

TOWN OF WELLESLEY



REPORTS TO THE ANNUAL TOWN MEETING

**MONDAY, MARCH 26, 2018
7:00 P.M.**

**at the
MIDDLE SCHOOL AUDITORIUM
WELLESLEY MIDDLE SCHOOL**

**by the
ADVISORY COMMITTEE**

**BOARD OF SELECTMEN
BOARD OF HEALTH
COMMUNITY PRESERVATION COMMITTEE
FULLER BROOK PARK COMMITTEE
MUNICIPAL LIGHT BOARD
PLANNING BOARD
SUSTAINABLE ENERGY COMMITTEE
UNIFIED PLAN STEERING COMMITTEE**

Please read this Report and bring it with you to Town Meeting.

For more information and updates, please visit www.WellesleyMA.gov.

This page intentionally left blank

TOWN OF WELLESLEY



ADVISORY COMMITTEE LETTER

Annual Town Meeting — Monday, March 26, 2018, 7:00 pm
Wellesley Middle School Auditorium

TERM ENDS 2018

Tom Fitzgibbons
Mike Hluchyj, Chair
Mark Kaplan, Vice Chair
Alena Poirier
Ria Stolle

TERM ENDS 2019

Jane Andrews
Rose Mary Donahue
Thomas Skelly, Vice Chair
Andrea Ward, Secretary

TERM ENDS 2020

Todd Cook
Mary Gard
Paul Merry
Lina Musayev
Betsy Roberti

To the Town Meeting Members of the Town of Wellesley:

March 15, 2018

Annual Town Meeting (ATM) will convene on Monday, March 26, 2018, at 7:00 pm in the Wellesley Middle School Auditorium. All residents are welcome to attend. The proceedings may be followed on Wellesley Media Corporation's Government Channel (Comcast Channel 8, Verizon Channel 40). The ATM will also be live streamed at www.wellesleymedia.org/live-streaming.

I am writing on behalf of the Advisory Committee to provide you with an overview of the budget for Fiscal Year 2019 (FY19), which runs from July 1, 2018, to June 30, 2019, and to briefly describe several other significant matters that the ATM will take up. The *Advisory Report* following this letter will discuss, in detail, Advisory's considerations and recommendations on the Articles coming before this meeting. Also included are related committee reports to the meeting. A separate *Advisory Report* will be written and delivered to all Town Meeting Members for the April 9, 2018 STM.

KEY TOPICS ANNUAL TOWN MEETING WILL BE ASKED TO CONSIDER

- A proposed balanced budget for FY19, including both operating and capital items (Article 8)
- FY18 supplemental appropriations for snow and ice removal and unanticipated, unbudgeted costs related to the Special Education Program (Article 7)
- Appropriation to the Special Education Reserve Fund (Article 11)
- Community Preservation Fund appropriations (Article 15) that include funding for:
 - Reconstruction of the Sprague Field Complex tennis courts
 - Construction for Phase II of the High School Track and Field project for restrooms and team locker rooms
 - Construction of the Boardwalk and Observation Area Project at the North 40 vernal pool
 - Installation of a stone fish ramp at Fuller Brook Park
 - Engineering and design of a new footbridge at the Duck Pond
 - Wood shingle replacement roof for the Fells Branch Library
 - Analysis of Wellesley Housing Authority (WHA) sites at Barton Road and Morton Circle/Washington Street
 - Design and construction documents for the improvement of Lee Field and Hunnewell Field II

