel ID# 46-1), the area to be rezoned totaling approximately 79,753 square feet, from the Single Residence District and 30,000 Square Foot Area Regulation District, an error depicted on the current Zoning Map, to the Education District, in accordance with the last prior action of Town Meeting with respect to the zoning of this area; this change would not affect the parcel's location in the Water Supply Protection District overlay district;
- q. To rezone a portion of a parcel located at 162-200 Linden Street (Assessor's Parcel ID# 123-40), the area to be rezoned totaling approximately 38,266 square feet, from the Industrial District, an error depicted on the current Zoning Map, to the Business District, in accordance with the last prior action of Town Meeting with respect to the zoning of this area; this change would not affect the parcel's location in the Linden Street Corridor Overlay District overlay district;
- r. To rezone portions of three (3) parcels located along Linden Street (Assessor's Parcel ID# 110-1, 110-2, 110-3), the area to be rezoned totaling approximately 16,626 square feet, from the Industrial District, an error depicted on the current Zoning Map, to the Business District, in accordance with the last prior action of Town Meeting with respect to the zoning of this area;
- s. To rezone a portion of a parcel located along Linden Street (Assessor's Parcel ID# 123-84), the area to be rezoned totaling approximately 11,282 square feet, from

the Business District, an error depicted on the current Zoning Map, to the Transportation District, in accordance with the last prior action of Town Meeting with respect to the zoning of this area;

t. To rezone portions of six (6) parcels located along Bow Street, Prospect Street, and River Street (Assessor's Parcel ID# 35-58, 35-69, 35-70, 35-71, 28-23, 27-8), the area to be rezoned totaling approximately 12,069 square feet, from the Industrial A District, an error depicted on the current Zoning Map, to the Single Residence District and 10,000 Square Foot Area Regulation District, in accordance with the last prior action of Town Meeting with respect to the zoning of this area;

u. To rezone portions of two (2) parcels located along Pleasant Street and Oak Street (Assessor's Parcel ID# 135-43, 122-39), the area to be rezoned totaling approximately 6,419 square feet, from the Single Residence District and 10,000 Square Foot Area Regulation District, an error depicted on the current Zoning Map, to the General Residence District, in accordance with the last prior action of Town Meeting with respect to the zoning of this area;

v. To place a parcel located at 17 Abbott Street (Assessor's Parcel ID# 124-68), totaling approximately 3,519 square feet, erroneously depicted outside the boundaries of the Historic District on the current Zoning Map, within the Historic District overlay district, in accordance with the last prior action of Town Meeting with respect to the zoning of this parcel; this change will not affect the underlying zoning of the parcel as depicted on the current Zoning Map;

To rezone the following properties, or portions thereof, from Zoning Districts as erroneously shown on the current Zoning Map and/or Zoning Districts as previously intended by the Town to Zoning Districts as specified:

w. To rezone a portion of a parcel located along Washington Street (Assessor's Parcel ID# 153-3), the area to be rezoned totaling approximately 446,256 square feet, from the Single Residence District and 40,000 Square Foot Area Regulation District, an error depicted on the current Zoning Map, and/or from the Single Residence District and 20,000 Square Foot Area Regulation District, as previously adopted by the Town, to the Parks, Recreation, and Conservation District; this change would not affect the parcel's location in the Water Supply Protection District overlay district;

x. To rezone a portion of a parcel located at 5 Oak Street (Assessor's Parcel ID# 123-34), the area to be rezoned totaling approximately 2,183 square feet, from the Industrial District, an error depicted on the current Zoning Map, and/or from the Business District, as previously adopted by the Town, to the General Residence District;

To rezone the following properties, as specified:

y. To rezone a portion of a parcel located at 214 Worcester Street (Assessor's Parcel ID# 15-14), the area to be rezoned totaling approximately 4,747 square feet, from the Single Residence District and 15,000 Square Foot Area Regulation District to

- the Business District; this change would not affect the parcel's location in the Water Supply Protection District overlay district;
- z. To rezone a portion of a parcel located at 78 Benvenue Street (Assessor's Parcel ID# 102-53), the area to be rezoned totaling approximately 165,558 square feet, from the Single Residence District and 20,000 Square Foot Area Regulation District to the Education District;
- aa. To rezone a portion of a parcel located at 125 Oakland Street (Assessor's Parcel ID# 46-1), the area to be rezoned totaling approximately 166,013 square feet, from the Single Residence District and 30,000 Square Foot Area Regulation District to the Education District; this change would not affect the parcel's location in the Water Supply Protection District overlay district;
- bb. To rezone a portion of a parcel located along Washington Street (Assessor's Parcel ID# 153-3), the area to be rezoned totaling approximately 70,977 square feet, from the Single Residence District and 40,000 Square Foot Area Regulation District to the Parks, Recreation, and Conservation District; this change would not affect the parcel's location in the Water Supply Protection District overlay district;
- cc. To rezone portions of two (2) parcels located along Oak Street (Assessor's Parcel ID# 123-34, 123-35), the area to be rezoned totaling approximately 4,890 square feet, from the Industrial District to the General Residence District;
- dd. To rezone a parcel located at 172-178 Linden Street and a portion of a parcel located at 162-200 Linden Street (Assessor's Parcel ID# 123-42, 123-40), the area to be rezoned totaling approximately 371,226 square feet, from the Industrial District to the Business District; this change would not affect the parcels' location in the Linden Street Corridor Overlay District overlay district;
- ee. To rezone portions of two (2) parcels located along Washington Street and River Street (Assessor's Parcel ID# 34-11, 34-2), the area to be rezoned totaling approximately 1,759 square feet, from the Single Residence District and 10,000 Square Foot Area Regulation District to the Industrial A District;
- ff. To rezone a portion of a parcel located at 40 Oakland Street (Assessor's Parcel ID# 45-3), the area to be rezoned totaling approximately 139,554 square feet, from the Single Residence District and 30,000 Square Foot Area Regulation District to the Education District; this change would not affect the parcel's location in the Water Supply Protection District overlay district;
- gg. To rezone a portion of a parcel located at 36 Pleasant Street (Assessor's Parcel ID# 135-19), the area to be rezoned totaling approximately 15,656 square feet, from the General Residence District to the Single Residence District and 10,000 Square Foot Area Regulation District.
- or take any action relative thereto.

(Planning Board)

ARTICLE 33. To amend the Zoning Bylaw by adding a new section, Section XVIG, Outdoor Lighting, to regulate the installation and use of outdoor lighting in association with certain projects.

To see if the Town will vote to amend the Zoning Bylaw by adopting new Section XVIG, Outdoor Lighting, to regulate the installation and use of outdoor lighting in association with certain projects, as follows. Amendments to be effective as of July 1, 2018:

SECTION XVIG. OUTDOOR LIGHTING

A. TITLE

The Section shall hereafter be known and cited as the "Town of Wellesley Outdoor Lighting Bylaw" or "Outdoor Lighting Bylaw."

B. PURPOSE AND INTENT

The purpose of this Section is to enhance public safety by providing for adequate and appropriate outdoor lighting, protect community character, promote energy conservation, protect against light trespass and glare, protect the privacy of residents, and minimize sky glow.

C. DEFINITIONS

Cutoff Angle - The angle formed by a line drawn from the direction of the direct light rays at the light source with respect to the vertical, beyond which no direct light is emitted.

Direct Light - Light emitted from the lamp, off the reflector or reflector diffuser or through the refractor or diffuser lens, of a luminaire.

Fixture - The assembly that houses a lamp or lamps and which may include a housing, a mounting bracket or pole socket, a lamp holder, a ballast, a reflector or mirror, and/or a refractor, lens, or diffuser lens.

Foot-candle - A unit that measures light illumination on a surface or area that is one foot from a uniform point source.

Fully Shielded Luminaire - A lamp and fixture assembly designed with a cutoff angle of 90 degrees or less so that no direct light is emitted above a horizontal plane.

Glare - Light emitted from a luminaire with an intensity great enough to produce annoyance, discomfort, or a reduction in a viewer's ability to see.

Height of Luminaire - The vertical distance from the finished grade of the ground directly below to the lowest direct-light-emitting part of the luminaire.

Illuminance - The luminous flux per unit area at any point on a surface exposed to incident light. Measured in foot-candles or lux.

Lamp - The component of a luminaire that produces the actual light.

Light Trespass - The shining or spillage of direct light produced by a luminaire beyond the boundaries of the lot or parcel on which the luminaire it is located, or beyond the boundaries of multiple lots or parcels under common ownership.

Lumen - A unit that measures light energy generated by a light source. For the purposes of this Section, the lumen output shall be the initial lumen output of a lamp, as rated by the manufacturer.

Luminance - The intensity of light emitted from a surface per unit area in a given direction; measured in candela per meter squared (cd/m^2).

Luminaire - A complete lighting system, including a lamp or lamps and a fixture.

Lux - A unit that measures light illumination on a surface or area that is one meter from a uniform point source. On a photometric plan, the lux measurement is often converted from meters to feet and referred to in terms of foot-candles.

Sky Glow - The diffuse luminance of the night sky derived from artificial lighting, apart from discrete natural light sources such as the Moon and stars. It is the most commonly noticed aspect of light pollution.

D. APPLICABILITY

The provisions of this Section shall apply to the following project types which include the proposed installation of one or more outdoor luminaires for exterior lighting:

1. Major Construction Projects and Minor Construction Projects, as defined by Section XVIA, Project Approval;
2. The construction of new single family dwellings or alterations of single family dwellings which require Large House Review, as required by Section XVID, Large House Review; and
3. Externally illuminated signs requiring Design Review and/or a Special Permit, as required and defined by Section XXIIA, Signs.

Where these regulations are more specific and/or more restrictive with respect to lighting associated with an applicable project type for which other standards may exist within the Zoning Bylaw, the regulations contained in this Section shall take precedence.

The provisions of this Section shall not apply to the ordinary maintenance, repair, and/or replacement of luminaires not approved as part of and/or associated with

one or more of the aforementioned project types; furthermore, the provisions of this Section shall not apply to the installation of new luminaires on properties not subject to one or more of the aforementioned project types following the effective date of this Section.

E. ADMINISTRATION

For the project types subject to the provisions of this Section, the following information shall be submitted, except to the extent as such information may be waived by the Design Review Board, Planning Board, or Zoning Board of Appeals, as applicable:

1. Information identifying the location, orientation, height, and type of outdoor luminaires to be installed;
2. The luminaire manufacturer's specification data, including, at a minimum, lamp type (light emitting diode, metal halide, compact fluorescent, high pressure sodium), lumen output, correlated color temperature ("CCT"), and photometric data showing light distribution and polar plots;
3. A photometric plan showing the intensity of illumination expressed in foot-candles and/or lux at ground level within the interior of the property and at the property boundaries, except that such plans shall not be required for externally illuminated signs; and
4. Sufficient evidence to confirm that all proposed outdoor luminaires and lighting conditions comply with subsection F., General Regulations, of this Section.

F. GENERAL REGULATIONS

All exterior luminaires and/or the outdoor lighting conditions associated with the project types subject to the provisions of this Section, shall comply with the following regulations, unless otherwise specified:

1. All luminaires shall be fully shielded.
2. For single family residential uses, the correlated color temperature ("CCT") of any lamp shall not exceed 3,000K; for all other uses, the CCT of any lamp shall not exceed 4,000K.
3. Wall-Mounted Fixtures: Luminaires attached to the exterior of a building or structure, including those to light signs, shall be mounted no higher than fifteen (15) feet above grade and shall be fully shielded.
4. Ground-Mounted Fixtures: Luminaires mounted on the ground, including on poles or attached to Ground Signs, shall have a height no greater than ten (10) feet when associated with a single family use, and a height no greater than twenty (20) feet when associated with all other uses; such luminaires shall be fully shielded.

5. Illuminance Levels and Light Trespass Limitations: Exterior lighting shall not exceed the illuminance levels (measured horizontally on the ground) or exceed the light trespass limits specified below in Table XVIG.1.; Table XVIG.1 shall not apply to externally illuminated signs; however, luminaires associated with such signs shall not have lamps which produce more than 60 watts and/or 800-900 lumens.

TABLE XVIG.1, LIGHTING LEVELS AND LIGHT TRESPASS LIMITATIONS		
Use	Maximum Illuminance (foot- candles/lux)	Maximum Light Trespass* (foot- candles/lux)
Single Family Residential Uses	5/50	0.5/5
Outdoor Recreation and Sports Facilities	75/800	1.0/10
All Other Uses	10/100	
*The maximum foot-candles/lux allowable at all property lines, including property lines along a public or private street or way, except property lines between lots under common ownership.		

Formatted Table

Formatted: Font:

Formatted: Font:

Formatted: Font: Bold

Formatted: Font: Bold

Formatted: Font: Bold

Formatted: Font: Bold

Formatted: Font:

Formatted: Font:

Formatted: Font:

G. EXEMPT AND PROHIBITED

1. Exempt: The following luminaires or lighting conditions shall be exempt from regulation under this Section:
 - a. Luminaires associated with security/emergency call boxes;
 - b. Luminaires located greater than 1,000 feet from a property line not in common ownership; and
 - c. Seasonal lighting of a temporary nature.
2. Prohibited: The following luminaires or lighting conditions shall be prohibited in conjunction with the project types identified in subsection D. of this Section:
 - a. Luminaires mounted to or otherwise attached to any trees or similar vegetation; and

- b. Searchlights for commercial purposes.

H. SPECIAL PERMITS

1. Outdoor Lighting Associated with Major Construction Projects, Minor Construction Projects, and Signs: In the case of such projects which incorporate one more outdoor luminaires not meeting the requirements of subsection F., General Regulations, or not otherwise exempt, the Zoning Board of Appeals may grant a Special Permit, per Section XXV, Special Permit Granting Authority.
2. Outdoor Lighting Associated with Large House Review: In the case of such projects which incorporate one more outdoor luminaires not meeting the requirements of subsection F., General Regulations, or not otherwise exempt, the Planning Board may grant a Special Permit, per Section XXV, Special Permit Granting Authority, in conjunction with the consideration of an application under Section XVID, Large House Review.
3. Standards: In addition to those standards specified in Section XXV, Special Permit Granting Authority, in considering the issuance of a Special Permit from the requirements of this Section, the applicable Special Permit Granting Authority shall make a finding that one or more of the following conditions are met:
 - a. The proposed lighting is necessary to enhance public safety;
 - b. The proposed lighting enhances, or does not negatively impact, community ambiance and character; or
 - c. The proposed lighting does not produce unacceptable light trespass, glare, sky glow, or compromise the privacy of abutting property owners.

or take any other action in relation thereto.

(Planning Board)

AMEND TOWN BYLAWS

ARTICLE 34: ~~To amend the General Bylaw — housekeeping. To see if the Town will vote to amend the General Bylaws in order to clean-up said Bylaws, to improve consistency of language and style throughout, and to bring the Bylaws into conformance with existing practice by:~~

1. Underlining all Section headers in their entirety, deleting extra spaces and making the font style and size consistent throughout the General Bylaw;
2. Deleting Section 2.5, Remote Participation, in its entirety and reserving said Section 2.5 for future provisions;
3. Deleting Section 4.6, Annual Report of Contracts, in its entirety;

Commented [GC19]: This item needs to completed.

Formatted: Indent: First line: 0"

Formatted: Font:

- ~~4.4.~~ Amending Section 5.2, Copies of Policies and Procedures, by: (i) inserting after the words "shall make available," the word "electronic"; (ii) inserting before the words "Reasonable fees" the words "To the extent permitted by the General Laws" and inserting at the end of the second sentence the words "if paper copies are requested"; so that Section 5.2 reads as follows:
- a. 5.2. Copies of Policies and Procedures. Each Board, the Department of Financial Services, the Town Clerk, and the persons named in Article 23 shall make available electronic copies of any of their written policies and procedures to the public upon request. To the extent permitted by the General Laws, reasonable fees may be charged for the cost of reproduction if paper copies are requested.
5. Amending Section 5.6.b.iii.4 by deleting the extra word "the" following "Whether the";
6. Amending Section 6.5, Advisory Committees, by adding to the end of such section, the sentence "Advisory committee members may assist and advise the appointing board, but shall not vote or otherwise participate as full members of the board.";
7. Amending Section 11.4, Investigatory and Review Powers, by deleting the first sentence thereof in its entirety;
8. Amending Article 12 by removing the bold font from section headings throughout;
9. Amending Section 12.3 by inserting a hyphen between the words "Town" and "wide" in the last sentence thereof;
10. Amending section 18.3 by deleting the word "effects" after the words "in any way that" in the second sentence thereof and replacing it with the word "affects";
- ~~2-11.~~ Amending the list of appointments set forth in Section 19.7, Appointments, by: (i) deleting item 10, Director of Veterans Services and renumbering subsequent items as appropriate; (ii) deleting the words "Civil Defense Director" from existing item 15 and replacing them with "Emergency Management Director"; (iii) deleting the word "dog" from item 23 and replacing it with the words "Animal Control"; (iv) adding a new item 27, "Sustainable Energy Committee (four members)"; (v) adding a new item 28, "Retirement Board (one member)"; and (vi) adding a new item 30, "Veterans Advisory Board";
12. Amending Section 19.11, Legal Actions and Settlements, by adding the word "Meeting" after the word "Town" in the final sentence thereof;
- ~~3-13.~~ Amending Section 19.33, Staff, by: (i) deleting the word "Maintenance" after the word "Facilities" in the first sentence and inserting, in place thereof, the word "Management"; and (ii) deleting the words "Network and Information Systems" in the first sentence and inserting in place thereof the acronym "IT";

14. Amending the Section 19.42, by inserting a space between the comma and the section symbol in the first sentence;
15. Amending Section 19.43, by inserting a hyphen between the words “three” and “year” in the first sentence thereof;
16. Deleting Article 20, Telecommunications Advisory Committee, in its entirety and reserving said Article 20 for future provisions;
- 4-17. Amending Section 22.3 by deleting the words “fire fighting” and replacing them with the word “firefighting”;
18. Amending Article 24, Facilities Maintenance Department, by replacing the words “Facilities Maintenance” anywhere they appear in the Article with the words “Facilities Management”;
- 5-19. Amending Section 26.3, Duties, by inserting after subsection h., a new subsection i. as follows: “Have the power to make non-substantive corrections for the purpose of addressing formatting, ordering, numbering, alphabetization, and cross-reference errors within the Town’s bylaws.”;
20. Amending Section 26.7, Fees, by adding after the words “For Furnishing Certified Copy of Certificate of Person Conducting Business Under Any Title Other Than His Real Name or a Statement by Such Person of His Discontinuance, Retirement or Withdrawal” the word “from”;
21. Amending Article 35 by deleting the words “Community Affairs” in each place they appear and inserting in place thereof the words “Housing and Community Development”;
- 6-22. Amending Section 38.3, General Duties, by: (i) deleting the struck-through words “These include controlling and managing the public schools of the Town”; and (ii) deleting the word “Maintenance” and inserting in place thereof the word “Management”;
- 7-23. Amending Section 39.3, Director, by: (i) deleting the word “Selectmen” and inserting in place thereof the words “Executive Director”; and (ii) deleting the words “The Director shall hold office at the discretion of the Selectmen.”
- 8-24. Amending Section 39.5, Veterans’ Grave Officer, by: (i) deleting the words “preferably a veteran” and the preceding comma; and (ii) inserting after the first sentence a new sentence as follows: “The veterans’ grave officer shall be a veteran as defined by M.G.L. c. 4, § 43.”;

9.