- Feasibility study funding for Middle School projects to extend its life for an additional 25 years (Article 16)
- Funding for Phase II of the High School Track and Field project for restrooms and team locker rooms (Article 17)
- Funding for the reconstruction of Grove Street (Article 18)
- Design funding for the renovation of the Wellesley Main Library (Article 19)
- Funding for the purchase and installation of an Automated Materials Handler for the Wellesley Main Library (Article 20)
- Design funding for the replacement of the Middle School steam pipe system (Article 21)
- Funding for the Town Hall Exterior Restoration Project (Article 22)
- Authorization to increase the maximum base on which the cost-of-living increase is calculated for retirees and beneficiaries of the Wellesley Contributory Retirement System (Article 25)
- Amending the Zoning Bylaws to prohibit marijuana establishments other than Registered Marijuana Dispensaries (Article 28)
- Amending the Zoning Map to rezone properties owned by the Natural Resources Commission (Article 29)
- Amending the Zoning Map to resolve assorted issues in the map discovered by the Town Planning Department and Geographic Information System (GIS) Division staff (Article 30)
- Amending the Zoning Bylaws to add a new section to regulate the installation and use of outdoor lighting (Article 31)
- Amending the General Bylaws to improve consistency of language and style throughout and to bring the Bylaws into conformance with existing practice (Article 32)
- Amending Article 47 of the General Bylaws, Animal Control Regulations, to bring the Town's bylaws into conformity with current state law (Article 33)
- Amending Article 49.19 of the Town Bylaws to allow the consumption of alcohol in Town buildings, with the exception of school buildings, by non-profit organizations (Article 34)
- Amending the General Bylaws by deleting existing Article 52 and replacing it with a new Article 52 to better align with the uniformity and specificity requirements of State law (Article 35)
- Authorizing the Moderator to appoint a committee to study and evaluate electronic voting at Town Meeting and to report back to Town Meeting (Article 37)

KEY FEATURES OF THE PROPOSED FY19 BUDGET: JULY 1, 2018 – JUNE 30, 2019

<i>Sources of Funds</i>	FY18 <u>Budget</u>	FY19 <u>Request</u>	\$ <u>Inc/(Dec)</u>	% <u>Inc/(Dec)</u>
Taxes	\$ 123,758,516	\$ 128,652,479	\$ 4,893,963	4.0%
State Aid	9,759,649	9,869,649	110,000	1.1%
Local Revenue	11,631,728	12,087,586	455,858	3.9%
Free Cash to balance	4,083,737	2,500,000	(1,583,737)	-38.8%
Other Sources	1,961,583	1,210,169	(751,414)	-38.3%
CPA Funds	460,900	918,000	457,100	99.2%
CPA to offset debt	553,244	550,244	(3,000)	-0.5%
Exempt Debt	12,203,082	12,001,855	(201,227)	-1.6%
Total Sources	\$ 164,412,439	\$ 167,789,982	\$ 3,377,543	2.1%
<i>Uses of Funds</i>				
School	\$ 71,950,648	\$ 74,428,918	\$ 2,478,270	3.4%
Other Town Departments	36,538,645	37,574,663	1,036,018	2.8%
Employee Benefits	28,406,725	30,029,712	1,622,987	5.7%
Cash Capital	6,703,374	5,305,108	(1,398,266)	-20.9%
Debt Service (inside Levy)	3,984,283	4,002,083	17,800	0.4%
Other Uses	4,072,439	3,897,409	(175,030)	-4.3%
Exempt Debt	12,756,325	12,552,089	(204,236)	-1.6%
Total Uses	\$ 164,412,439	\$ 167,789,982	\$ 3,377,544	2.1%
<i>Surplus/(Deficit)</i>	\$ 0	\$ (0)		

Note that numbers for FY19 are the best estimates from the Wellesley Finance Director as of the printing of this letter.

Sources of Funds

The 4.0% growth in Taxes is the result of the allowed 2.5% increase in property taxes along with \$1.8 million in new growth taxes. State Aid is expected to grow modestly at 1.1%, though there may be some upside here after the State budget is approved. The 3.9% growth in Local Revenue (e.g., motor vehicle excise taxes, licenses and permits, parking fees, meals taxes) is the result of conservative estimates in the FY18 budget. Free Cash reserves of \$2.5 million used to balance the FY19 budget are down from \$4.375 million in FY18 and in line with the Town's history of allocating this amount annually. The Town's fiscally responsible, conservative budgeting leads to Free Cash being available at fiscal year end for the next year's budget without compromising the Town's reserve levels (currently at 9% within the Town's Financial Reserves Policy range of 8% - 12%).

Uses of Funds

Schools: The Wellesley Public Schools represent the largest use of Town funds. If one takes the FY19 School budget of \$74.5 million plus school employee benefits, school facilities management and school-related capital expenses (including inside-the-levy and exempt debt service related to school buildings), spending for Schools will total approximately \$109 million or 65% of the FY19 budget. This will only increase in coming years as the Hunnewell and Hardy or Upham school buildings are likely replaced, funded with exempt debt. There is no question that educating our children is one of the top priorities in Town, but at the same time it is critical that the Town remain vigilant in controlling costs, particularly in light of declining enrollments.

Special Education: Approximately 30% of the FY19 School budget is allocated to Special Education. More than the overall program cost, from a budgeting perspective, it is the variability and unpredictability that is most difficult to manage. Both the number of students and the

degree of complexity of each individualized education program can vary greatly from one year to the next. This, coupled with unpredictable levels of State reimbursement for Special Education, results in much uncertainty in the Special Education budget. Last year, Town Meeting approved the creation of a Special Education Reserve Fund (2017 ATM, Article 10) to pay for unanticipated or unbudgeted costs of Special Education. Article 11 at the 2018 ATM proposes to appropriate an additional \$88,000 to this reserve fund.

Personnel Services: Personnel costs make up 65% of the overall Town budget, excluding capital and debt service. For Schools alone, personnel costs make up 89% of its overall budget. Increases in salary, appropriated in the Omnibus budget (Article 8) and the Merit Pay Pool (Article 5, Motion 3), continue to be the primary driver of budget increases, constituting \$2.3 million (2.5% increase over FY18) of additional cost in FY19. The increases brought about by "steps" (corresponding to years in service), "lanes" (corresponding to academic degrees for teachers) and cost-of-living adjustments for all employees lead to significant personnel cost increases. It is not unusual for school employees who have not reached the top step to receive total annual salary increases of as much as 6% - 8% when their step, lane and cost-of-living adjustments are factored in. Ideally, these increases should be offset by retirements at the top of the pay scale replaced with new employees at an earlier, and less costly to the Town, point in their careers. With employees retiring later in life, this replacement cycle does not always balance out in favor of constraining the growth in personnel services. It is worth examining potential retirement incentive programs that could be offered to Town employees. Fortunately, there is much scrutiny by the Advisory Committee, the Board of Selectmen (BOS) and Town Finance in adding new positions to the Town payroll, knowing that the Town will incur not only the incremental cost of the salary for that position for years to come but also the cost of post-retirement pension and health insurance benefits.

Employee Benefits: Another source of concern is the rising cost of Employee Benefits, in particular, health insurance. Employee benefits are projected to cost the Town \$30.0 million in FY19, which is 17.8% of the Town's operating budget and represents a 5.7% increase over FY18. This has been one of the fastest growing areas of cost for the Town during the past ten years. The major employee benefits are group health insurance for current and retired employees at \$18.9 million, pension plan contribution at \$7.1 million, and Other Post-Employment Benefits (OPEB) contribution toward underfunded retiree health benefits at \$3.4 million. The Town has been steadily making up the unfunded pension and OPEB liability that resulted from losses in the financial markets in 2008 and 2009, such that the pension plan is projected to be fully funded by 2030 and OPEB by 2037. The Town's actuaries have shown that this additional cost in the near term will lead to substantial savings later. Bond rating agencies cite the Town's funding of pension and OPEB as one reason for rating the Town's bonds highly, allowing the Town to borrow at lower interest rates. As for health insurance, the Town recently reached a new three-year agreement with the Town's unions on new health plans that will help control health insurance costs while still providing an excellent choice of health care plans for our current and retired Town employees.

Capital Spending: Capital spending, in particular Cash Capital spending, has grown significantly over the last few years. Cash Capital in the FY19 budget is capped at \$5.3 million, down 21% from \$6.7 million in FY18 and in line with FY17 spending. While the Town has made great strides in establishing policies on reserves, setting guidelines on annual operating budgets and proactively funding its pension and OPEB obligations, policies around capital planning and spending were in need of updating. As a result, the BOS began by establishing a new debt policy that sets a limit on spending for cash capital and inside-the-levy, debt-funded projects to a range of 6.2% - 6.8% of recurring annual revenues. This will result in more predictable spending on such capital items and ensure that funds available for operating budgets are not

adversely affected by increased capital spending. This policy will work in conjunction with a new policy on capital spending (still being drafted by the BOS) that will objectively prioritize the Town's capital projects and make more transparent the process of deciding the scope and timing of new projects.