~~40-25.~~ Amending Section 40.1, Membership, by: (i) deleting the word “seven” and inserting in place thereof the word “five”; and (ii) deleting the words “provided one each shall be appointed by the Council on Aging, the Chief of Police, the Recreation Commission and the School committee, respectively” and the preceding comma;

26. Amending Section 45.5, Annual Report, by deleting the words “Division of Community Services of the Massachusetts Department of Community Affairs” and inserting in place thereof the words “Massachusetts Department of Housing and Community Development”;

~~41-27.~~ Amending Section 46A.2 by: (i) within the definition of “Guidelines,” inserting the word “District” before the word “Commission”; and (ii) deleting the comma following the word “time”;

28. Amending Section C (2) of Article 46C by inserting a hyphen between the words “two” and “year”;

29. Amending the heading for Section 49.9A by adding after the word “Firearm” the words “and Air Guns”;

~~42-30.~~ Amending Section 49.2 by capitalizing the word “Victualler” in each place it appears;

~~43-31.~~ Amending Article 49 by deleting the words “fire fighting” in each place they appear and inserting in place thereof the word “firefighting”; and,

32. Amending Article 49 by moving Section 49.29 in its entirety to Section [redacted], and renumbering Article 49 accordingly.

or to take any other action in relation thereto.

(Board of Selectmen)

- Formatted: Font:
- Formatted: Justified, Indent: First line: 0.5"
- Formatted: Indent: First line: 0"

ARTICLE 35. To see if the Town will vote to amend the Town Bylaws Article 47 Animal Control Regulations, by deleting the Aarticle in its entirety and replacing it to read as follows:

ARTICLE 47. ANIMAL CONTROL REGULATIONS

47.1. Purpose. Pursuant to the authority set forth in G.L. c. 140, §§ 136A-174E, inclusive, and any other relevant statutes and regulations issued pursuant thereto, this section is adopted by the Town for the control and regulation of dogs within the Town.

47.2. Definitions. The definitions of words and terms set forth G.L. c. 140, § 136A are incorporated into Article 47 and shall be applicable herein.

47.3. Administration.

- a. The Board of Selectmen shall annually appoint an Animal Control Officer who shall be responsible for the enforcement of this bylaw and the General Laws relating to the regulation of animals.
- b. For purposes of this bylaw and G.L. c. 140, § 157, the Executive Director shall be the Hearing Authority.

47.4 Registration and License Requirements for Dogs.

- a. In accordance with G.L. c. 140, § 137, the owner or keeper of a dog six months of age or older, while residing in the Town of Wellesley, shall obtain a license (either individual or kennel) for the dog from the Town Clerk, which shall be affixed to the dog's collar. To obtain or renew a license, each dog owner or keeper shall annually present proof of a current rabies vaccination or a certification of exemption from the vaccination requirement, pursuant to G.L. c. 140, § 137(b) and 145B.
- b. All dogs within the Town shall be licensed and registered and the fees for such license and registration shall be established by the Town Meeting from time to time in accordance with G.L. c. 140, § 139. Fees for the issuance of licenses for dogs shall be:

- 1) Males and Females: \$20
- 2) Neutered Males and Spayed Females: \$12
- 3) Service Animals as defined by the Americans with Disabilities Act or regulations promulgated thereunder: No fee.
- 4) Kennels with 4-6 Dogs: \$75
- 5) Kennels with 7-10 Dogs: \$100
- 6) Kennels with 11 or more Dogs: **\$150**

- c. Dog owners and keepers shall renew each dog license annually. The annual licensing period runs from April 1 through March 31.

- d. Kennels. All kennels within the Town of Wellesley shall be licensed, operated, maintained and regulated in accordance with G.L. c. 140, §§ 137A-137D and any other applicable statute or regulation.

47.5. Policies and Procedures. The Selectmen shall from time to time adopt and publish such policies and procedures as they deem necessary to enforce the intent and purpose of this Bylaw.

47.6. Conduct of Dogs.

- a. Nuisance and Dangerous Behavior. No dog owner or keeper shall permit the dog to become or remain a nuisance dog or a dangerous dog, as those terms are defined and used in G.L. c. 140, §§ 136A and 157.
- b. Leash Law. When not on the private property of its owner or keeper, or on private property with express permission of that property's owner, a dog shall be on a leash of not more than seven (7) feet.
- c. Dogs on Town Property. Any dog on the street or sidewalk in the Town of Wellesley shall be on a leash of not more than seven (7) feet. Any dog, while on any other property owned or controlled by the Town of Wellesley, shall remain under the control of its owner or keeper in the manner prescribed by the regulations promulgated by the board, commission or officer having authority or control of said property.
- d. Service Animals. The provisions of Articles 47.6.b and 47.6.c shall not apply to any properly trained assistance or service animal while performing its duties.

47.7. Animal Control Officer.

- a. Complaint Investigation. The Animal Control Officer shall investigate all written complaints arising within the Town pertaining to violations of Article 47 and of G.L. c. 140, §§ 136A-174E and any relevant state or local regulations.
- b. Issuance of Temporary Restraint Orders. The Animal Control Officer may issue a Temporary Restraint Order to the owner or keeper of any dog that is alleged to be a nuisance dog or a dangerous dog and is awaiting a decision under Article 47.8. A Temporary Restraint Order shall be in force for no more than thirty (30) days unless the Animal Control Officer renews it in writing for a subsequent thirty (30) day periods. The Animal Control Officer may rescind or stop renewing the order when, in the Animal Control Officer's judgment, restraint is no longer required. The Animal Control Officer's order shall expire upon receipt of a decision from the Board of Selectmen on the nuisance dog or dangerous dog hearing.
- c. Issuance of Temporary Confinement Order. The Animal Control Officer may make arrangements for the temporary housing of any dog that requires such temporary housing, and may issue an Order of Temporary Confinement

authorizing such temporary housing. The housing may be at local veterinary clinics, or at dog kennels within the Town or neighboring towns, and shall be at the dog owner's or keeper's expense.

- d. Record Keeping. The Animal Control Officer shall keep accurate, detailed records of the confinement and disposition of all dogs held in custody, all bite cases reported, and the results of investigations. The Animal Control Officer shall maintain a telephone log of all calls received regarding dogs and submit a monthly report summarizing the log to the Board of Selectmen.

47.8. Nuisance or Dangerous Dog Hearings. Any person may file a complaint in writing to the Board of Selectmen that a dog owned or kept in the Town is a nuisance dog or a dangerous dog. All such complaints shall be investigated and addressed in accordance with G.L. c. 140 § 157.

47.9. Violations and Penalties.

- a. The failure of the owner or keeper of any dog or pet to comply with this bylaw or with any order of the Animal Control Officer or the Board of Selectmen shall be a violation of this bylaw.
- b. The failure of the owner or keeper of any dog to comply with the registration and license requirements provided in this Article 47 and in G.L. c. 140, §§ 136A-174E shall be in violation of this bylaw.
- c. In addition to any other remedy provided by law, this Article may be enforced by the Animal Control Officer, or any police officer of the Town, or the Board of Selectmen, through any means available in law or equity, including but not limited to criminal indictment in accordance with G.L. c. 40, § 21, noncriminal disposition in accordance with G.L. c. 40, § 21D and the Article 52.1, "Non-Criminal Disposition, as may be amended from time to time.
 - 1) When enforced in accordance with G.L. c. 40, § 21, the maximum penalty shall be \$300 and each day a violation exists shall constitute a separate violation.
 - 2) When enforced through non-criminal disposition, the penalties shall be as follows:
 - i. For violations of the requirements proof of a current rabies vaccination or a certification of exemption from the vaccination requirement:

\$100 per violation, and each day a violation exists shall constitute a separate violation.
 - ii. For violations of the licensing requirements of individual dogs:

\$50 for each unlicensed dog.

iii. For violations of Articles 47.6.b and 47.6.c:

First Offense:	\$ 50
Second Offense:	\$100
Third and subsequent offense:	\$300

iv. All other violations of this bylaw, not described in i. through iii., above:

\$100	First Offense:	_____	—
	Second Offense:	_____	\$200
\$300	Third Offense:	_____	—

d. If the Animal Control Officer confines a dog and the dog owner or keeper does not pay all fees directly to the kennel or veterinary clinic, then the dog's owner or keeper shall be required to reimburse the Town for any expenses incurred in boarding that dog. If the dog has not been licensed, the owner or keeper shall obtain a license and pay any applicable fine before the dog can be released.

e. Violation of Nuisance Dog or Dangerous Dog Order. An owner or keeper of a dog who fails to comply with an order of the Selectmen or district court issued pursuant to G.L. c. 140, § 157A shall be punished as provided in that statute;

or take any other action in relation thereto.

(Board of Selectmen)

ARTICLE 36. To see if the Town will vote to amend Article 49.19 of the Town Bylaws to allow the consumption of alcohol in Town buildings, but not public school buildings, by temporary license issued by the Board of Selectmen to a nonprofit organization, pursuant to Chapter 138 of the Massachusetts General Laws and Chapter 635 of the Acts of 1982, by deleting said Article in its entirety and replacing it with the following:

49.19. Possession and Use of Alcoholic Beverages. Drinking or possession of any alcoholic beverage, as defined in Chapter 138 of the Massachusetts General Laws, while in or upon any Wellesley Public School building or grounds, or Town owned grounds, is prohibited. Drinking or possession of any alcoholic beverage while in a Town building is prohibited, except insofar as may be allowed by temporary license issued by the Board of Selectmen to a nonprofit organization pursuant to Chapter 138 of the Massachusetts General Laws and Chapter 635 of the Acts of 1982.

No person shall consume any alcoholic beverage, as defined above, on any public way or way to which the public has a right of access as invitees or licensees, including any person in a motor vehicle while it is in, on, or upon any public way or any way to which the public has a right of access as aforesaid, within the limits of the Town of Wellesley;

and no person shall consume any alcoholic beverages, in, on, or upon any private land or place without the consent of the owner or person in control of such private land or place.

Any person who violates this section may be arrested by a police officer without a warrant.

All alcoholic beverages being used in violation of this sentence may be seized and held until final adjudication of the charge against any such person or persons has been made by the Court.

Whoever violates the provisions of this section shall be punished by a fine not exceeding fifty (50) dollars for such offense.

or take any other action in relation thereto.

(Board of Selectmen)

ARTICLE 37. ~~To see if the Town will vote to amend the General Bylaws by deleting Article 52 in its entirety and replacing it to read as follows: Town Bylaws to specify the amount of a fine to be \$300, or take any other action in relation thereto.~~

Commented [RB20]: Eric is working on specific language

ARTICLE 52. Bylaw, Rule or Regulation Violations, Non-Criminal Disposition

A. Criminal complaint. Whoever violates any provision of these bylaws may be penalized by indictment or on complaint brought in the District Court. Except as may be otherwise provided by law and as the District Court may see fit to impose, the maximum penalty for each violation or offense brought in such manner shall be \$300.

B. Noncriminal disposition. Whoever violates any provision of these bylaws, the violation of which is subject to a specific penalty, may be penalized by a noncriminal disposition as provided in MGL C. 40, § 21D. The noncriminal method of disposition may also be used for violations of any rule or regulation of any municipal officer, board or department which is subject to a specific penalty.

Without intending to limit the generality of the foregoing, it is the intention of this provision that the following bylaws and sections of bylaws are to be included within the scope of this subsection, that the specific penalties, as listed herein, shall apply in such cases and that in addition to police officers, who shall in all cases be considered enforcing persons for the purpose of this provision, the municipal personnel listed for each section, if any, shall also be enforcing persons for such section. Each day on which any violations exist shall be deemed to be a separate offense.

(1) General provisions subject to enforcement under M.G.L. c. 40, § 21D:

(a) Consumption of Marijuana (Article 49.19A).

[1] Enforcement agents: police officers.

[2] Fine schedule: first and subsequent offenses, three hundred dollars (\$300).

(b) Regulation of Utility Poles Bylaw (Article 49.11A).

- [1] Enforcement agents: Board of Selectmen.
 - [2] Fine schedule: first and subsequent offenses, three hundred dollars (\$300).
- (c) Water Supply Restrictions (Article 49.12b).
 - [1] Enforcement agents: police officers.
 - [2] Fine schedule: first offense, fifty dollars (\$50); second and subsequent offenses, one hundred dollars (\$100).
- (d) Mechanical Protection Devices (Article 49.28).
 - [1] Enforcement agents: Board of Fire Engineers and Board of Selectmen.
 - [2] Fine schedule: first and subsequent offenses, _____ dollars (\$_____).
- (e) Temporary and Transient Vendor Bylaw (Article 49.33).
 - [1] Enforcement agents: Board of Selectmen.
 - [2] Fine schedule: first and subsequent offenses, _____ dollars (\$_____).
- (f) Police Regulations (Article 49) not otherwise specified herein.
 - [1] Enforcement agents: police officers.
 - [2] Fine schedule: first and subsequent offenses, fifty dollars (\$50).
- (g) Animal Control (Article 47).
 - [1] Enforcement agents: Animal Control Officer.
 - [2] Fine schedule:
 - i. For violations of the requirements proof of a current rabies vaccination or a certification of exemption from the vaccination requirement: first and subsequent offenses, one hundred dollars (\$100).
 - ii. For violations of the licensing requirements of individual dogs: fifty dollars (\$50) for each unlicensed dog.
 - iii. For violations of Articles 47.6.b and 47.6.c: first offense, fifty dollars (\$50); second offense, one hundred dollars (\$100); third and subsequent offenses, three hundred dollars (\$300).
 - iv. All other violations of Article 47, not described in i. through iii., above: first offense, one hundred dollars (\$100); second offense, two hundred dollars (\$200); third and subsequent offenses, three hundred dollars (\$300).
- (2) Rules and regulations of the Board of Health subject to enforcement under M.G.L. c. 40, § 21D:
 - (a) Abrasive Blasting Regulations (Chapter XVII).
 - [1] Enforcement agents: Board of Health agents.
 - [2] Fine schedule: first offense, two hundred dollars (\$200); second and subsequent offenses, three hundred dollars (\$300).
 - (b) Animal Regulations (Chapter XVI) – keeping a feral animal.
 - [1] Enforcement agents: Board of Health agents.
 - [2] Fine schedule: first and subsequent offenses, fifty dollars (\$50).
 - (c) Animal Regulations (Chapter XVI) – general.
 - [1] Enforcement agents: Board of Health agents.
 - [2] Fine schedule: first and subsequent offenses, twenty-five dollars (\$25).
 - (d) Food Service Regulations (Chapter I) - general.
 - [1] Enforcement agents: Board of Health agents.
 - [2] Fine schedule: first offense, fifty dollars (\$50); second offense, one hundred dollars (\$100); third offence, two hundred dollars (\$200); fourth and subsequent offenses, three hundred dollars (\$300).