Facilities and Other Capital Needs: Appropriations will be requested for the following FY19 capital projects, all debt-funded and paid for with inside-the-levy borrowing:

- Middle School Feasibility Study - \$125,000 (Article 16)
- High School Track & Field Improvements - \$525,000: 1/3 Town funded, 2/3 CPC and private funded (Article 17)
- Reconstruction of Grove Street - \$2 million (Article 18)
- Library Interior Renovation (design) – estimated at \$245,000 (Article 19)
- Library Materials Handler - \$350,000 (Article 20)
- Middle School Steam Pipes Replacement (design) - \$391,575 (Article 21)
- Town Hall Exterior Renovation – estimated at \$6.6 million (Article 22)

LOOKING AHEAD

With most union contracts settled through June 30, 2020 and a decline in school enrollment, there appears to be no looming need for higher operating budget guidelines (3.5% year-over-year increase for Schools, 2.5% for the rest of Town). This, coupled with capital spending restrictions as a result of the new debt policy, should help to avoid the need for Proposition 2½ overrides over the next few years.

Of most significance are the large capital expenditures projected over the next several years for the renovation or replacement of the Hardy, Hunnewell and Upham elementary schools. According to the current plan, Hunnewell and either Hardy or Upham will be replaced at a cost of approximately \$116 million. The good news is that the Town received notification that it would be invited into the State's Massachusetts School Building Authority (MSBA) program for the consolidation and replacement of the Upham and Hardy schools, with the MSBA expected to reimburse about 30% of the Town's costs for the school, or about \$17 million. Also on the horizon are a variety of capital projects for the Middle School, totaling about \$15.5 million, to extend its life for an additional 25 years, along with extensive Town Hall interior renovations.

Also looking ahead, the Department of Public Works (DPW) has completed the first phase of a benchmarking study in cooperation with Needham and Natick. While small in scope in terms of the number of participating towns, the exchange of data and best practices among the three towns has yielded valuable information on how the Wellesley DPW might move forward with greater efficiency, while still providing a high level of service to the community. In addition, the School Department has embarked on a program to seek out more cost-effective technology solutions (e.g., Google Chromebooks vs. Apple Laptops, cloud services vs. in-house servers and licensed software) as a means to reduce its technology spending in the years ahead.

NEW ADDITION TO ADVISORY CONSIDERATIONS: SUPPORTIVE/UNSUPPORTIVE VOTING

In the 2018 *Advisory Report* that follows, you will find something new. As discussed at last year's Annual Town Meeting, Advisory is introducing Supportive/Unsupportive Voting within Article 8 for its FY19 budget review process. One difficulty for Advisory in communicating its concerns over individual department budgets within the larger Article 8 omnibus budget is that there is only one (Favorable/Unfavorable) vote taken by Advisory for the entire Town budget. An

Advisory member may be displeased with one or more department budgets within Article 8 but feel compelled to cast a Favorable vote for Article 8 as a whole. When an Advisory member does cast an Unfavorable vote for Article 8, the reasons for the unfavorable vote are not always clear, even within the Advisory Committee. Likewise, Town Meeting Members are often left wondering why there was a split vote on Article 8. At the same time, Advisory does not believe that it is reasonable to be casting votes for every department budget within Article 8. As a middle ground, starting with this *Report*, Advisory added Supportive/Unsupportive votes to department budgets within Article 8 as follows. If a department budget within Article 8 (1) exceeds guidelines, (2) includes an increase in FTEs over the prior year or (3) uses Cash Capital to fund Expenses, then Advisory will include a Supportive/Unsupportive vote for that particular department budget within the Article 8 discussion. Advisory believes that this will help better inform Town Meeting of the degree to which Advisory is concerned (or not) about a particular department budget within Article 8. Of the 42 department budgets in Article 8, 13 have budgets that exceed guidelines or add FTEs in FY19. No department uses Cash Capital to fund Expenses, as our new Executive Director no longer allows this practice.