- (e) Food Service Regulations (Chapter I) – Remodeling without a permit.
[1] Enforcement agents: Board of Health agents.
[2] Fine schedule: first and subsequent offenses, two hundred dollars (\$200).
- (f) Food Service Regulations – Addition of food service operation.
[1] Enforcement agents: Board of Health agents.
[2] Fine schedule: first and subsequent offenses, one hundred fifty dollars (\$150).
- (g) Housing Regulations (Chapter II) – General.
[1] Enforcement agents: Board of Health agents.
[2] Fine schedule: first and subsequent offenses, one hundred fifty dollars (\$150).
- (h) Nuisance Regulations (Chapter III).
[1] Enforcement agents: Board of Health agents.
[2] Fine schedule: first offense, fifty dollars (\$50); second offense, one hundred dollars (\$100); third offense, two hundred dollars (\$200); fourth and subsequent offenses, three hundred dollars (\$300).
- (i) Pool Regulations (Chapter XII).
[1] Enforcement agents: Board of Health agents.
[2] Fine schedule: first and subsequent offenses, two hundred dollars (\$200).
- (j) Rubbish Regulations (Chapter VI).
[1] Enforcement agents: Board of Health agents.
[2] Fine schedule: first and subsequent offenses, two hundred dollars (\$200).
- (k) Hazardous Waste Regulations (Chapter 7).
[1] Enforcement agents: Board of Health agents.
[2] Fine schedule: first and subsequent offenses, two hundred dollars (\$200).
- (l) Tobacco Regulations (Chapter XVIII).
[1] Enforcement agents: Board of Health agents.
[2] Fine schedule: first offense, one hundred dollars (\$100); second offense, two hundred dollars (\$200); third and subsequent offenses, three hundred dollars (\$300).
- (m) Sewage Regulations (Chapter V) - general.
[1] Enforcement agents: Board of Health agents.
[2] Fine schedule: first offense, one hundred dollars (\$100); second offense, two hundred dollars (\$200); third and subsequent offenses, three hundred dollars (\$300).
- (n) Sewage Regulations (Chapter V) – Installing well without a permit.
[1] Enforcement agents: Board of Health agents.
[2] Fine schedule: first and subsequent offenses, two hundred dollars (\$200).
- (o) Sewage Regulations (Chapter V) – Installing well without an installer’s permit.
[1] Enforcement agents: Board of Health agents.
[2] Fine schedule: first and subsequent offenses, two hundred dollars (\$200).
- (p) Sewage Regulations (Chapter V) – Use of unauthorized chemicals.
[1] Enforcement agents: Board of Health agents.
[2] Fine schedule: first and subsequent offenses, two hundred dollars (\$200).
- (q) Operation without a required permit or license.
[1] Enforcement agents: Board of Health agents.
[2] Fine schedule: first offense, two hundred dollars (\$200); subsequent days on which the violation continues, fifty dollars (\$50).
- (r) Well drilling without a permit (Chapter X).

- [1] Enforcement agents: Board of Health agents.
- [2] Fine schedule: first offense and subsequent offenses, three hundred dollars (\$300).
- (s) Illegal Dumping (Chapter VII).
 - [1] Enforcement agents: Board of Health agents.
 - [2] Fine schedule: first offense and subsequent offenses, three hundred dollars (\$300).
- (t) Disposal of Refuse Violations (Chapter VI).
 - [1] Enforcement agents: Board of Health agents.
 - [2] Fine schedule: first offense and subsequent offenses, two hundred dollars (\$200).
- (u) Lead Paint Removal Violations (Chapter XV).
 - [1] Enforcement agents: Board of Health agents.
 - [2] Fine schedule: first offense and subsequent offenses, one hundred dollars (\$100).
- (v) Body Art (Chapter XIX).
 - [1] Enforcement agents: Board of Health agents.
 - [2] Fine schedule: first offense and subsequent offenses, one hundred dollars (\$100).
- (w) Plastic Bag Bylaw (Article 34.5C).
 - [1] Enforcement agents: Board of Health agents.
 - [2] Fine schedule: first offense, fifty dollars (\$50); second and subsequent offenses, one hundred dollars (\$100).
- (x) Rules and regulations of the Board of Health - not otherwise specified herein.
 - [1] Enforcement agents: Board of Health agents.
 - [2] Fine schedule: first offense, twenty-five dollars (\$25); second offense, fifty dollars (\$50); third and subsequent offenses, one hundred dollars (\$100).

or take any other action in relation thereto.

(Board of Selectmen)

CITIZEN PETITIONS

ARTICLE 38. To see if the Town will vote amend the Zoning Map of the Town of Wellesley, Massachusetts by rezoning the following properties, as specified:

- A. To rezone the parcel located at 170-184 Worcester Street (Assessor's Parcel ID# 15-1), totaling approximately 32,986 square feet, from the Business District and Single Residence District and 15,000 Square Foot Area Regulation District to the Business District in its entirety;
- B. To rezone the parcel located at 7 Burke Lane (Assessor's Parcel ID# 10-43), totaling approximately 19,116 square feet, from the Business District and Single Residence District and 15,000 Square Foot Area Regulation District to the Single Residence District A in its entirety;

Formatted: Justified, Indent: First line: 0.5"

Formatted: Font:

Formatted: Justified

Formatted: Font color: Text 1

Formatted: Font: Bold

Formatted: Justified, Indent: First line: 0.5"

Or, take any action relative thereto.

(Citizen Petition)

ARTICLE 39. To see if the Town will vote to amend the Zoning Map of the Town of Wellesley, Massachusetts by rezoning the following properties, as follows:

1. To rezone the parcel located at 350 Central Street and commonly known as Paint Shop Woods (Assessor's Parcel ID# 194-23), totaling approximately 978,320 square feet, from the Single Residence District and the 40,000 Square Foot Area Regulation District to the Educational District;
2. To rezone the parcel located at 165 Pond Wood and commonly known as Hunnewell Reserve (Assessor's Parcel ID# 186-2), totaling approximately 3,522,021 square feet, from the Single Residence District and 40,000 Square Foot Area Regulation District to the Educational District;
3. To rezone the parcel located at 99 Pond Road and commonly known as Wood Lot (Assessor's Parcel ID# 186-1), totaling approximately 453,111 square feet, from the Single Residence District and 40,000 Square Foot Area Regulation District to the Educational District;
4. To rezone the parcel located at 79 Pond Road and commonly known as Lake Waban (Assessor's Parcel ID# 175-1), totaling approximately 4,883,013 square feet, from the Single Residence District and 40,000 Square Foot Area Regulation District to the Educational District;
5. To rezone the parcel located at 828 Washington Street and commonly known as The Pines (Assessor's Parcel ID# 152-1), totaling approximately 914,760 square feet, from the Single Residence District and 40,000 Square Foot Area Regulation District to the Educational District;
6. To rezone the parcel located at 91 Dover Road and commonly known as Nehoiden Golf Course (Assessor's Parcel ID# 138-33), totaling approximately 3,831,416 square feet, from the Educational District, Single Residence District, and 20,000 Square Foot Area Regulation District to the Educational District;
7. To rezone the parcel located at 231 Forest Street and commonly known as Babson College (Assessor's Parcel ID# 67-22), totaling approximately 7,585,354 square feet, from the Educational District, Educational District A, Business District A, Single Residence District, and 30,000 Square Foot Area Regulation District to the Educational District;

or take any other action relative thereto.

(Citizen Petition)

ARTICLE 40. To appropriate the sum of \$15,000 (Fifteen Thousand Dollars) per fiscal year to the Town Clerk for the installation, maintenance, and operation of an electronic voting system to be used in all Town Meeting sessions. That the Town Clerk is authorized to take all action necessary to carry out this project, and that said sum shall be available upon this motion becoming final following dissolution of this town Meeting.

(Citizen Petition)

Article 41. To see if the Town will vote to amend Section XVIIID, Large House Review, of the Zoning Bylaw by deleting item 1. from subsection C., Applicability, in its entirety, and adding a new item 1., as follows:

Commented [EBR21]: Town Meeting cannot bind itself to make future appropriations.

Commented [GC22R21]: Understood. Should I contact the proponent and explain that and see if he wants to amend this?

Commented [EBR23]: Pursuant to G.L. c.39, §15, Town Meeting may by "previous order or by-law" specify the manner in which the Moderator verifies a vote. This petition, however, does not expressly mandate that the Moderator verifies votes by electronic voting. Instead, it simply authorizes the Town Clerk to install and operate such a system. This does not really accomplish what the petitioner seems to be going for.

1. Changes to non-conforming single-family dwellings which are subject to a Finding in accordance with Massachusetts General Laws, Chapter 40A, Section 6, and Section SVII, Pre-Existing Non-Conforming Uses, Structures and Lots, of the Zoning Bylaw provided that the applicant for such relief has further demonstrated to the Zoning Board of Appeals that the Standards and Criteria for Review in subsection E. of this Section have been satisfied.

(Citizen Petition)

GENERAL

ARTICLE 42. To see if the Town will vote to rescind authorized and unissued loans, identified in the list available for inspection at the office of the Town Clerk, to authorize the transfer of unused proceeds from previously issued loans to one or more eligible appropriations, to amend existing borrowing authorizations on unissued debt authorized prior to November 7, 2016, in order to allow the use of premiums for project costs and to reduce the amount of the borrowing so authorized in accordance with Section 20 of Chapter 44 of the Massachusetts General Laws, as amended by Section 67 of Chapter 218 of the Acts of 2016, or to take any other action in relation thereto.

(Board of Selectmen)

ARTICLE 43. To see if the Town will vote, as authorized by Section 9 of Chapter 258 of the General Laws, to indemnify Town Board members, officers, officials and employees from personal financial loss, all damages and expenses, including legal fees and costs, if any, in an amount not to exceed \$1,000,000, arising out of any claim, action, award, compromise, settlement or judgment by reason of an intentional tort, or by reason of any act or omission that constitutes a violation of the civil rights of any person under any federal or state law, if such employee or official, at the time of such intentional tort or such act or omission, was acting within the scope of his official duties or employment, and to raise and appropriate, transfer from available funds, or borrow a sum of money therefor, or to take any other action in relation thereto.

(Board of Selectmen)

ARTICLE 44. To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow a sum of money, to be expended under the direction of the Board of Selectmen, for the purpose of paying expenses related to the settlement of claims, actions and proceedings against the Town, or to take any other action in relation thereto.

(Board of Selectmen)

ARTICLE 45. To see if the Town will vote to authorize the Board of Selectmen, on behalf of the Town, to dispose of tangible Town property having a value in excess of

Version 3.0

\$10,000, on such terms as it may deem advisable, or to take any other action in relation thereto.

(Board of Selectmen)

ARTICLE 46. To see if the Town will vote to authorize the Board of Selectmen to appoint one or more of its members as a fire engineer, or to take any other action in relation thereto.

(Board of Selectmen)

Version 3.0

And you are directed to serve this Warrant by posting attested copies in not less than two conspicuous places in the Town and by causing this warrant to be posted to the Town of Wellesley website (www.wellesleyma.gov) at least seven days before the date on which the meeting is to be held.

Hereof fail not and make due return of this Warrant and your doings thereon unto the Town Clerk at or before the time of holding said meeting.

Given under our hands this ____th of January 2018.

Ellen F. Gibbs, Chairman

Jack Morgan, Vice-Chair

Marjorie R. Freiman, Secretary

Thomas H. Ulfelder

Elizabeth Sullivan Woods

A true copy, _____

Attest: Constable, Town of Wellesley

COMMONWEALTH OF MASSACHUSETTS

Norfolk, ss.

Wellesley, MA January ____, 2018

I have this date caused the within warrant to be served by posting two copies in two conspicuous places in the Town, i.e., the Town Hall and Wellesley Square, and causing the warrant to be posted to the Town of Wellesley website.

Constable, Town of Wellesley

5. Review Draft Capital & Debt Policies

As mentioned under item #3, there has been debate this year, and perhaps in those past, about the methodology as to how and when capital projects are put into the five-year plan and how they are funded (cash capital, debt, or other). In addition to the growing requests for cash capital items, the Town has for a number of years used a threshold of \$4M in “inside the levy” debt, and made its best effort to fund all of the borrowing for needed or desired projects within that amount. However, as we can see from the current debt/capital budget, we will exceed that number in FY21 and beyond, and projects that are needed or worthy may not be able to be funded. As a result of this and the roll out of the Unified Plan, it seems appropriate to re-consider the way we go about the process, thus the attached policies are offered for the Board’s consideration.

The Capital policy seeks to achieve several goals. First, to better clarify the types of costs that are capital in nature and those that are not. There has been a migration towards departments and boards putting some recurring costs into their capital budgets that are not typically capitalized. A good example is a replacement computer or other piece of technology valued at less than \$5,000. The second goal is to have a more objective process to determine the priority of a project and thus when it gets funded. After consulting GFOA models, the MMA’s Finance Committee Handbook and other towns policies we are recommending a number of criteria that each project be judged against. Once the criteria are selected, a classification would be set for each with a corresponding score, that when added up would equate to a priority range of A – D. Projects that receive an “A” priority would be funded before those in the other categories of B – D. Thus there would be an objective reason why a project should be done in a particular order, rather than “put it in the 5th year of the plan and wait until it gets to the 1st year to fund it. Our current system of asking each department to prioritize its projects would be replaced with this, and hopefully that will alleviate the current competition between departments to get their highest priorities funded, and project that are popular but not necessarily needed will be prioritized in a fair manner along with all of the town’s needs.

The intent of the Debt policy is to describe projects that might be financed with debt and identify the percentage of revenues that can be afforded for all capital projects (regardless of funding method) without compromising operating budgets. In essence, how much is the Town comfortable spending on capital from year to year. The policy sets a range of 6 – 7%, which we arrived at by studying those of other towns, recommendations by GFOA, and analyzing what the Town has been spending over the past 5 years (see the capital chart). You will note that what the Town has been spending in this period falls within this range. The Town can set whatever range it believes is correct to achieve its goals, noting that a higher or lower range will have impact on the operating budgets. Exempt debt approved by the voters at a debt exclusion is NOT included in this policy, as this is typically handled separately because it is subject to voter agreement, and often reserved for the costlier projects for which voters are asked to asset to a higher tax impact to complete the project.

Sheryl and I welcome your initial thoughts on these policies, and recognize that much more discussion should then take place with Advisory and the boards and departments. Our goal would be to have policies in place by the end of this fiscal year, ahead of when we begin the next year’s planning of such projects.

NO MOTION

TOWN OF WELLESLEY

DEBT POLICY - DRAFT

Sds 12-27-17

Background

Issuing and structuring debt is the responsibility of the Treasurer under Mass General Law. It is expected that the Treasurer and financial team, under the direction of the Board of Selectmen, will finance projects voted by Town meeting or by referendum in a fiscally prudent and affordable manner. The financial team may also seek advice from an outside financial advisor specializing in municipal debt. The Board of Selectmen must approve all debt.

Purposes for Issuing Debt

Debt may be issued for assets having a life longer than three to five years. Massachusetts Municipal Law governs the type of projects that may be borrowed and limits the maximum duration of the amortization, although the Town typically chooses a shorter life. Debt is used in part to smooth the financial impact of capital projects on the tax rate and assign costs to the period that the asset is in service.

POLICY:

The Town values its longstanding Aaa debt rating, which allows it to obtain the most favorable borrowing rates. Debt management (amortization, duration, limits) is a key factor in maintaining this rating.

It is the policy of the Board of Selectmen to continue to support the longstanding practice of amortizing debt on depreciable assets on a level principal, rather than level debt service, basis. Level principal amortization is a conservative practice which allows rapid reduction of debt. The only level debt service debt ever issued is the debt on non-depreciating land purchases.

Inside the levy guidance:

Inside the levy debt is intentionally structured to be of short average duration. The Town attempts to avoid issuing debt by financing capital needs with cash, when possible, or with other sources, including grants, gifts, and the CPA surcharge.

Because there is limited room inside the levy, the **Town manages the combination of cash capital and inside the levy debt to between 6 and 7% of recurring operating revenues** (the combination of the (inside) levy, State revenues, and Local receipts). Any increase in this percentage will negatively impact the funds available for departmental operating budgets.

Excluded Debt guidance:

Debt exclusions (exempt from limits of Proposition 2 ½) are utilized to **temporarily add a direct funding source to the Tax Levy**, thereby avoiding a negative impact upon the operating budget. At present, 89% of the Town's outstanding general fund debt has been financed in this manner, primarily attributable to major school building projects. The Town has not established specific limits for excluded debt at this

time, but it is expected that the Town will continue to find it necessary finance large school replacements and renovations in this way for at least the next ten years. It is the responsibility of the financial team to inform the legislative body as they consider the potential cost of a project, through modeling the potential tax impact to an average household. Ultimately taxpayer votes will determine the amount of exempt debt – subject to MGL limits. Exempt debt will be about 7.5% of recurring operating revenues **including** exempt debt in 2019 (the full levy, state, and local receipts) and increasing this significantly may increase the tax bill to levels that the taxpayers cannot afford and will not support, so it extremely important to provide models to inform citizen decision-making.

Total debt is limited by MGL to 5% of the Equalized Valuation (\$587.5 million at 6/30/16) and the Town's outstanding general fund debt is about 27% of this limit as of 6/30/16.

Feasibility studies on projects slated to be considered for exclusion may be borrowed on a temporary basis. If the project is eventually authorized, the funds may be rolled into the exclusion. If the project fails, the feasibility funds must be borrowed inside the levy with a very short amortization period (by law).

Calculation for Debt Policy

Recurring Revenues	2016	2017	2018
Inside Taxes	\$ 113,458,735	\$ 118,580,284	\$ 123,758,516
State	\$ 9,201,364	\$ 9,513,302	\$ 9,759,650
Local	\$ 10,908,415	\$ 10,382,296	\$ 11,338,019
	<u>\$ 133,568,514</u>	<u>\$ 138,475,882</u>	<u>\$ 144,856,185</u>
Excluded Taxes	\$ 14,003,347	\$ 12,924,555	\$ 12,203,082
Total	\$ 147,571,861	\$ 151,400,437	\$ 157,059,267
Capital	\$ 4,501,752	\$ 5,152,079	\$ 6,703,374
less one time free cash	\$ -	\$ -	\$ (1,500,000)
Inside Debt	\$ 3,970,125	\$ 3,649,455	\$ 3,984,283
	<u>\$ 8,471,877</u>	<u>\$ 8,801,534</u>	<u>\$ 9,187,657</u>
% to inside	\$ 0.0634	\$ 0.0636	\$ 0.0634
Excluded vs total	0.0949	0.0854	0.0777

2019

\$ 128,652,479

\$ 9,759,650

\$ 11,778,000

\$ 150,190,129

\$ 12,001,855

\$ 162,191,984

\$ 5,305,108

\$ 4,002,083

\$ 9,307,191

\$ 0.0620

0.0740

TOWN OF WELLESLEY

CAPITAL POLICY – DRAFT

Sds 12-28-17

Definition

“Capital “in the budget (Sources and Uses) includes depreciable assets with a life greater than five years, and **one-time** items that are intentionally segregated from the operating budgets, because of their **sporadic** nature, in order to avoid increasing the ‘run rate’ of a departmental budget. Vehicles, Roads, Buildings, Land, Playing Fields, Major improvements, PBC projects, Equipment, and a one-time Housing Plan would all be examples of “Capital” items. Having said that, two specific items should be highlighted: (1) the Town’s longstanding practice of including Police Cruisers in the operating budget due to their short replacement schedule, and (2) School Computers are treated as capital, though short lived, because of the sheer size and volatility of the school’s needs from year to year and the different laws governing school expenditures.

“Capital”, for budgeting purposes, is not synonymous with Fixed assets.

Capital may be reduced in order to balance the overall budget. Recurring annual expenditures necessary to run a department consistently should be included in the operating budgets rather than in capital.

Funding Sources

Funding sources for capital include cash, grants (State, CPC, etc.), gifts, inside the levy debt, and exempt debt.

Cash capital

It is always preferable to purchase capital items with cash, if available, but it’s not always affordable. Intangible items, such a strategic plan, would not be borrowed. Short lived assets, such as computers, should be expensed rather than borrowed – preferably included in the operating budget if under \$5,000 or recurring (except schools). Vehicles and Equipment over \$100,000 with a longer life would be normal candidates for borrowing, but a smoothed replacement plan might be an argument for inclusion in cash capital. Periodic replacement of Fire Trucks has been financed with a combination of debt and grants. Capital projects over \$100,000 are generally candidates for borrowing and other sources of funding.

Borrowing

There’s a limited amount of room inside the levy for borrowing and cash capital. A debt exclusion is the means of securing a dedicated additional funding source for the life of the project, but it requires a successful referendum. Refer to the debt policy.

Prioritizing Capital Needs

The five- year capital plan is the Town's tool to organize the discussion of the capital needs of the entire organization and plan for their timing, therefore it is critical that projects are brought to this forum. There is never enough funding to do all the projects each board may request as soon as desired. Although capital requests have been prioritized within the five-year capital plans of each department/board, the Town's fiscal constraints require more rigorous evaluation and a method of prioritizing centrally. Each project will be evaluated according to the following criteria:

Considerations, or criteria for evaluating the reasons for the item/project in order of priority:

#1-Safety and Security

The safety and security of the residents and employees are paramount and assets needed to provide safety are the highest priority. Dire threats to public health would be included in this category.

#2 –Federal or State Regulations

Issues where non – compliance or failure to timely remediate would result in fines, penalties or significant losses to the Town. Examples include fuel spills, tank replacements, asbestos removal and ADA-accessibility.

#3-Assets needed to continue to deliver the existing departmental objectives

Repairs or replacement of existing deteriorated assets

Improvements to older facilities or new facilities for those that can no longer be repaired and/or are no longer meeting needs or regulatory codes

Systematic asset replacement plans

#4-Upgrades to assets to expand or enhance services being delivered, to get a measurably better result, productivity, energy efficiency, cost savings

Reconfiguring spaces to facilitate delivery of services. This could include expanding classrooms to allow desks to be replaced with collaborative work areas, as an example.

Significant cost savings might improve the project's priority

#5-Coordination of timing

Projects that make sense to do at the same time as another project to avoid extra costs

#6 Protections and conservation of resources

Projects that protect natural resources that are at risk of being reduced in quality. Ongoing Maintenance to protect the investment in resources from excessive demand

#7-Quality of life projects

New recreational facilities, open space, housing, environmental improvements. Projects without measurable financial savings that nevertheless provide a benefit to the community

Projects may fit into more than one category and some projects have such broad- based support that they might move up in priority.

PROJECT EVALUATION/SCORING FORM

The scoring matrix that encompasses each of the above seven criteria would be created. The proposing board or department would use the scoring matrix to rate their project, which would be submitted during the capital budget process. A score range would be created for Priorities A – D below. The scoring could be reviewed by an ad hoc committee. The funding of projects each year would be based on priority A projects first, and then the other categories, thus priority D projects would be scheduled for future years when the other priorities had been met. The actual matrix is to be determined.

At a minimum, projects will be prioritized as:

Priority A: Urgent

Priority B: High

Priority C: Important

Priority D: Worthwhile

6. Discuss Dissemination of an RFP to develop the Tailby Lot

As was briefly discussed at the morning budget discussion at the Tolles Parsons Center, it has been recommended by the Planning Board that the Selectmen put out an RFP to seek proposals to develop the Tailby and Railroad commuter parking lots. We had asked Michael Zehner to put together a memo on this topic, which he has done, but it wasn't ready for dissemination at the time the FNM was put together. We are still working on this and will email it to the Board as soon as it is available.

NO MOTION

7. Discuss Designation of the Tolles Parsons Center as a Polling Place

Included in your packet is a memo from Town Clerk Kathy Nagle recommending that the Board take action to change the polling place for Precinct H from the Wellesley High School to the Tolles Parsons Center. An email on this topic is also included that has been written since our last meeting. As you will see, more discussion has taken place and we believe the concerns raised have been addressed. Furthermore, Diane Campbell has reached out to her Board and while they have not had a meeting, she believes that after speaking individually to people, a majority of the board would be in favor of this. Kathy Nagle has indicated that she will ensure her office puts in place procedures to make the adjacent church aware of the elections, so that wakes or funerals that happen on those days can be best coordinated. Finally, since our last meeting, you also received an email from David Lussier indicating that the school administration is also in support of this change, as having the polling place at the school has been an issue at least for parking.

MOVE to change the poll location for Precinct H from Wellesley High School to the Tolles Parsons Center at 500 Washington Street effective with the March 6, 2018 annual town election.

DuPont, Brian

From: Nagle, Kathleen
Sent: Wednesday, December 20, 2017 1:26 PM
To: Ellen Gibbs; Marjorie Freiman; Jack Morgan; Thomas Ulfelder; Beth Sullivan Woods
Cc: Robinson, Blythe; Thieme, Gayle; _Diane Campbell; McDonough, Joseph
Subject: Voting at TPC update

In response to questions raised Monday evening's BOS meeting:

Tom, Gayle, Diane Campbell, Joe McDonough, Blythe and I met this morning to discuss TPC for polling place. Gayle reiterated her support of using TPC for voting. Diane had been part of several prior conversations and also expressed her support. This use had been anticipated from the beginning of the planning for TPC.

Programming - The use of the Multipurpose room for voting will have some, but not great, impact on programming at TPC. Classes in multipurpose room will have to be cancelled for election days, and they are both agreeable to the inconvenience. Election dates are known well in advance so programming at TPC can be altered as needed. Setup and take down of the election equipment should not interfere with use of the space either the day before or the day after an election, this can be managed by custodial staff.

Custodian – FMD will provide needed extra staffing for election expanded hours. Gayle and Joe will coordinate what can be done by regular COA custodial support and what additional staffing is needed. I expect that most of the setup/take down activity can be accomplished by regular custodian without overtime and the only extra staffing are for the hours the building will be open beyond the stated operational hours of the TPC. (FMD budget for custodians in other locations covers election activity, to some extent current WHS costs will be just allocated to TPC)

Parking – cancelling programming in the multipurpose room for the day should free up sufficient parking for election needs. With greater use of early voting for state elections the number of voters in person will decrease over time. For town elections Precinct H runs from 250-70 voters in total, some of those are done by absentee. The maximum number of voters in H is 1200 if 100% participated and all came in person – neither condition a real possibility. Voters self select convenient times to vote and we usually have 30 or less per hour even for high turnout elections. The parking stay is about 15 minutes/auto. I don't anticipate needing overflow parking or police detail for street crossing for election events.

Funeral - Highest voter turnout has been 7-9 am and after 4 pm. These hours of higher voter turnout should mitigate any conflict with other TPC users and any St Paul funeral conflicts.

Storage – TPC will try to locate storage for the ballot marking booths/ ballot container on site. In the event that is not possible we will move those items as part of the delivery of other equipment for elections. All other locations store booths and the ballot container on site to facilitate setup at the convenience of the onsite custodians. If we have to deliver those things arrangements will be made to coordinate setup and removal and alternate storage space, based on real time experience.

If there are any other questions please let me know. I will be away 12/28-1/3

I hope you can vote this change at 1/8 meeting so I can begin the work to do notifications. The change in location must be reported to the state, appear properly on the Warrant and then notify each voting household by mail.

Kathy

From: Nagle, Kathleen

Sent: Tuesday, December 12, 2017 2:37 PM

To: Ellen Gibbs <egibbs@wellesleyma.gov>; Marjorie Freiman <mfreiman@wellesleyma.gov>; Jack Morgan <jmorgan@wellesleyma.gov>; Thomas Ulfelder <tulfelder@wellesleyma.gov>; Beth Sullivan Woods <bsullivanwoods@wellesleyma.gov>

Cc: Robinson, Blythe <brobinson@wellesleyma.gov>

Subject: Voting at TPC

I have asked Blythe to put the relocation of Precinct H polling place on the agenda for your meeting next week. The BOS is legally responsible for choosing polling places. I apologize if the current BOS was not fully aware of this move, it had been discussed during the planning for the TPC and as the building came together last year I discussed the polling place operation with Gayle.

This move has been anticipated since the planning for the Tolles Center. I have had multiple conversations with Gayle to secure the cooperation of the COA leadership. Below is the outline of requirements for use of the TPC for elections. Attached is a memo I prepared for Blythe making that recommendation.

The High School site has been problematic since moving there when the new building was opened. The room has an exterior door which is difficult for voters to operate and technically is not handicapped accessible. Although we rig it to be unlocked and able to be used. The band room is also needed by students during the school day and after school for practice suites that are accessed off that room. The parking lot has never been able to be reserved for voter parking successfully, although The WHS has attempted to cooperate in that aspect. TPC will allow exclusive use of the room for the election function, parking conflict will be minimal as they will reduce programming for election days, and the building is fully handicapped accessible.

The requirements are to designate the site asap so that I can inform the Secretary of State of the new location. In Mid February I will send out a postcard on behalf of the BOS informing all voters in H of the new site. This does not affect precinct lines, just the location. (See Attached draft postcard)

If anyone of BOS has question please call me to discuss.

Kathy

From: Nagle, Kathleen

Sent: Thursday, October 26, 2017 2:44 PM

To: Thieme, Gayle <gthieme@wellesleyma.gov>

Cc: Robinson, Blythe <brobinson@wellesleyma.gov>

Subject: Voting at TPC

Gayle

I am looking forward to relocating Precinct H polling place to the Tolles Parsons Center.

The Regular election schedule is known well in advance for most elections. As of this time all elections are scheduled for Tuesdays. On occasion there are special elections, the notice for such elections is usually only 35 days in advance (overrides) or state election for rep/sen that resigns mid term – RARE.

ODD years there is only one election – the first Tuesday of March for town offices. (2019)

(NOTE there are November elections in cities only in odd years)

EVEN years include primaries and state elections.

In governor election years –2018

no March primary

March town Election March 6, 2018

State Primary – September – but date uncertain

State Election – First Tuesday in November

In presidential years – 2020-

March primary – although that is a moveable date. And not the same date as the town election, so possibly 2 elections in Feb/March.

March town election March 6, 2018

State Primary – now September but likely to change

State Election – First Tuesday of November

Space needs – Polling place needs to be able to be handicapped accessible and secured from general traffic – so the Multipurpose room on the first floor is the desired location.

Needs regular lighting and one outlet for vote tabulator near the exit door of the polling place

Set up by building staff the day before –can be done in the afternoon after programming is completed

Three conference tables – one at entrance for voter check in; one near exit for voter checkout; one for use of warden and clerk at central location

Chairs for election workers

Smaller table and chair for police officer on duty during polling hours.

4 carousel ballot marking booths provided by town clerk office

One table and chair for Automark ballot marking device with access to plug – handicapped assisted device- Town clerk supplies table

Tabulator ballot box (stored onsite) rolled out and ready for tabulator delivery

Technical assist from Town clerk delivers the tabulator and check set up in the late afternoon.

Day of Election – access from 6 am – 9 pm (or possible later depending on DPW pickup of materials and size of turnout for processing)

DPW delivery of ballots and supply materials approximately 6 am – sometimes earlier for State elections

Arrival of election workers 6:30 am – 8-10 workers need parking

Voter traffic usually 7am-8 pm – project need for 15 parking spaces with fairly quick turnover – 20 minutes?

DPW collection of ballots usually by 9 pm.

Day after – building staff takes down polling booths and stores on site

Please let me know if you have questions.

I will recommend the relocation by the BOS in the next couple of weeks.

Kathy

From: Thieme, Gayle

Sent: Wednesday, October 25, 2017 4:25 PM

To: Nagle, Kathleen <knagle@wellesley.ma.gov>

Cc: Shaheen, Ashley <ashaheen@wellesley.ma.gov>

Subject: Voting at TPC

Kathy,

Just following up on our conversation after the 10/12 Dept. Head meeting re: voting at TPC.

It would be most helpful if you could send over information to me and Ashley with all the particulars. Please don't leave anything out and assume I'll remember! My head has been full of all kinds of information so it would be great to have you spell out all the details in an email.

Thanks

Gayle



WELLESLEY
COUNCIL *on* AGING

Gayle Thieme, LSW
Director of Senior Services

500 Washington Street
Wellesley, MA 02482

www.wellesleycoa.org

TOWN OF WELLESLEY



MASSACHUSETTS

TOWN CLERK

KATHLEEN F. NAGLE
525 WASHINGTON STREET
WELLESLEY, MA 02482

TELEPHONE: (781) 431-1019 x2250
FACSIMILE: (781) 237-5037
E-MAIL: knagle@wellesleyma.gov

December 1, 2017

To: Board of Selectmen
From: Kathleen Nagle, Town Clerk

RE: Relocation of Precinct H Polling Place

I am recommending relocation of Precinct H from Wellesley High School to the Tolles Parsons Center.

I have spoken to Gayle Thieme about this proposed switch and she is amenable to the use of the large multipurpose room for this activity. I hope that the accessibility and parking conflict on election day will be improved at the Tolles location.

While WHS was accommodating to the use of space for elections, parking availability and space was not ideal. The exterior entrance caused climate issues for the workers and students were prevented from using the band practice room on election days. Gayle has agreed to allow exclusive use of the multipurpose Tolles space for election activities and limit other large programming on those dates.

General Information:

The requirements for hosting a precinct are:

- available 6 am - 10 pm each election day;
- fully handicapped accessible;
- provide space for voting machine storage;
- allow set up the day before;
- be climate controlled for the comfort of election workers and voters;
- be stable locations that we can count on for a significant period of time;
- preferably be located within the precinct boundaries.

The elections for 2018 calendar year are:

- March 6, 2018 Annual Town Election – depending on visibility of candidates 10-30%
- September TBA, 2018 State Primary (Governor and others) – usually 25% or less – but if there is a vigorous campaign it could be different. This date is a moving target at this point but I expect it to be the first week of September, possible Thursday September 6, 2018
- November 6, 2018 State Election- Governor and others- 50-60% depending on candidates

The next step required is for the Board of Selectmen to **vote** to move the polling place for Precinct H to the new location at the Tolles Parsons Center

Move to relocate the Precinct H polling place from Wellesley High School, to the Tolles Parsons Center at 500 Washington Street. This change will begin with the March 6, 2018 Annual Town Election

Once this is voted the BOS is required by statute to inform the state elections division and each registered voter of the new polling location and post the new location in reasonable public places.

MGL Chap 54 Section 24

When a polling place in a voting precinct is changed from one location to another, ... the selectmen in any town shall cause printed descriptions of such polling place to be posted in such public places in such precinct as they determine and shall give notice by mail to each residence of one or more registered voters therein.

I suggest you send a mailing in late February prior to the Town Election I will coordinate this mailing on your behalf. I will inform the state of the new location.

I suggest the following additional notice activities:

- publicize the change through the Town of Wellesley website and the Townsman and cable TV, and the Hunnewell, Sprague and Fiske newsletters (the precinct area contains families at all three schools)
- post the new polling place at the entrance to the old location on and prior to election day.
- New voters will be notified at the time of registration.

Sincerely

Kathleen Nagle

Appendix A- Proposed postcard notification

FEBRUARY 2018

NOTICE IS HEREBY GIVEN THAT THE BOARD OF SELECTMEN HAS CHANGED THE POLLING LOCATION IN **PRECINCT H** FROM WELLESLEY HIGH SCHOOL TO THE

**TOLLES PARSONS CENTER 500 WASHIGNTON STREET
EFFECTIVE WITH THE MARCH 6, 2018 ANNUAL TOWN ELECTION
POLLS WILL BE OPEN FROM 7:00 AM – 8:00 PM**

VOTING WILL TAKE PLACE IN THE MULTIPURPOSE ROOM ON THE GROUND LEVEL.

Ellen Gibbs, Chairman
Board of Selectmen

8. Executive Director's Update

There are two items that require the board's action prior to the end of the calendar year as this will be the last regular meeting of the board prior to 2018. Both items are related to the serving and sale of alcohol.

- Approval of Minutes - Included in your packet are several sets of minutes for the Board's approval. Those include:
 - November 13th
 - November 20th
 - December 2nd
 - December 13th

MOVE to approve the minutes of November 13, November 20, December 2, and December 13, 2017.