CLOSING THOUGHTS

I like to say that the Wellesley Advisory Committee works for Town Meeting Members. We listen to board presentations, study budgets and, most importantly, ask questions. With 15 members on the Advisory Committee, we are, as a group, very likely to ask the same questions that might occur to Town Meeting Members. While we always aspire to be respectful and polite to those presenting to us, at times our questions can be uncomfortable. In some cases those uncomfortable questions lead to changes in budgets or proposals before they are brought to Town Meeting. In all cases, they lead to the board being better prepared to present its arguments to Town Meeting.

Advisory Chair letters from past Town Meetings often mentioned the need for boards to get their departmental budgets in on time and in the standard format specified by Town Finance. Pulling together the overall Town budget and *Advisory Report* on time for the ATM has been problematic in past years because of late budget submissions. With our Executive Director, Blythe Robinson, leading the charge, the Board of Selectmen created a Budget Book last fall that defines the process and timeline for departmental budget submissions. With one or two exceptions, all departments submitted on-time, standardized FY19 budgets this year.

Long-range capital planning, while extremely important, has not been a traditional area of Advisory focus. This is, in part, because producing a balanced budget and ATM *Report* is our number one priority. In fact, the Five-Year Capital Plan, while an appendix to this *Report*, is not something on which Advisory even deliberates. The Town's process around long-range capital planning needs to change. Fortunately, as noted earlier, the BOS has recently taken some important steps by establishing a new debt policy for cash capital and inside-the-levy spending and by committing to draft a new capital spending policy for evaluating and prioritizing capital requests.

Those who have served on the Advisory Committee, particularly in leadership roles, know that the process of pulling together the ATM *Report* can be chaotic and all-consuming. It is like being back at school with term papers due and no time in which to complete them to the desired level of quality and accuracy. Part of this chaos has to do with the novelty of the experience of being an Advisory Committee member. Just when you reach a point where you understand how to be more efficient and effective, your three-year appointment is up. I cannot help but think that there has to be a smoother, more efficient approach to producing the ATM *Report*.

Perhaps the Executive Director and Finance Department could take the lead in streamlining this process.

Finally, on behalf of the Advisory Committee, I would like to thank the many dedicated Town employees, elected and appointed officials, and concerned citizens who devote their time, energy and expertise to the Town's affairs. Many of these people at one point or another come before the Advisory Committee and one can only be thoroughly impressed by their dedication and passion to make Wellesley a better place. I am particularly thankful to my colleagues on the Advisory Committee who not only have given generously of their time, but also maintained a balanced perspective and collegial working atmosphere during the many hours spent together.

Sincerely,

Mike Hluchyj, Chair
Advisory Committee

INDEX TO WARRANT ARTICLES AND REPORTS

TOWN-WIDE FINANCIAL PLAN

Report of the Board of Selectmen—Town-Wide Financial Plan.....	11
Exhibit I—FY19 Summary Sources & Uses of Funds.....	26

ANNUAL TOWN MEETING WARRANT ARTICLES

1. Receive Reports.....	27
2. Town-Wide Financial Plan and Five Year Capital Budget Program.....	27

APPROPRIATIONS – OPERATING AND OUTLAY

3. Consent Agenda.....	28
4. Amend Job Classifications Plan.....	29
5. Amend Salary Plan—Pay Schedule.....	31
6. Appropriation—Set Salary of Elected Officials.....	36
7. FY18 Budget Supplemental Appropriations.....	37
8. FY19 Appropriations —Omnibus Budget and Capital Budget Program.....	42
Motion 1: Municipal Light Plant—Tax Impact.....	42
Motion 2: Enumeration of Appropriations.....	44
Omnibus Budget Overview.....	48
Budget Process and Guidelines.....	50
General Government.....	54
Board of Selectmen—Administration.....	55
Board of Selectmen—Human Services.....	58
Board of Selectmen—Facilities Management Department.....	59
Board of Selectmen—Other Services.....	60
Board of Selectmen—Shared Services.....	61
Other General Government	61
Public Safety.....	64
Board of Public Works.....	66
Board of Library Trustees.....	68
Recreation Commission.....	71
Board of Health.....	72
Natural Resources Commission.....	73
Wellesley Public Schools.....	76
Employee Benefits.....	86
Cash Capital and Debt Service.....	89
Receipts Reserved for Appropriations.....	90
Conclusions, Considerations and Recommendations.....	91
Motion 3: Transfer of Free Cash.....	94
9. Authorization—Revise and Authorize Revolving Funds.....	94
10. Authorization—Re-appropriate Building Department Document Fund.....	98
11. Appropriation—Special Education Reserve Fund Contribution.....	99
12. Appropriation—Water Program (Enterprise Fund).....	100
13. Appropriation—Sewer Program (Enterprise Fund).....	103
14. Appropriation—Electric Program (Municipal Light Plant).....	105

APPROPRIATIONS—SPECIAL CAPITAL PROJECTS

15. Appropriation—Community Preservation Fund Appropriations.....	110
16. Appropriation—Middle School Feasibility	116
17. Appropriation—High School Field Improvements.....	118
18. Appropriation—Grove Street Reconstruction.....	120
19. Appropriation—Wellesley Main Library Interior Renovation Design.....	122
20. Appropriation—Wellesley Main Library Automated Materials Handler.....	127
21. Appropriation—Middle School Steam Pipe Design.....	130
22. Appropriation—Town Hall Exterior Renovation.....	133

STREET ACCEPTANCE

23. Authorization—Granite Street.....	137
---------------------------------------	-----

AUTHORIZATIONS

24. Authorization—Accept/Abandon Easements.....	138
25. Authorization—Wellesley Contributory Retirement System COLA Base	140
26. Authorization—Re-establish Parking Meter Receipts Special Revenue Fund.....	142
27. Authorization—Purge Unpaid and Uncollectible Parking Fees.....	143

AMEND ZONING BYLAW

28. Amendment—Prohibit Recreational Marijuana Establishments.....	144
29. Amendment—Rezone Natural Resources Commission Properties.....	145
30. Amendment—Zoning Map Corrections.....	148
31. Amendment—Outdoor Lighting Bylaw.....	156

AMEND TOWN BYLAWS

32. Amendment—Various General Bylaws Updates.....	161
33. Amendment—Article 47, Animal Control Regulations.....	167
34. Amendment—Article 49.19, Alcoholic Beverages in Town Buildings.....	171
35. Amendment—Article 52, Specification of Fines.....	172

CITIZEN PETITIONS

36. Amendment—Rezoning of Properties.....	178
37. Appropriation—Electronic Voting System.....	179

GENERAL

38. Authorization—Rescind or Transfer Debt.....	180
39. Authorization—Indemnify Town Employees/Officials.....	181
40. Authorization—Settle Claims.....	181
41. Authorization—Dispose of Property.....	182
42. Authorization—Appoint Fire Engineers.....	182

REPORTS

Report of the Board of Health.....	183
Report of the Community Preservation Committee.....	188
Report of the Fuller Brook Park Committee.....	199
Report of the Municipal Light Board.....	201
Report of the Planning Board.....	203
Report of the Sustainable Energy Committee.....	207
Report of the Unified Plan Steering Committee.....	212

APPENDICES

A. Town Meeting Acronyms.....	216
B. Town-Wide Financial Plan—FY19 Detail Sources & Uses of Funds.....	219
C. Five Year Capital Plan Exhibits.....	224
D. School Staff Compensation.....	232
E. School Enrollment History and Forecast.....	239
F. Special Education Programs.....	240
G. School Technology Report.....	244
H. Glossary of Municipal Finance Terms.....	246
I. Guidelines for Conduct of Wellesley Representative Town Meeting.....	250



Town-Wide Financial Plan for 2018 Annual Town Meeting Submitted by the Board of Selectmen

March 1, 2018

Dear Town Meeting Members:

We are pleased to submit this report on the Town-Wide Financial Plan (TWFP). This report provides summary financial information for the current fiscal year (FY18), the proposed budget for FY19, and projected financial information for the years FY20-22.

Overview

The Board of Selectmen, working with other Town officials, is proposing a balanced-budget for the fiscal year (FY19, or the year beginning July 1, 2018). This proposal assumes modest levels of revenue and spending growth. Spending growth is in line with prior year TWFP projections and the budget guidelines issued last fall.