1 **Board of Selectmen Meeting: November 13, 2017**

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

3 **Also Present: Robinson**

4 **Minutes Approved:**

5
6 **Warrants approved: 2018-018 in the amount of \$3,599,693.24**

7
8 **Meeting Documents:**

- 9 1. Agenda
- 10 2. Agenda Background Memorandum
- 11 3. BOS Calendar
- 12 4. Weekly Report
- 13 5. Council on Aging Bylaw, Board Structure, & Responsibilities notes from Selectman Ulfelder
- 14 6. Approved Administrative Policy & Procedures
- 15 7. FMD Capital Presentation Power Point
- 16 8. FMD requested Cash Capital 10 year projections summary
- 17 9. Human Resources Salary Review of Fire Chief
- 18 10. Draft One-Year Contract for Assistant Fire Chief
- 19 11. Draft Policies & Procedures Manual for Board of Selectmen
- 20 12. Draft Citizen Engagement Strategy
- 21 13. Analysis of outstanding parking violation fines and penalties
- 22 14. Updated FY18 Board of Selectmen Work Plan

23
24 **1. Call to Order & Citizen's Speak**

25
26 Ms. Gibbs, Chair, called the meeting to order at 7:00 PM.

27
28 **Citizen's Speak**

29
30 None.

31
32 **2. Executive Director's Update**

33
34 Ms. Robinson noted that the Town Report is on schedule be printed by the first week of December. She
35 also discussed the breakdown of outstanding parking fees that was included in the Friday Night Mail
36 packet. She noted that the outstanding fees are being reviewed as to whether they might be collectible,
37 given their age. Babson College is interested in a meeting with the Board of Selectmen. Ms. Robinson
38 asked the Board to look at their schedules to confirm if the date of Friday, January 26, 2018 at 8:00 am
39 would work.

40
41 **3. Discuss Council On Aging Bylaws, Board Structure & Responsibilities**

42
43 Mr. Ulfelder led the discussion and invited Diane Campbell, COA Chair, and Kathleen Vogel, COA Vice
44 Chair to join the Board. the Council On Aging has taken a formal vote to rescind the specific bylaws that
45 once existed. Mr. Ulfelder noted the Council On Aging is controlled by Article 33 under the Town
46 bylaws and structure by Article 6.8 on policies and procedures. The current structure of the Council On
47 Aging was discussed. Mr. Ulfelder noted that the Town's bylaws require each board to have a chair,
48 vice-chair, and secretary. Ms. Campbell noted that the COA secretary resigned over a year ago and has
49 not been replaced. In the past the COA has considered requesting a warrant article to reduce the size of
50 their Board. Mr. Ulfelder noted that it is important to conform with the Town bylaws. There was also
51 discussion of a need for job descriptions for the required positons. Ms. Campbell noted the COA are in

52 the process of working on those job descriptions. Mr. Ulfelder advised them that the Board of Selectmen
53 has updated its Appointment Policy.

54
55 Regarding the Appointment Policy, Ms. Campbell asked if when someone reaches the end of their term,
56 whether they are asked if they would like to continue, and would they automatically be reappointed, or
57 would they be added to a list and move through the nominations and appointment process. Ms. Robinson
58 noted that the Board would contact the person to ask of their interest; however, that does not guarantee
59 reappointment. If there are multiple people interested in a position, it would be up to the Selectmen to
60 make the final decision.

61
62 Ms. Freiman note that a year and a half ago there was a meeting with Town Counsel regarding the
63 rescinding of the Council on Aging bylaws. She therefore asked for clarification of whether there are
64 currently no effective COA bylaws. Ms. Campbell responded that the operating procedures for COA are
65 contained in the Town Bylaws. Ms. Freiman asked if the COA needed bylaws regarding policy and
66 procedures. Ms. Campbell noted there are a few policies and procedures needed. The COA has looked at
67 recreating them and kept circling back to the same conversations questioning the need for the role of
68 associates, officers, and the number of members on board. Ms. Freiman asked, given the lack of bylaws,
69 whether the COA would be inclined to go back to the 2015 recommendations to use as a basis for
70 discussion for the Board so they do not have to recreate the wheel. Ms. Campbell shared she was inclined
71 to do this. Ms. Freiman noted that the COA is now flexible in what they bring forward. She suggested
72 that in their policies and procedures they be sure to include the officers' job descriptions, the term limits
73 and the like.

74
75 Mr. Morgan noted that the rescinded bylaws never had a legal basis. He does not see how the Boards can
76 have an enforced term limit. He instead suggested a statement of the Council On Aging and the Board of
77 Selectmen encouraging turnover.

78
79 Mr. Ulfelder questioned whether, now that the COA has acquired the Tolles Parsons Center, the COA
80 board has considered how policy and procedures need to be developed for social services activities as
81 well as managing and maintenance of the building. He also asked that given the additional COA
82 responsibilities that are starting to arise, could this have an impact on the skill set the COA is looking for
83 when interviewing board members. Ms. Campbell noted that the COA members are learning and are in
84 the process of drafting policies for the operation of the building. She believes it would be helpful for
85 board members to have knowledge of town government operations as well as understand whether the
86 board is an advisory group, not responsible for the day-to-day operations.

87
88 Ms. Sullivan Woods asked for clarification of the Tolles Parsons building ownership, as she was under
89 impression it was under the Board of Selectmen. Mr. Ulfelder clarified that there is still a learning curve
90 of whom to call as issues arise for the building they occupy day to day. Ms. Robinson noted that there are
91 questions around staffing in the building for events after hours and other public events to hold in the new
92 building.

93
94 Ms. Gibbs asked what the next steps would be to address the questions discussed tonight. Ms. Campbell
95 responded that the Board members will discuss the questions at their meeting next week. They will
96 continue to utilize the assistance of Ms. Robinson and Mr. Ulfelder. Ms. Gibbs noted it is complicated
97 and takes time to sort a lot of the details out. Ms. Campbell noted that they plan to put the new
98 Appointment Policy into practice in the spring.

99
100
101
102

103 **4. FMD Capital Presentation**

104
105 Mr. Joe McDonough, Facilities Management Director and Mr. Allen Hebert, Energy Manager, joined the
106 Board to review the five-year capital plan of Facilities Management.

107
108 There were representatives from the School, the SEC, and Advisory in attendance at the meeting as well.

109
110 Mr. McDonough reviewed with the Board the five-year capital plan he is proposing for items funded from
111 cash and bonded projects. In order to meet the capital guideline for FY19, Mr. McDonough has reduced
112 the cash capital for that year to \$1,850,000, a decrease of \$25,000 from FY18. As a result, the projection
113 of capital will increase to around \$2.0 million in the following years. The projects proposed to be bonded
114 were presented. He noted that FMD as it relates to capital planning is trying to maintain service life. He
115 noted that in the last seven years the Town has spent \$10.6 million on capital projects and that FMD has
116 been aggressive in trying to get the work done for the capital projects. He described the buildings and
117 where FMD stands, noting that FMD has caught up on deferred maintenance and is now working on
118 preventative maintenance. He discussed the projects currently in progress and the future projects to be
119 considered.

120
121 There were 23 projects for FY18. These projects have State bidding requirements. He noted that FMD
122 used in-house resources for some of the projects in order to save money; also of note, the costs of some of
123 the projects are less to do as one-off projects. When completing one-off projects, FMD is able to get
124 approval in April/May and then start work shortly after.

125
126 As a side note, Mr. Morgan commented on the War Memorial project and noted that work still needs to
127 be done to reach consensus on next steps. He noted that as part of the interior renovation project, there
128 should be consideration to the project inside in the Great Hall as well as outside.

129
130 Mr. McDonough noted next steps on the capital plan will include the presentation being posted on the
131 FMD website. FMD will be available to respond to any questions, they will update the plan as necessary,
132 and continue to advocate up until town meeting. They will work with the Boards at Town meeting and
133 hopefully start implementing the projects in 2018.

134
135 Mr. Ulfelder asked about the MLP and DPW building lights, suggesting to check in in with Mr. Dick
136 Joyce, MLP Director, regarding the contract for lighting and whether the budget allows for more. Mr.
137 McDonough noted that FMD does purchase lights at a discount and utilizes funds from places like the
138 Green Communities' act. This will be looked at again for future light purchases.

139
140 Ms. Gibbs asked what how far out in years FMD can reliably provide estimates for, given cost increases
141 and unknown repairs. Mr. McDonough noted that the FMD estimates are reliable for three to four years
142 out, but when you get out to year seven, eight, and nine it is trickier to estimate costs. He noted that FMD
143 did look at the major expenses such as boilers and the like that could need repairs over the next five to ten
144 years. Given this Mr. McDonough feels comfortable with the future projects and projections.

145
146 Mr. Morgan congratulated Mr. McDonough on getting the capital budget down within the guideline.

147
148 **5. Discuss Board of Selectmen Procedures & Policies Manual**

149
150 Ms. Freiman provided background noting the Board of Selectmen has never had formal procedures and
151 policies for internal operations. The Board of Selectmen and staff have created a draft of a Procedures &
152 Policies Manual to review. This manual captures the how, why, and what of the Board of Selectmen's

153 roles. The Board started to review the major areas of the manual and discussed issues and areas to
154 improve.

155
156 Ms. Sullivan Woods suggested to talk about the Board's mission and procedures roles. She was
157 wondering how this dovetails the town bylaws. It was noted that nothing in the manual will replace the
158 Town Bylaws. Ms. Freiman noted that the Town Bylaws govern. This manual is more for internal
159 guidelines and policies. Ms. Freiman asked the board to let her know if they see anything in direct
160 conflict with the Town Bylaws in the manual so she can address it. She further noted that this manual is
161 intended for current board and members joining the board to conduct Board of Selectmen affairs.

162
163 Ms. Sullivan Woods noted the fiduciary role reflected as more conceptual in the manual. The role should
164 be more grounded.

165
166 Ms. Gibbs noted that when discussing policies in the manual, it needs to be more clear what is meant.
167 There are policies that guide Selectmen's internal operations, approaches, and organizational
168 relationships. She noted that the Board of Selectmen is a policy making body. She questioned what is
169 being discussed when referring to internal policy. Ms. Gibbs noted there needs to be a stronger
170 differentiation between internal policy and town policy. It needs to be clear what the policy work the
171 Board of Selectmen is responsible for.

172
173 Mr. Morgan noted that there are a number of Bylaws the Board of Selectmen have addressed that are not
174 included in this manual. The manual needs to be explicit that it is not all inclusive of the policies the
175 Board of Selectmen handles. It was noted that the term "Policies" may be a confusing word.

176
177 Ms. Sullivan Woods noted the section on Contract & Land Use. She noted it should address practical
178 applications as well as day-to-day management.

179
180 Ms. Freiman requested more specific comments to understand the Board of Selectmen concerns and
181 questions. She asked each member to review the latest version of the manual and to send concerns
182 questions, and issues directly to her. Ms. Freiman will put the manual back on the agenda at a future
183 meeting to review.

184
185 Mr. Morgan asked to have the latest word version of the document emailed to all for review.

186
187 Ms. Gibbs noted that this manual once finalized will be useful to review and update every few years. Mr.
188 Morgan added that the manual will give us a framework for dealing with items such as term limits. It was
189 suggested that when discussing term limits to state that in general the Board will not appoint a volunteer
190 more than two terms. This would leave it open if needed. Mr. Ulfelder agreed with Mr. Morgan's
191 comments regarding the term limits and encouraging turnover on boards.

192
193 The Board decided on December 1st as a deadline to reply back with comments to Ms. Freiman.

194
195 **6. Review Draft Communications Plan**
196

197 Ms. Robinson shared the draft Communications Plan from the State, noting that is their compilation of
198 what the State learned at several meetings. There is currently not a person responsible for
199 communications across the organization. The perception is that the public is receiving inconsistent
200 communications from the town. There are numerous methods of communication which are also always
201 evolving. Some forms of communication require training. Ms. Robinson also shared the desire to
202 enhance the Town wide calendar so residents know what is going on in town. In the report the State had
203 four different ideas covered in the report; 1) to continue communications as they currently exist; 2) to hire

204 a full-time staff person as a centralized function for communications; 3) to allocation a part-time or full-
205 time person that is not heavily centralized. (This person would be housed in one department; however,
206 the person would help other departments as needed); or 4) to not add to the staff, but to instead formalize
207 training for staff regarding communications.

208

209 The staff liked option three the best and had discussion regarding which department this position would
210 fall under. Ms. Robinson noted that she has presented a draft job description to the Human Resources
211 Board so that the Town will be able to budget for a position if that is the decision.

212

213 Ms. Gibbs noted that this is a great idea. She is thinking about the future and to be future-oriented this is
214 a step in the right direction with technology. She suggested to look at the Unified Plan for
215 recommendations that are related to communications as well.

216

217 Ms. Sullivan Woods noted this was an interesting piece of work. She noted that there are two skill sets
218 related to this body of work: IT and communications. Ms. Robinson agreed that it would be a little of
219 both. The position would be helping departments get to a certain place so they could then work
220 independently. For example, an idea of a welcome packet from the Town Clerk for new residents was
221 suggested. This position would help to get the Town Clerk's office started, then the Clerk's office could
222 take it over.

223

224 Mr. Morgan noted that the Town of Wellesley has a dilemma of decentralized departments. He pointed
225 out that the website refresh highlighted that the Town of Wellesley has a content problem. There is not
226 consistency with ownership of website functions. He used the example of HHU and who should own the
227 process of getting HHU content up and organized on website. Ms. Robinson stated she views this
228 position as a webmaster of sorts, helping each department to ensure they are up to date with their content.
229 She noted that the IT department is tasked at training and use of the website. IT cannot be the ones
230 chasing people down to ensure the content is up to date as well. This position would make sure each page
231 is update.

232

233 Mr. Ulfelder noted that he is leery of hiring and adding to the headcount for just this task. He feels the
234 issue of website content could be handled by putting the process in place and staff should be able to
235 handle the tasks. If there is truly a need, maybe add a person to IT. Ms. Robinson clarified that with
236 social media you have to be current and posting regularly. You need to review newspapers and react to it.
237 If the Town does not stay current, then they will not move forward. There needs to be a level of effort
238 that once on these platforms, it will need to remain current. For example, the police department has a lot
239 of followers and keep their info up to date on Facebook, Twitter, and other social media sites.

240

241 Ms. Sullivan Woods noted that the information that people may not know you need is the type of
242 information the Town wants to give them. This type of information needs to be packaged and sent out
243 appropriately. This position will require someone that is passionate about the information.

244

245 Ms. Freiman noted that people want info the way they want it, how they want it, and when they want it.
246 She questioned how the department heads reacted to the notion of needing to meet with the proposed
247 webmaster. She further noted that this person's info is only as good as the info they receive. Ms.
248 Robinson responded that the general consensus was that this position is someone that can help the
249 departments be successful.

250

251 Mr. Robinson noted that wherever this position lands she would like it to support all departments the
252 same way that Facilities, IT and Finance departments work. There were many ideas from staff of the role
253 discussed at the department head meeting.

254

255 Ms. Freiman suggested to add to the job description the responsibility of compliance with open meeting
256 laws in regards to the website.

257
258 Ms. Robinson noted that along with Mr. Brian DuPont, IT Director, they will consolidate comments from
259 staff and the Board of Selectmen to send back to the State. At that point, the hope is for the State to
260 develop a final draft of the communication plan. Ms. Robinson hopes to present a plan at the budget
261 meeting for successfully implementing this plan within the guidelines for the budget. Ms. Robinson will
262 send out the job description for review again, noting it has not been updated to include the open meeting
263 responsibilities.

264
265 Ms. Freiman thanked Lieutenant Governor Polito for coming here and accepting the Town of Wellesley
266 into the Community Compact.

267
268 **7. New Business/ Correspondence**

269
270 Ms. Gibbs reminded everyone that some Board members would be joining the members of the Planning
271 Board and the Wellesley Housing Development Corporation on Friday, November 17th 2017 at 3:30PM
272 for interviews with respondents to the Town Housing Production Plan RFP. The interviews will be
273 recorded.

274
275 The Board of Selectmen are scheduled to discuss the proposals and make a final selection at a joint
276 session with the three boards on Monday, November 20th 2017 at 6:30PM. Also for discussion at that
277 meeting will be the 40B proposal for 148 Weston Road. It was decided by the Board of Selectmen to not
278 take on any other agenda items on November 20th.

279
280 Mr. Morgan noted that if the Town of Wellesley is not recommended into the MSBA program the Board
281 will need to get the RFQ ready for the Project Manager and the February Special Town Meeting. He
282 noted that the School Building Committee will be meeting on Thursday, November 30th 2017 to meet and
283 adopt the RFQs. Mr. Morgan asked if the Board should wait for a final decision from MSBA or go ahead
284 with approving the RFQs in December to stay on tracked with getting published. Ms. Gibbs suggested
285 the Board hold a date between the December 11th 2017 and December 18th 2017 to discuss and take next
286 steps if needed.