The amount of reserves used to balance the budget (\$2.5 million) is less than the \$4 million used in FY18, and in line with the Town's history of allocating this amount annually. Deployment of free cash at this level will keep the reserve levels within the reserve policy guidelines, primarily due to local receipts continuing to exceed projections.

There are two significant milestones that are in process this year which will have a major impact on the town's finances in the next three fiscal years (FY20-22) and beyond. The first is the Selectmen's implementation of debt and cash capital policies for the Town. Through the years the Town established policies on reserves, set annual guidelines for operating budgets and proactively funded its pension and OPEB obligations, all of which have contributed to its strong financial position. Debt and capital spending were areas that had grown significantly over the years and prompted the conclusion in past TWFPs that within the next several years, the voters would need to approve overrides to finance the Town's operations. The debt policy establishes a limit on spending for cash capital and "inside the levy" debt-funded projects to a range of 6.2% - 6.8% each year as a percentage of recurring annual revenues. This will result in an affordable and predictable amount of spending on such items, as well as ensure that dollars available for operating budgets are not adversely affected by increased capital spending. This policy will work in conjunction with a policy on capital spending (which is being drafted for the FY20 budget cycle) that will objectively prioritize the Town's capital projects.

The second major development is the implementation of new health plans and a three-year agreement with our unions effective July 1, 2018. This new agreement will replace the "Rate Saver Plans" purchased through the West Suburban Health Group with two "deductible" plans that are more cost effective for the Town. The change will moderate cost, and continue to provide an excellent choice of health care and plans for employees. It will encourage employees to become better consumers of their coverage, which in turn will help moderate cost growth over the life of the agreement. Finally, the majority of newly-hired employees will pay a greater percentage of their insurance premiums.

Regarding the operating budgets, the assumptions are similar to those utilized in the last several years. With most union contracts settled through June 30, 2020 and a decline in school enrollment, there appears to be no necessity for higher guidelines for operating budgets. This, coupled with affordable growth in capital expenditures, will go a long way towards avoiding deficits in the upcoming years. It must be noted that the teacher's contract will need to be re-negotiated for the FY20 budget, and the School Committee is in the process of developing a successor strategic plan that may propose additional costs. Whether these can be moderated by declining enrollments or school employee turnover is unclear. Nevertheless, we continue to work with all Town departments and the Schools to improve long-range financial forecasts and look for saving opportunities that do not adversely impact services to our residents.

There are several debt-funded projects included in the warrant for Town Meeting that require appropriation. The most significant of these projects are exterior renovations to Town Hall, reconstruction of Grove Street, and design for the future replacement of the Middle School steam pipes. All of the debt-funded projects proposed in fiscal 2019 are to be paid for with inside-the-levy borrowing. Because of the Town's conservative approach to amortizing debt, inside-the-levy debt service costs will remain level with those of FY18. The Town continues to proactively manage its debt by containing costs on construction projects and applying savings to other projects to reduce future borrowing costs. A list of such debt rescissions or transfers of debt borrowed but not spent are included in Article 38 of the warrant.

More critically, we continue to plan for significant capital projects that we anticipate bringing to the voters for approval in the next 3 -8 years as debt exclusions. The projects include:

- The renovation and/or replacement of the Hardy, Hunnewell and Upham elementary schools (also referred to as "HHU"). This past December, the Town received notification that it would be invited into the State's Massachusetts School Building Authority (MSBA) program for the consolidation and replacement of the Upham and Hardy schools. This is welcomed news in that it provides for a reimbursement of about 30% of the Town's costs, albeit through a very detailed and time consuming process. The Town will embark on this soon, and separately will need to decide how and when to pursue the replacement of the Hunnewell School. Both projects will be subject to a debt exclusion, and our preliminary projections suggest the peak median tax bill impact of this work could approach \$767 per year.
- Interior renovation of the historic Town Hall. The capital plan recognizes \$6.6 million in FY19 for exterior renovations in Article 22 on the warrant. We have recently embarked upon an interior space utilization and visioning study of the building and plan to bring an article to the 2019 Town Meeting for design funds to proceed with the plan that is developed. It is important to note that Town Hall does not meet the requirements of the disabled persons' accessibility laws. Working with the project architect on the exterior phase of the project, we have requested and received approval from the Massachusetts Architectural Access Board (MAAB) for several permanent variances from the law, as well as other time variances for interior items that are required to be addressed. Those time variances are for three years with the possibility of a 2-year extension if the Town is making progress towards resolving these matters. For this reason, this project will need to begin within the near future.
- Middle School Projects – the Town undertook a number of important projects to the Middle School in 2006 – 2008, but due to budget constraints deferred a number of items as well. The purpose of Article 16 on the warrant is to conduct a feasibility study of the projects that were deferred and determine how best to complete this now critical