287
288 **8. Executive Session - Executive Session under M.G.L. c. 30A, §21(A), exemption #2 to discuss**
289 **contract negotiations with Assistant Fire Chief**

290
291 **Upon a motion by Ms. Freiman and seconded by Mr. Morgan, the Board voted (5-0) to enter into**
292 **Executive Session under M.G.L. c 30A, §21 exception # 2 to discuss contract negotiations regarding**
293 **the Assistant Fire Chief because the chair declares that an open meeting may have a detrimental**
294 **effect on the negotiating position of the public body. Furthermore, that Blythe Robinson be invited**
295 **to participate in the meeting to discuss the contract, and that the Board of Selectmen will convene**
296 **back into open session at the conclusion of the executive session.**

297
298 **9. Review Assistant Fire Chief Contract**

299
300 **Upon a motion by Ms. Freiman and seconded by Mr. Morgan, the Board voted (5-0) to approve a**
301 **contract between the Town of Wellesley and Assistant Fire Chief Jeff Peterson for the period July**
302 **1, 2017 – June 30, 2018.**

303
304 **The meeting was adjourned at 10:04 p.m.**

1 **Board of Selectmen Meeting: November 20, 2017**

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

3 **Also Present: Jop**

4 **Minutes Approved:**

5
6 **Warrants approved: 2018-019 in the amount of \$7,005,722.10**

7
8 **Meeting Documents:**

- 9 1. Agenda
10 2. Agenda Background Memorandum
11 3. BOS Calendar
12 4. Responses to Housing Production Plan from Karen Sunnarborg & Abacus Planning
13 (previously sent out)
14 5. Initial Draft to MassHousing Re: 148 Weston Road
15 6. Letters from Citizens Re: 135 Great Plain Ave

16
17 **1. Call to Order Joint Meeting with Planning Board**

18
19 Ms. Gibbs, Chair, called the Board of Selectmen meeting to order at 6:32 PM. The Board of
20 Selectmen joined the Planning Board and the Wellesley Housing Development Corporation for a
21 joint meeting. In attendance from the Planning Board were Ms. Deborah Carpenter, Chair; Ms.
22 Catherine Johnson, Vice Chair; Ms. Harriet Warshaw, Secretary; Mr. Jim Roberti, and Ms. Kathleen
23 Woodward. In attendance from the Wellesley Housing Development Corporation were Robert
24 Kenney, Chairman; Susan Troy, Assistant Treasurer; and Timothy Barrett, Treasurer.

25
26 Mr. Kenney called the Wellesley Housing Development Corporation meeting to order at 6:33.

27
28 **Upon a motion by Ms. Johnson and seconded by Ms. Warshaw, the boards voted (13-0) to elect**
29 **Ms. Deborah Carpenter as Chair of the joint meeting.**

30
31 **Upon a motion by Ms. Johnson and seconded by Ms. Warshaw, the boards voted (13-0) to elect**
32 **Ms. Ellen Gibbs as Vice Chair of the joint meeting.**

33
34 **Upon a motion by Ms. Johnson and seconded by Ms. Warshaw, the boards voted (13-0) to elect**
35 **Mr. Robert Kenney as secretary of the joint meeting.**

36
37 **Discuss & Select Consultant for Housing Production Plan**

38
39 Mr. Zehner noted that interviews were held for the two consulting groups on Friday, November 17th,
40 2017. Mr. Zehner reviewed the consultants that made presentations. He noted that the joint meeting
41 is for the Boards to collectively discuss the responses and rate them. Mr. Zehner opened the meeting
42 for others to review their responses.

43
44 Ms. Johnson noted that the consultants are both qualified candidates. She felt that Barrett/Goldson
45 would be more creative and think outside of the box.

46
47 Ms. Warshaw agreed, noting she preferred Barrett/Goldson and liked the creative ways they would
48 respond to the community.

49
50 Ms. Carpenter thought that both consultants were impressive and was delighted there was so much
51 experience and knowledge. She noted the approach with Abacus was more visual. The approach

52 with Barrett/Goldson was more focused on community engagement. Ms. Carpenter was concerned
53 with Abacus regarding building up expectations versus what is eventually built could differ. She
54 was more comfortable with the traditional community engagement approach.
55

56 Mr. Jim Roberti concurred that Barrett/Goldson would be more well suited for the task. She has
57 worked in Brookline and with the Town of Wellesley, and has worked with the developer currently
58 approved for the project at Delanson.
59

60 Ms. Woodward was glad to have two excellent candidates. The Barrett/Goldson group has authored
61 three handouts for MHP. Ms. Woodward was concerned about the action plan approach. The
62 consultants wanted the town to identify locations. Ms. Woodward would like to see fresh ideas on
63 locations. She thought the demeanor of Barrett/Group would be a better fit for Wellesley.
64

65 Ms. Gibbs was in agreement with the comments discussed. She noted both consultants can create
66 quality projects. She felt that Barrett/Goldson was a better match at the community level. The Town
67 has the benefit of a choice between two strong planning groups.
68

69 Mr. Morgan agreed that the Barret/Goldson group was preferred. He noted that both were excellent
70 presentations, but Barrett/Goldson was better as a cultural fit. He shared the notion that a strong
71 visual preference is not at present critical, but as we move forward it will be critical. Abacus had
72 interesting ideas, although the Town is not there yet. Barret/Goldson also had extensive recent
73 experience in Housing Production Plans at municipalities that are very comparable.
74

75 Ms. Freiman selected Barret/Goldson, noting her reaction was similar to others comments on the
76 visualization. She was uncomfortable with first showing what units could look like versus doing the
77 analysis. Barrett/Goldson has been kept on as a consultant by many of the communities for which
78 they completed Housing Production Plans. The team's specialty in historic preservation would be
79 helpful with the Unified Plan information. Ms. Freiman also liked that the consultants wanted to
80 keep constant contact with the working group and the concept of creating a discussion document to
81 analyze what was learned.
82

83 Mr. Ulfelder agreed with the comments. He strongly supports the selection of Barrett/Goldson. He
84 noted a comfort level with more of the nuts and bolts approach which is more in line with Wellesley,
85 a process- oriented community. He appreciated the straightforward answer about their bandwidth,
86 as well as their answer when the vision is different than land available. They will manage the process
87 to understand the choices.
88

89 Ms. Sullivan Woods concur with the sentiment. She noted that Wellesley is facing a difficult
90 problem with expensive land and high density. The Barret/Goldson team has experience in this area
91 from their work with Brookline and Nantucket. She noted the amount of resources needed behind
92 the scenes and appreciates the two different skill sets that will be beneficial.
93

94 Mr. Kenney noted that certain approaches reflect the Town's current status. He watched the
95 recording of the interviews noting that he agrees with everything. His take away from the interviews
96 were that one consultant was more organic and one was more targeted. He noted that Wellesley
97 spends a lot of time focusing on 40B applications and affordable housing. The Unified Plan speaks
98 more broadly to diversifying housing stock. He was more impressed with the Sonnarborg organic
99 approach. With that said, he believes there will be an issue of timing on bandwidth. He stated that
100 there are two strong candidates and both would do a great job.
101

102 Ms. Troy noted she watched the recording of the interviews as well and agrees with Mr. Kenney.
103 She was leaning towards Sonnarborg through reviewing the RFP. What drew her to the other
104 consultant, was the presentation that was given at the interviews which she feels would work well
105 in Wellesley. She noted that Ms. Sullivan Woods had questions on whether the Town should be
106 looking at State land and that Barrett/Goldson had suggested the Town not wait. Barrett Group also
107 noted they would listen which will be beneficial. Ms. Troy agreed to go with Barret/Goldson.
108

109 Mr. Timothy Barrett noted that the Barrett/Goldson Group was very busy with their commitments.
110 He found them to be higher energy. The one thing he wanted to note was their commentary on
111 getting to the 10%; that hiring them is not about getting to the 10%, it is about meeting the
112 requirements by coming up with a Housing Production Plan. He felt they Barrett/Goldson Group
113 were very direct and would work toward that goal.
114

115 Mr. Zehner stated that everyone seemed to agree that the two proposals were equal in response,
116 however Barrett/Goldson was more thought-out in relation to the needs of the Town of Wellesley,
117 and their past experience was more in keeping with Wellesley. Before voting Mr. Zehner opened
118 the price proposals noting they were similar in price with a difference of \$3,000. It was also noted
119 that references would be checked.
120

121 **Upon a motion by Ms. Carpenter and seconded by Ms. Ellen Gibbs, the boards voted (13-0) to**
122 **select our consultant for the Housing Production Plan the Barret Goldson Consulting Group**
123 **contingent upon checking references.**
124

125 The Boards authorized Mr. Zehner and Ms. Jop to sign a contract on the boards behalf. Mr. Zehner
126 noted that the next steps would be a meeting with the consultant to select a start date and determine
127 a project group of members from the various Boards. Ms. Freiman suggested considering including
128 someone from the Housing Group on the Unified Plan.
129

130 The Wellesley Housing Development Corporation adjourned their meeting at 7:05.
131

132 148 Weston Road- 40B Letter 133

134 Ms. Jop reviewed the status of the letter, noting it is the Town's initial draft. The draft does not
135 include additional public comments. She recapped the proposal at 148 Weston Road and reviewed
136 the letter noting the major concerns with the project. She noted a major concern was regarding fire
137 and EMS access.
138

139 Mr. Morgan noted when fire trucks respond to Babson they require one EMS and three fire trucks.
140 If the vehicles need to turn around on a grassy area, they grass will not survive. He also noted that
141 the Board of Selectmen received a number of comments on traffic and one specific line in the letter.
142 He suggested deleting the requested line and replacing it with a more grounded statement that relates
143 more to the problem: "In particular, Weston Road is a primary connector between Route 9 and
144 Wellesley Square and carries all of the vehicular traffic for one of the Town's Elementary Schools
145 and a substantial amount of traffic to Wellesley College."
146

147 Ms. Carpenter agreed that that we cannot overstate the traffic comments and stating it the way Mr.
148 Morgan suggests puts the traffic in perspective.
149

150 Ms. Johnson noted that under site constraints she feels the last sentence is paramount. The area is
151 also a water supply protection district. This would be best at the beginning. In terms of density, she
152 also offered two other comparable properties to use: 50 Waldo Court and 72 Waldo Court which

153 have senior residents. She noted this is a condensing of affordability and is a pinch point. In terms
154 of traffic, she noted that the Weston Road Bridge was redone in 1996. When Weston Road was
155 repaved it was slightly narrower to calm traffic. It should be noted that the bridge and road cannot
156 be redone given how recently both projects were completed. We cannot widen and add a turning
157 lane to mitigate traffic. She also noted the pedestrian access from the trail system bears the same
158 problem of fire truck access and turning given that the trail is not plowed.

159
160 Mr. Reginald Pryor, 246 Weston Road, came before the Boards to address his concerns. He felt the
161 draft letter seems appropriate, noting that there are many concerns that would have to be addressed
162 for this project to be viable. He noted that sometimes with roads, there is an end-of-road cycle and
163 questioned if this road is at or near this saturation point. He further said that the high density of the
164 road, given that people are coming from other areas turning onto side streets, will have an impact.
165 Those roads cannot be widened. He noted that the project presents too many issues that the Town
166 would have to drastically compromise as a Town. It will leave the Town with problems down the
167 road.

168
169 Ms. Mary Roberts, 21 Howe Street, came before the Boards to address her concerns. She noted that
170 she walks to work at Wellesley College by walking down Howe Street, and Weston Road. Given
171 this, she can affirm that the cut-through roads pose a significant problem that has increased in the
172 past few years with more traffic. She noted that Curve Street is very twisty and has no sidewalks.
173 Some children do wait for the bus, depending on the time of year, at Curve Street or on Howe Street.
174 These children are mostly going to Sprague School. Any children who will be residing in the
175 proposed project would need to have a path to walk to schools. She further noted that the crosswalk
176 is quite challenging in that area. Another concern is the proposed project's building material as she
177 was unsure if the project would be wood. She noted that there have been two fires recently that have
178 been significant. She noted the properties would be an abutter to town land and trails and noted that
179 residents could walk out their back yard onto the trails. Her concern was that given the small green
180 space of the properties, whether the prospective residents would utilize the town land for personal
181 use such as BBQ and play space.

182
183 Mr. Joel Bloom, 20 Howe Street, came before the board to address his concerns. He noted that he
184 has lived in Wellesley for 43 years and practiced real estate law for 45 years. He noted that people
185 who live in College Heights are opposed to this project; however, they are not opposed to low and
186 moderate income housing. He noted that this project is preposterous. It is an arrogant project that
187 has no concern for those that live near it and for those that will live in it. Given the traffic situation
188 on Weston Road he feels there will be someone who will die because EMS vehicles will not be able
189 to get down the road. He feels that the project is akin to dropping an aircraft carrier onto Sturbridge
190 Village. It is out of scale with the neighborhood. It is not a project that makes sense on a .75-acre
191 lot. There is a structural problem with the Comprehensive Permit process. Mr. Bloom noted that if
192 the developer was sincere he would be in favor of an 8-12-unit project on the site that was compatible
193 with the neighborhood. This project in its current state, coupled with the project at Delanson Circle,
194 would create a traffic prison for those living on the streets between the two projects. Mr. Bloom
195 noted that he asked a construction executive about the building process of this project. The rough
196 estimate from the construction executive was that the project would require 100 cement truck loads,
197 350-400 dump trucks to excavate the site and 40 workers for 1-1.5 years. Mr. Bloom further noted
198 that there are no sidewalks and the cut-through traffic will be unacceptable.

199
200 Ms. Elisa Roman, Woodlands neighborhood, came before the Board questioning whether Wellesley
201 College has been kept apprised of the proposals given the fact that as currently proposed there could
202 be an effect on the Wellesley College wells. Ms. Jop noted that Wellesley College has been kept
203 apprised, but has not received any comments from them.

204
205
206
207
208
209
210
211
212
213
214
215
216
217
218
219
220
221
222
223
224
225
226
227
228
229
230
231
232
233
234
235
236
237
238
239
240
241
242
243
244
245
246
247
248
249
250
251
252
253

Mr. Gardner Morse, Howe Street, came before the Board to note his concerns regarding safety. He noted that in 2012 a bicyclist was killed on Weston Road at the location where the proposed entrance would be. Currently there is a lot of traffic and people are going through the community to avoid the traffic. He feels it is a miracle no other bicyclists have been injured. If the project was to go through, systems to improve safety should be considered. Without this he thinks the Town is putting people in danger.

Ms. Jop commented on next steps noting that the letter is due back to Mass Housing by December 6, 2017. She will submit all comments to Mass Housing with the letter as well as comments from the Boards and the public tonight. The revised draft will be reviewed at the Board of Selectmen’s meeting on November 27th. She noted that it is not a common practice of Mass Housing to deny projects.

Ms. Kathleen Woodward noted that there is so much great information in the letter around the traffic issues. She is afraid it will be too much as it is currently written and suggested the information be broken up to emphasize how bad the traffic is. She noted that the application stated that they wanted to create a Transit Oriented Residential Property. It should be note that the train station and the grocery store are a half mile away. Very few will residents would walk that far and she feels that the “transit oriented” is a bit of an overstatement. She also noted that most people in Town do not work in downtown Boston anymore. She also commented on the wellhead drinking water, noting a need to amplify that issue at the beginning of the letter.

Ms. Woodward is very concerned about what 55 units will generate from cars as well as pet waste from a storm water standpoint. Herbicides, pesticides, salt and ice melt, construction materials; all of these things are not supposed to be exposed to storm water.

Ms. Freiman noted the need for standards on the criterion “consistent with local needs”. This project will tower over existing properties and town land. The project is requesting setback waivers that will put it close to the edge of the property. In a 55-unit project there will be 11 affordable units. There will be 23 market rate units that run from \$2,500 – 4,000 a month. The project will likely be home to children with no pedestrian access and the potential to have more than one car per unit. Ms. Freiman noted that the parking is unrealistic, commenting on only one delivery space. She commented that traffic will be going towards each other and traffic will be horrendous. She thinks the scale and density is outrageous and is completely out of scale for the neighborhood.

Mr. Jim Roberti noted the neighbors in attendance and encouraged everyone to keep attending the meetings to support the process. This process is a waiting game. The Town needs emails and letters from the neighbors as well as for the neighbors to reach out and contact the state directly. He also noted to contact the OurAffordableWellesley.com webpage. Mr. Pete Buhler noted their website as well as Facebook page.

Ms. Sullivan Woods concurred with all points. What concerned her was public safety in regards to the setbacks on the projects and the units on the sides and the back. She noted that there is no access to those units and suggested getting input from the Fire Chief.

Upon a motion by Ms. Freiman and seconded by Mr. Morgan, the Board voted (5-0) to dissolve the joint meeting of the Board of Selectmen and Planning Board.

The Board of Selectmen meeting was adjourned at 8:01 p.m.

1 **Board of Selectmen Meeting: December 2, 2017**
2 **Present: Gibbs, Morgan, Freiman, Ulfelder, Sullivan Woods**
3 **Also Present: Robinson, Jop, Strother, Sheehan**
4 **Minutes Approved:**

5
6 **Warrants approved:**

7
8 **Meeting Documents:**

- 9 1. Agenda
- 10 2. Board of Selectmen Departmental FY19 Operating Budget Requests

11
12 Ms. Gibbs called the meeting to order at 8:15 am in the Kingsbury Room, Wellesley Police
13 Station.

14
15 **1. Review Operating Budgets**

16
17 **IT Department**

18 Mr. Brian DuPont, IT Director, reviewed the staffing changes in his office with the retirement of
19 Bob Ruscetti, Assistant Director last year. He discussed the proposal to centralize computer
20 replacement to a 5-year cycle for most of the Town Departments, which is reflected as an
21 increase in his budget. Mr. DuPont discussed the continual increase of software costs and
22 reviewed the total increase of the budget, noting that the total budget percentage will likely go
23 down based on the actual salary cost of the new enterprise applications manager. Mr. DuPont
24 gave a brief update on the move to electronic permitting noting it will be funded through existing
25 capital in the IT budget and repurposing a building department revolving fund. The goal is to
26 have electronic permitting fully implemented by FY20.

27
28 **Fire Department**

29
30 Fire Chief Rick DeLorie and Assistant Fire Chief Jeff Peterson gave an overview of the Fire
31 Department Budget. Chief DeLorie noted the current operating budget reflects a 3.54% increase,
32 over the 2.5% guideline. Chief DeLorie and Ms. Robinson reviewed the structural deficit of the
33 overtime budget due to contractual time off of a large portion of senior employees. The Town
34 will work to offset the time off budget deficit by increasing the overtime line over the next two
35 years. Chief DeLorie discussed upcoming training including live fire training occurring in
36 December and working with police on training for mass casualty events.

37
38 **Facilities Management Department**

39
40 Mr. Joe McDonough and Ms. Danielle Gariepy joined the Board and reviewed the proposed
41 FMD budget noting FY17 turn back from personnel and expenses. Mr. McDonough noted that
42 the FY18 budget represents the first full year FMD has serviced DPW. Mr. McDonough
43 indicated that the FY19 budget is over guidelines at 2.97% or \$229,293; he the personnel
44 increase is for contractual obligations from union settlements including COLA adjustments and
45 step increases. Last year, Town Meeting placed the Hills Library back online and FMD received
46 a \$13,000 credit for the custodian. This year that has been added into the budget at \$15,000. To

47 facilitate night meetings at the Tolles Parsons Center a part-time floater custodian position was
48 also added at a cost of \$19,000. Mr. McDonough reviewed the expenses noting for the sixth year
49 in a row the expenses have been level-funded. Other increases include \$5,000 to replace the
50 Permanent Building Committees laptops and for their postage. Mr. McDonough updated the
51 Board on the utility contracts.

52
53 The Board discussed the Tolles Parsons Center floater position. The Board did not reach
54 consensus on the topic and asked Mr. McDonough and Ms. Robinson to consider alternatives.
55

56 **Sustainable Energy Committee**

57
58 Ms. Ellen Korpi and Ms. Katie Gibson reviewed the proposed operating budget and described
59 the revisions in the budget including staffing levels. Ms. Korpi noted the proposed increase in the
60 Sustainable Energy Committee (SEC) administrator's hours from 19 to 25 hours a week and told
61 the Board about their plan to add a 10-hour a week position to assist with the International
62 Council for Local Environmental Initiatives (ICLEI) reporting. To offset the cost of the new 10-
63 hour per week position, Ms. Korpi described current initiatives being pursued by the SEC,
64 including making grant applications to the Green Communities program. 10% of the grant can be
65 used to pay for administrative costs.

66 **Shared Services**

67
68 Ms. Robinson reviewed the Selectmen's shared services which include the Audit Committee,
69 Law Department, Street Lights and Risk. There are small increases in the Audit Committee as
70 the Town currently has a RFQ out for audit services. Powers and Sullivan has been the Town's
71 auditors for 13 years.

72
73 Ms. Robinson noted Town Counsel is seeking to increase legal billing rates to \$205 an hour,
74 which is consistent with the other communities the firm services. This would be a \$20 per hour
75 increase. The Board discussed the number of 40Bs the Town is facing this year and in FY19 and
76 considered increasing the line item to account for additional legal services required.

77
78 Ms. Robinson reviewed the increase on insurance, noting the Tolles Parsons Center is a new
79 building that has been added this year, increasing the cost.

80
81 Ms. Robinson reviewed the street lights, noting the move to LED is a cost savings for the Town
82 of approximately \$101,000.

83 84 **Police Department, Traffic and Parking**

85
86 Chief Jack Pilecki and Lieutenants Scott Whittemore and Marie Cleary joined the Board. Ms.
87 Robinson reviewed the proposed move of the Traffic and Parking operations from the
88 Selectmen's office to the Police Department. Ms. Robinson described the proposed transition.
89 The oversight of Traffic and Parking will become the job duties of a Lieutenant. A position in the
90 Treasurer's office will also be upgraded slightly by \$4,600 to assist with parking ticket
91 adjustments and claims at Town Hall. The Parking staff will remain at Town Hall.

Commented [MF1]: I think this should be spelled out

Commented [HH2R1]:

93 Lieutenant Cleary gave an overview presentation on the FY19 budget. Lieutenant Cleary noted
94 the proposed budget does not include settlements for the Patrol and Supervisory unions. She
95 further reviewed costs such as ballistic vest replacement and training costs. The Board
96 questioned the increase in gasoline. Lieutenant Cleary noted she would look at the numbers.
97

98 The Board asked for an update on the Route 9 and Kingsbury intersection improvements and the
99 Route 9 paving project underway by MassDOT. Lieutenant Whittlemore gave an update noting
100 the main issue is the installation of the traffic signals. Base testing indicated that concrete was
101 substandard. The deadline for having the concrete work completed is Friday, December 8. If the
102 work is complete the signal lights will be installed the first or second week of January.
103 Lieutenant Whittlemore detailed the guardrail installation conflicts with utilities.
104

105 **Council on Aging**

106
107 Ms. Gayle Thieme and Ms. Linda Clifford came before the Board. Ms. Thieme gave a brief
108 presentation noting the COA moved into the Tolles Parsons Center in September and began
109 rolling out the programming in October. The overall budget reflects a 7.02% decrease from
110 FY18 because the COA is no longer carrying facility lease costs in the budget. Personnel
111 services increased slightly for the office assistant with an increase from 5 to 15 hours a week and
112 for the volunteer coordinator with an increase from 15 to 19 hours a week. Ms. Clifford reviewed
113 two new line items that are being used to properly categorize existing expenses. Ms. Clifford
114 also reviewed the new expenses such as cable/internet, telephone, and equipment maintenance
115 which previously fell within the lease of the Community Center.
116

117 **Workers Compensation and Health Insurance**

118
119 Mr. Marc Waldman joined the board and reviewed the Workers Compensation noting there is a
120 44% decrease this year. The Town has historically overfunded Workers Compensation and even
121 with the current reduction, the funding is above the Actuary analysis requirement.
122

123 Mr. Waldman noted the Health Insurance negotiations continue with the unions. Mr. Waldman
124 described how he reached the current 8% rate increase in health insurance. Health insurance –
125 Marc discussed the estimate and how he reached it at 8% rate given the ongoing negotiations.
126 Mr. Waldman noted the 8% is a placeholder.
127

128 **Other Items**

129
130 The Board noted the numerous topics remaining for discussion including Capital and Debt,
131 Building Department, and the Executive Director's Budget. The Board noted they would
132 continue the discussion on the budget items at a subsequent meeting.
133

134 **The meeting was adjourned at 1:30 pm.**

1 **Board of Selectmen Meeting: December 13, 2017**

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

3 **Also Present: Robinson, Strother, Sheehan**

4 **Minutes Approved:**

5
6 **Warrants approved: None**

7
8 **Meeting Documents:**

- 9 1. Agenda
10 2. FY19 Budget Summary
11 3. Executive Director's Operating Request
12 4. Compensated Absences Request
13 5. Traffic & Parking Budget Request
14

15 **1. Call to Order & Citizen's Speak**

16
17 Ms. Gibbs, Chair, called the meeting to order at 9:02 AM in the 2nd Floor Board Room at the Tolles
18 Parsons Center, 500 Washington Street.

19
20 Citizen's Speak

21 None.
22

23
24 **2. FY19 Budget Review**

25
26 Ms. Sheehan handed out updated versions of the budget summary for the meeting. Ms. Robinson
27 suggested that they review the budgets that had not previously been discussed at the Saturday, December
28 2nd work session.

29
30 The Board first discussed the Executive Director's budget. The Board applauded the priority to focus on
31 improving communications, but wasn't sure that the salary level would be sufficient to attract a strong
32 candidate to perform this work and other important tasks such as implementing the Unified Plan. The
33 Board would also like to consider having the meeting minutes be outsourced to someone so that the
34 Assistant can focus on providing support to the Executive Director and Assistant Executive Director.
35 After further discussion the Board decided to increase the salary by \$15,000 for a position upgraded (Title
36 & duties to be determined at a later date) replacing the Communications Director, to add about \$2,000 to
37 temporary help to address preparation of meeting minutes, and an additional \$5,000 to expenses to have
38 sufficient resources to support the new position.
39

40 The Board then discussed the law budget. Ms. Robinson told the Board that she'd asked Town Counsel
41 to look at the billings for FY17 with the rates he is proposing to see what that would have cost. The
42 proposed rates are \$205 for Town Counsel, and \$185/hour for Associates. She had also asked him for his
43 opinion of what costs the Town might incur supporting the ZBA through various 40B comprehensive
44 permits, and a potential appeal to a decision. With this information the Board decided to add up to
45 \$50,000 to the law budget for FY19 as long as doing so didn't result in the budget increasing more than
46 2.5% (guideline).
47

48 The Board discussed the request by the ZBA for a 19 hour/week clerk to assist the Executive Secretary.
49 The Board discussed this and agreed that the ZBA needs the additional support and that this request
50 should remain in the budget.
51

52 Ms. Robinson gave the Board some updates on other budgets, including the Veterans District which may
53 be lowered once the position of Deputy Director is taken out of the budget. Ms. Sullivan Woods asked
54 for a quick overview of how the district is structured. The Board discussed their on-going concerns over
55 the frustration from users of the building department services. Ms. Robinson noted that she anticipates
56 that implementing electronic permitting in the next year will improve the customer experience and
57 streamline processes. If things don't improve with such changes, other measures may need to be taken.
58

59 It was noted that there are a couple of operating budgets out of guideline (Board of Health, Planning and
60 Town Clerk). Ms. Sullivan Woods shared a presentation that BOH gave to Advisory that may be helpful
61 to understanding their request. It was noted that the Town Clerk's budget was higher because there would
62 be three elections in the next fiscal year as compared to one this year. Finally, the Planning Board budget
63 was up due to some mid-year personnel changes that we were already aware of. Ms. Strother will be able
64 to give the Board a good overview of the budget picture at their January 8th meeting.
65

66 **3. Old/New Business/Correspondence.**

67

68 Mr. Morgan gave the Board an overview of the MSBA process, given that the MSBA was meeting this
69 morning to vote to invite us into the eligibility period to plan for the replacement of the Upham School.
70 He told the other members that a joint press from the School and Town was being drafted, which would
71 follow the one being sent out by the State. The February Special Town Meeting has been canceled, but
72 we will have to plan for one in the fall, possibly in October, 2018. We will have a 270-day eligibility
73 period for the MSBA project that will start approximately April 1st. The Boards will also need to consider
74 how and when to move forward with the replacement of the Hunnewell School since it isn't part of the
75 MSBA program.
76

77 The Board discussed the awarding of the invitational entries for the Boston Marathon. The Board would
78 like to place two of the runners with two charities, and Selectmen Ulfelder and Sullivan Woods agreed to
79 contact a couple of charities to see if they would accept runners that we provided to them. Ms. Robinson
80 will also do the same and keep the Board advised as to the results. All agreed that the basis for selecting
81 charities and awarding entries needs to be overhauled before next year.
82

83 Ms. Gibbs told the board members that there were two new items she intended to place on the agenda for
84 the December 18th meeting. One was to change the polling place for Precinct H from the High School to
85 the Tolles Parsons Cemter. Selectmen Ulfelder expressed concerns about that. Ms. Gibbs asked the
86 members to reach out to Kathy Nagle to discuss, as Kathy has made all of the arrangements and both the
87 school administration and COA staff are on board. She also gave the other members an update on a
88 housing meeting that happened the day before, and an idea which came out of it which is to consider
89 releasing an RFP to develop the Tailby commuter lot. The Board members expressed concern that they
90 hadn't had a chance to get up to speed on this, and the timing along with the 40B project at Delanson
91 Circle was concerning. Ms. Gibbs agreed to follow up with the Chairman of the Planning Board, and that
92 this could be delayed until the first meeting in January.
93

94 **The meeting was adjourned at 11:26 a.m.**

- Acceptance of Gifts – Included in your packet is a spreadsheet from the COA listing two gifts. The gift for \$694 from the Friends for the November Senior Lunch Program needs to be accepted.

MOVE to accept a gift from the Friends of the Wellesley Council on Aging of \$694.00 for the November Senior Lunch Program.

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

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

Updated 12/19/2017

Donation from:	Amount(s) / comments regarding gift
Friends of Wellesley Council on Aging	\$694.00 – Donation specific to November Senior Lunch Program
Phyllis & Earl Kasdon	\$15.00 – General COA Donation
	Total Gifts Received = \$709.00

Total Donations Listed for General Gift Account = \$709.00

9. New Business & Correspondence

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

- ❖ MMA Annual Meeting Information Memo
- ❖ FY18 Work Plan – Updated December, 2017
- ❖ Animal Control Report – November, 2017
- ❖ Commendation Memos from Chief Pilecki
- ❖ Parking Meter Collections Summary, November, 2017



**MASSACHUSETTS
MUNICIPAL
ASSOCIATION**

ONE WINTHROP SQUARE, BOSTON, MA 02110
617-426-7272 • 800-882-1498 • fax 617-695-1314 • www.mma.org

December 12, 2017

Dear Local Official,

The Massachusetts Municipal Association's Annual Business Meeting will take place during the 2018 MMA Annual Meeting and Trade Show. This year, the Business Meeting is scheduled from 10:15 a.m. to 11:45 a.m., on Saturday, January 20, 2018 in Ballroom A at the Hynes Convention Center in Boston.

This letter outlines the voting procedures at the Annual Business Meeting. **Please note the changes to the vote card pickup procedure.** Each MMA member city or town is entitled to one vote. In order to vote at the meeting, a local official must be:

- The Mayor in a member city or town, or the City Manager in a Council-Manager city;
- The Select Board Chair or the Chair of the Town Council in a member town.

If an official from one of these categories cannot attend the January 20 business meeting, a councillor, selectman, or manager from that same MMA member city or town can vote in the person's place - but **only with written authorization** from the Mayor, City Manager, or Chair of the Select Board or Town Council.

These voting requirements are clearly stated in the MMA bylaws as follows:

"The following individuals are hereby designated as voting delegates and shall vote on behalf of members eligible to vote at any meeting of the members: (i) in the case of a city (A) its chief executive or (B) a councillor [or mayor or councillor in a city with a council-manager form of government] designated in writing by such chief executive officer; (ii) in the case of a town, (A) the chairman of the Board of Selectmen, the chairman of the Town Council, or (B) another selectman or councillor designated in writing by such chairman, or (C) the manager designated in writing by such chairman."

Eligible voters must **pick up** a single vote card in order to cast votes at the MMA Annual Business Meeting. If you will be voting on behalf of your community **you must visit the credentials table between 9:00 and 10:00 a.m. before the Annual Business Meeting begins on Saturday morning, January 20.** Only one voting card will be issued per member community.

Those officials who cannot attend the Annual Business Meeting and wish to designate someone else to take their place must send in written authorization to the MMA, c/o Vanessa Calaban, One Winthrop Square, Boston, MA 02110. We must receive these designation forms by **Wednesday, January 10, 2018** at the latest. Please remember to include your signature when filling out the enclosed form.

Thank you very much - we look forward to seeing you in January at Annual Meeting!

Sincerely,

A handwritten signature in black ink, appearing to read 'G. Beckwith'.

Geoffrey C. Beckwith
Executive Director & CEO



Annual Business Meeting Saturday, January 20, 2018

Credentials Vote Form

Note: Please fill out if you, as the eligible voting member, **cannot** attend the MMA Annual Business Meeting and wish to designate another person from your community to vote in your place.

_____ I **cannot** attend the MMA Annual Business Meeting on Saturday, January 20, 2018.

Printed name _____

Signature _____

Municipality _____

I authorize the following person to vote in my place:

Name _____

Title _____

Please Return By January 10, 2018 To:
Vanessa Calaban, MMA
One Winthrop Square
Boston, MA 02110
Email: vcalaban@mma.org

Selectmen's Office Work Plan - FY18 - December, 2017

Project	Issue or Current Status	Next Steps	Resources Required	BOS Liaison	Staff Assigned	Completion Date
<u>MAJOR PROJECTS</u>						
HHU - School Bldg Comm.	MSBA Approved 1 School for eligibility	Follow MSBA 270-day Eligibility Process	STM appr. Of Feas/Schematic \$\$	Jack	SC & BOS	Dec. 2018
	Decide on process for Hunnewell School	Decide timing, swing space & funds needed	STM appr. Of Feas/Schematic \$\$			
Unified Plan	Finalizing the plan	Complete report for ATM 3/26/18		Marjorie/Ellen	Meghan, Michael	ATM - 2018
900 Worcester	Groundbreaking held Dec. 15th	Awaiting submission of bldg permit	MassDOT - traffic light	Tom	Meghan, Blythe	Fall, 2018
North 40 Plan	Phase II Landfill closure testing complete	Review Phase II Findings - Estab. Comm.	\$\$ for closure-based on plan	Marjorie	Blythe, DPW	Dec. 2017
Town Hall Envelope Repair	Schematic design complete	In Design Dev., obtain const. estimate	Request Const funding at ATM	Marjorie	Joe	March, 2018
Wellesley Media	Expand Locations for filming public mtgs	Projects done this yr, Warren, Police Sta??	Wellesley Media funding upgrades	Tom		Aug. 2017
Route 9/Kingsbury Upgrade	Install new traffic signal	Project delayed, compl.date January?		Ellen	Meghan	Aug. 2017
40B Housing Projects	Delanson at ZBA, awaiting 2 new ones	Asst w/Delanson, decision on 148 Weston	\$\$ Added to FY19 Legal budget	Marjorie/Ellen	Meghan, Michael	
Housing Production Plan	Contract signed with consultant	Info gathering & kick off		Ellen	Meghan, Michael	
<u>OTHER PROJECTS -</u>						
Transportation Adv. Group	Form working group to outline a charge			Ellen, Deb	Meghan	
Town Hall Interior Visioning	Three firms chosen for interviews	January 5th interviews	Budget approved	Marjorie	Blythe, Joe	
DPW Work for Others	Program not transparent, value??	Meeting held on August 16th	N/A	Tom	Blythe, DPW	
Inter-Board Meetings	Ellen, Jack, Blythe, Meghan to discuss	Schedule meetings in February & May				
<u>POLICIES/REGULATIONS:</u>						
BOS Handbook/Manual	Update/expand current policy manual	Board to review final draft in January		Marjorie		
BYOB Regulatons	Recommend a policy				Meghan	
Financial Policies/Proced.	Develop some policies, update existing	Review & then meet with Advisory			Sheryl, Blythe	
Health Insurance Policy	Town needs policy on ins. Eligibility	Draft policy for BOS & SC review			Blythe, Scott	
HR Manual/Handbook	Rough draft in process by HR Board				Scott	
PILOT Agreements	Develop policy for tax exempt properties	Discuss priorities at 1/10/18 Retreat		Beth	Blythe	
Plowing of Private Ways	Town doesn't follow state law, dev. policy	Discuss DPW Prop. Sts to eliminate-spring		Beth	Blythe, M. Pakstis	June, 2018
<u>BYLAW UPDATES:</u>						
Alcohol in Town Buildings	Bylaw/Warrant article drafted for ATM	Begin working on Rules/Regulations	Info from Town Boards, T. Counsel	Jack/Beth		Fall, 2017
Animal Control	Existing bylaw does not meet State law	Bylaw drafted for ATM	Town Counsel assistance		Blythe, Meghan	ATM- 2018
Budget Process	Review existing bylaw & update	Consider for 2019 ATM			Blythe, Sheryl	
Recreational Marijuana Bylaw	Bylaw/Warrant article drafted for ATM	Review with Advisory Comm for ATM		Jack	Meghan, Michael	ATM- 2018
SEC - Re-evaluate	Re-evaluate structure, charge	Consider for 2019 ATM		Tom		
<u>STAFF MANAGED PROJECTS</u>						
Bldg Dept. Staffing	Monitor & coach re - admin. Staff				Blythe, Mike	
Community Compact	RFP - Digitizing public records drafted	Still searching for a consultant for project	\$15,000 in State funding		Blythe	
Communications Plan	Final comments submitted to State	Awaiting receipt of final plan	Hire a Comm. Mgr in BOS Office		Blythe, Brian	July, 2018

Project	Issue or Current Status	Next Steps	Resources Required	BOS Liaison	Staff Assigned	Completion Date
Electronic Permitting	RFP yielded 3 proposals, narrowed to two	Staff to do bkgrd checks, review costs	Transfer \$\$ at ATM-Revlvng funds		Blythe, Brian	
Health Ins. Plan Changes	Develop Plan Alternatives & Strategy	Next session January 8, 2018	Special Labor Counsel retained		Marc, Scott, Blythe	Sept. 2017
Land Availability Inventory						
<u>OTHER:</u>						
Bicycle Safety						
Great Hall Cleanup	Reduce # of offices, relocate files	One area remaining to remove	Support from FMD to declutter		Blythe, Joe	6/30/2017
Town Counsel/Special Counsel	Discuss when outside counsel is needed					
PSI Follow Up Studies						

FUTURE PROJECTS/PROJECTS WITH OTHERS

Town Parking Lot capacity	Discuss as part of HHU process					
War Memorial/Great Hall	Discuss with Town Hall Interior Vision					
Board Engagement						
Planning Board						
School Comm. Relations						
Revenue Gener. Opportunities	Table for now					
Community Dev. Department	Table for now					
Granite Street	Table for now					
Mass Bay	Table for now					
Housing Policy	Housing Production Plan RFP	Merge with UP findings				
Tax Classification Review	Revisit keeping single tax rate	Cancelled for this year		Tom	Donna	

COMPLETED PROJECTS

Hawkers & Peddlers	Revised version approved by BOS	Counsel has revised, BOS 2nd review			Blythe, Jack P.	6/5/2017
PBC/FMD Reorganization	MOU executed by BOS & PBC	Hiring for new positions underway	Funding in FMD budget	Marjorie	Blythe, Joe	6/26/2017
Veteran's District Reorg.	State Appr District Reord, Asst Dir Laidoff	Adjust work flow to remaining positions	N/A		Blythe, Sarada	6/30/2017
Website Redesign	Website went live on August 7th	Make ongoing refinements	Completed!		Brian	8/7/2017
FMD 5 Year Review	Review progress, next five years	Presented at 8/22/17 Meeting	Name change - Fac. Mgmt Dept		Joe	8/22/2017
Aqueduct Leases	All five leases executed	Completed on schedule			Terry	August, 2017
Budget Process Design	Budget Manual complete for FY19	Distributed, monitor input for future manual	N/A		Blythe, Sheryl	Sept. 2018
Union Negotiations	Police Patrol & Supervisory contracts	Approved by BOS at 12/18/17 Meeting	Town Meeting Appropriation		Scott, Meghan	Sept, 2017

NEW PROJECTS/NOT ON ORIGINAL WORKPLAN

Appointments Policy	Policy to guide how BOS appts are made	Approved at 9/11/17 Meeting	Completed	Ellen/Jack	Blythe	9/11/2017
Modifications to Alcohol Regs	Eliminated 10 bar seat max	Completed 9/11/17	Completed			9/11/2017
Capital & Debt Policies	Develop policies on both topics	Review w/BOS, then Advisory, other boards				

Wellesley Animal Control Monthly Report November 2017

I Continued to receive a high number of coyote sightings called in. One sick coyote continues to roam with sightings from the lower falls to Wellesley College Golf course. It is still moving quickly so no one can get near it. Lots of other sightings of healthy coyotes as they are starting to do more foraging for food as they prepare for winter.

An injured Bald eagle was reported on Rt. 9. The next day on 11/9 I had a report it was in the town forest above Longfellow pond. I walked the paths and finally located it on my way down toward the Water Dept building off Rt. 9. I called fish and wildlife for permission to move it as it is federally protected. I drove it to Tufts Wildlife Clinic for evaluation. They are one of the few places with permission to handle injured eagles. Unfortunately they had to euthanize the bird as the injury was old and a compound fracture to wing. The feathers will be shipped to Colorado to National eagle feather bank where Indigenous people can request them for ceremonial attire.

As Animal Inspector, I completed the annual livestock inspections for the Board of Health and Mass. Dept. of Agriculture. I inspected 30 locations, of which, 25 had livestock. There were a total of :

- 101 Chickens
 - 2 roosters
 - 6 Geese
 - 5 Ducks
 - 4 pigs
- 15 beef
- 4 rabbits
- 57 horses

Breakdown of enforcement

- 81 Warnings (55 unvaccinated, 20 unlicensed)
- 19 Citations (14 unvaccinated, 4 unlicensed)
- 0 Follow up letters unpaid fines
- 0 Request for Court hearings

After no response to follow up letters on unpaid fines I send the information to court to request hearings.

A volunteer continues to take photos for the pet of week in the *The Wellesley Townsman*. This helps to keep in mind that owners of lost pets should report them lost thus helping us get more returned to the owners. She also posts adoptable pets on petfinder.com and a student uploads video of local pets up for adoption.

ON my own time

I continue working with Linkup Education Network and their safepeoplesafepets program.

Nov. 2 I participated in the town spelling bee for the World of Wellesley.

Nov. 9 I attended a program for World of Wellesley which was looking at reorganizing and what focus the group should take for 2018.

Nov. 4 I worked with Unleashed by Petco on Linden street for their adoption event. I used my camper as a mobile adoption center and set up an information table to answer questions from the public.

Nov.18 I represented World of Wellesley at Needham Diversity Summit (see attached flier). I brought back ideas for the Wellesley group to consider for programs.

Nov 29 I attended the Wildlife in Winter program at the main Library. It was good to see much of what I tell the public about interactions with wildlife was repeated as it helps reinforce behaviors that help keep both people and wildlife safe.

Wellesley Animal Control Monthly Report

Number of calls received daily: NOVEMBER 2017

1. <u>12</u>	7. <u>11</u>	13. <u>10</u>	19. <u> </u>	25. <u> </u>
2. <u>4</u>	8. <u>16</u>	14. <u> </u>	20. <u>8</u>	26. <u> </u>
3. <u>10</u>	9. <u>12</u>	15. <u> </u>	21. <u>6</u>	27. <u>11</u>
4. <u> </u>	10. <u> </u>	16. <u>15</u>	22. <u>4</u>	28. <u>6</u>
5. <u> </u>	11. <u> </u>	17. <u>12</u>	23. <u> </u>	29. <u>6</u>
6. <u>17</u>	12. <u> </u>	18. <u> </u>	24. <u>6</u>	30. <u>9</u>
				31. <u>X</u>

Average calls per day: 9-10

Total Calls this year: 880

Type of Calls

- 14 Lost/Found Dogs
- 9 Lost/Found Cats
- 17 Cat nuisance
- 8 Cat rabies vaccination
- 11 Dog rabies vaccination
- 3 Licensing
- 58 Wildlife
- 6 Dead animal
- Adoptions
- 41 Other

Anonymous 44

Violation calls

- 7 Loose/uncontrolled
- 1 Bite
- Bark
- Other

Total Violation calls this year: 71

November 2017

Month of:

40

Total incidents investigated

11 Loose/Uncontrolled
2 Bite
1 Bark
13 Wild
4 Cat
9 Other

Off Duty calls

Police Responded 32

12 Loose/Uncontrolled
2 Bite
2 Bark
14 Wild
 _____ Cat
 _____ Other

Report filed/Assistance given 15
 Gone on arrival/Quiet 17

100 Total actions taken

81 Warning

6 Loose
20 Unlicensed
55 Unvaccinated

1 \$50.00 Loose
7 \$25.00 Unlicensed
14 \$50.00 unvaccinated

16 Total Animals Picked Up

Dog	Cat	Domestic	Wild
_____	_____	_____	_____
<u>1</u>	_____	_____	<u>2</u>
<u>1</u>	_____	_____	_____
<u>2</u>	<u>1</u>	_____	_____
_____	_____	_____	<u>9</u>
<u>4</u>	<u>1</u>	_____	_____
_____	_____	_____	_____
_____	_____	_____	<u>1</u>
_____	_____	_____	<u>1</u>
_____	_____	_____	<u>9</u>
_____	_____	_____	_____

On Hand Beginning

Hospital

Truck

Station

Dead on arrival

Returned to owner/wildlife released

Adopted

Transferred to humane Shelter

Euthanized

Deceased-unclaimed

On hand end



**Needham
Diversity
Initiative**

6th Annual

NEEDHAM DIVERSITY SUMMIT

Building Bridges to Understanding

Saturday, Nov. 18, 2017 8:30-3:00

Pollard Middle School, 200 Harris Ave.

Join us for a day of workshops, music, spoken word and discussion as we explore aspects of diversity.

Featuring...

ACTIVE BYSTANDER TRAINING
facilitated by *True Story Theater*

MUSIC performed by *Kemp Harris*

SPOKEN WORD POETRY
shared by *Chakira Haddock-Lazala*

FREE event appropriate for adults and children ages 8+

**For more information or to register:
www.needhamdiversity.org**



TOWN OF WELLESLEY POLICE DEPARTMENT

WELLESLEY, MA 02482
Telephone 781-235-1212

JACK PILECKI
Chief of Police

MEMORANDUM

TO: OFFICER RON POIRIER
FROM: JACK PILECKI
CHIEF OF POLICE
SUBJECT: COMMENDATION FROM AARON SIEGAL
DATE: DECEMBER 19, 2017

I was pleased to see a copy of a letter which was sent to me by Mr. Aaron Siegal. He stated he was involved in a motor vehicle accident on 12/14/17. He wanted to commend the way you handled the accident. He said that you were very efficient and professional, and you organized the accident site to get the traffic moving again. He went on to say you explained everything clearly and made certain that he and the other driver were ok.

The comments of Mr. Siegal are indicative of the level of professional services provided by the Wellesley Police Department and it is a reflection of your personal commitment.

A copy of this correspondence will be maintained in your department personnel file.

AUTHORIZED:

A handwritten signature in black ink, appearing to read "Jack Pilecki".

JACK PILECKI
CHIEF OF POLICE

cc: Board of Selectmen
Bulletin Board
Personnel File

Chief
Wellesley Police Department
December 18, 2017

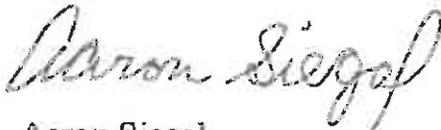
Dear Sir,

On December 14, 2017 I was involved in a serious car accident on Washington Street in Wellesley. While no one was injured there were major damage to the two vehicles and a serious impact on traffic. Officer R. Poirier was first on the scene, later joined by a second officer. I am writing to commend Officer Poirier for the way in which he handled the problem.

He was very efficient and professional as he organized the accident site and was able to get traffic moving again. Equally important was his calm, pleasant and solicitous manner with both myself and the other driver. Neither of us are "spring chickens" and in that stressful situation his attitude was especially helpful. He explained everything clearly and made certain we were both OK. He then was kind enough to drive me home since my car was unusable.

Officer Poirier represented both himself and the Wellesley Police Department in a manner consistent with the very high standards any community would want from its police officers. I personally am very grateful. As I told the officer I will pay my taxes with a smile knowing I am getting great value for money.

Sincerely,



Aaron Siegal
71 Pilgrim Road
Wellesley, MA 02481



TOWN OF WELLESLEY

WELLESLEY, MA 02482
Telephone 781-235-1212

POLICE DEPARTMENT

JACK PILECKI
Chief of Police

MEMORANDUM

TO: SERGEANT GLEN GERRANS
SERGEANT JEFFREY RENZELLA
SERGEANT BRIAN SPENCER
OFFICER TIMOTHY BARROS
OFFICER MARK CARRASQUILLO
OFFICER MARK D'INNOCENZO
OFFICER TRAVIS DIXON
DETECTIVE STANLEY DUNAJSKI
OFFICER TIMOTHY GOVER
OFFICER JAMES LINDELOF
DETECTIVE PETER MCLAUGHLIN
OFFICER RONALD POIRIER
OFFICER DERRICK POPOVSKI
OFFICER EVAN ROSENBERG
DISPATCHER ROBERT ROWE
DISPATCHER THERESE SHURTLEFF

FROM: JACK PILECKI
CHIEF OF POLICE

SUBJECT: COMMENDATION FROM KAREN BIRMINGHAM

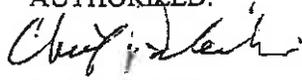
DATE: JANUARY 2, 2018

I was pleased to see a letter which was sent to me by Karen Birmingham who participated in the fall Citizen's Police Academy. She wanted to thank you for all valuable education in understanding the scope of today's police work. She noted the dedication of all of the officers involved.

The comments of Karen Birmingham are indicative of the level of professional services provided by the Wellesley Police Department and it is a reflection of your personal commitment.

A copy of this correspondence will be maintained in your department personnel file.

AUTHORIZED:



JACK PILECKI
CHIEF OF POLICE

cc: Board of Selectmen
Bulletin Board
Personnel File

FROM THE DESK OF
KAREN M. BIRMINGHAM

December 13, 2017

Chief Jack Pilecki, Office of the Chief of Police

Wellesley Police Department

185 Washington Street

Wellesley MA, 02482

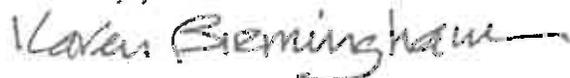
Dear Chief Pilecki,

Last Wednesday evening, you shook my hand as you presented the certificates to the class of the thirteenth session of the Citizen Police Academy. For me, I considered that this course was a valuable education in understanding the scope of today's police work. It was also important to witness the dedication of all the officers involved, and their expertise in their given specialties. They were open to our many questions, and responded in a thoughtful and comprehensive manner to promote understanding and an open attitude.

Since then, I have told many friends about this program and discovered that they have taken it in Hingham and Hyannis.

I want to thank you, personally, for making this course available to the citizens of Wellesley, and the for the collegial atmosphere that existed during our meetings. Sargent Brian Spencer guided the program with a friendly spirit yet emphasized the serious importance of your ever present work.

Sincerely yours,



Karen M. Birmingham

DuPont, Brian

From: Waldman, Marc
Sent: Friday, January 05, 2018 9:58 AM
To: Robinson, Blythe
Cc: Strother, Sheryl; McCabe, Donna; Nagle, Kathleen
Subject: Real Estate Tax Prepayment Activity

Blythe

Now that my office has been able to get the huge volume of prepayment activity posted, I was able to run a report showing the volume of FY2018 Real Estate Tax payment activity we experienced between December 20th and January 3rd. Through all of our sources of payment, the Town received and processed about 2,900 payment transactions totaling almost \$21,00,000. Payments were received in person, through our lockbox and on-line (this does not include all of the other regular work activity that needed to get done).

I have to acknowledge all of the support the Treasurer's Office received from Financial Services, Assessors and Town Clerk's office. As you are aware, we had employees from these departments working in our office and assisting us with the phone volume almost constantly through this time. There is no way we could have handled this absolutely unprecedented amount of work without this support.

I also want to draw particular attention to my staff who put in very long hours, did not get many breaks and never once provided anything but highest level of customer service. As I have said several times, I have never experienced anything even remotely close to the past two weeks in all of my 30 years with the Town of Wellesley.

Marc V. Waldman
Treasurer/Collector
525 Washington Street
Wellesley, MA 02482

Ph. 781-489-7511
Fx. 781-237-5037
mwaldman@wellesleyma.gov

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