structural, mechanical, and interior work. A very rough estimate for these projects is \$15.5 million.

The combination of carrying forward the assumptions that were used to achieve a balanced budget in FY19 and implementing the debt policy means that the possibility that the Town will need to ask the voters to consider a Proposition 2½ override in the next three years has been reduced. We believe that these steps, as well as a capital policy that prioritizes projects and requests in an objective manner, necessary to manage the annual operating costs of the Town. In doing so, the impact to taxpayers will have been moderated as much as possible, while still maintaining the high level of services that our customers have come to expect. Debt exclusions will be necessary for the projects outlined above when they are brought forward. Areas that we must continue to monitor closely include the School budget and health insurance costs. The School budget is nearly twice the size of the other departmental budgets combined, and school officials project it may continue to grow at a higher annual rate than we have included in this projection. Further analysis of these details are included in the Looking Ahead to FY20 – 22 section of this report.

Key Financial Planning Issues

Each year, the Selectmen and their staff update the TWFP with input from the Town's departments, Boards and Committees. As part of this process, the Selectmen are particularly mindful of the need to:

- Pay the full cost of the Town's current operations;
- Proactively address emerging issues;
- Protect the Town against material risks;
- Preserve the Town's assets; and
- Plan for the long-term.

As in prior years, the key issues impacting the Town's financial planning include:

- Growth in personnel costs;
- Employee benefit costs; and
- Facilities and other capital needs.

A short discussion of each of these items follows.

Growth in personnel costs

The largest recurring item in the year-over-year growth of the Town budget is the cost of wage increases for existing employees. The majority of Town employees are unionized, and their annual wage increases are a subject of collective bargaining. This year, all of the union contracts are settled. There are eleven unions representing 1,129 employees the largest of which is the teacher's association. That contract expires on June 30, 2019, and the other contracts all expire a year later on June 30, 2020.

In addition to the general wage increases noted above, the union contracts also provide for annual "step" increases for teachers and other employees who have not yet reached the top step, and "lane" increases for teachers as they attain additional academic degrees. The Teachers' contract provides for 16 steps and the value of each step increase is approximately 4.2%. The DPW Production, Police Patrolmen and Firefighters contracts provide for 4-6 steps,

and an average step increase of 5.3-5.6%. Thus, it is not unusual for employees who have not reached the top step to receive total annual wage increases in the range of 7-8% as step increases are added to the COLA.

Each year the cost of step increases is partially offset by savings resulting from the retirement or departure of employees who are replaced by new employees at a lower step level. Thus, in departments with steps, the changing composition of the work force affects the budget over time. In the case of the School Department, the average experience level of teachers has increased incrementally over the past ten years. Currently approximately 50% of the teachers are at the top step, and the others are still moving on steps. These factors, along with increases in special education costs, have contributed to the greater growth of the School budget in comparison to other departments' budgets. Conversely, in the Fire Department five employees have retired this year, and we expect more to follow in FY19. Due to fewer steps, these retirements have created an opportunity to realign costs, as new employees begin at a lower step and there is a shorter path to the top step.

Employee benefit costs

Employee benefit costs total nearly \$30 million in FY19 (17.8% of the Town's total budget) and during the past 10 years this has been the fastest growing component of the overall Town budget. The principal components of this cost are:

- Health insurance premium costs for active and retired employees - \$18.9 million
- Pension plan contribution - \$7.1 million
- Other Post-Employment Benefits (OPEB) funding - \$3.4 million

The Town procures health insurance for active employees and retirees through the West Suburban Health Group (WSHG), a consortium of 8 towns and 2 educational entities. Health insurance is a mandatory subject of collective bargaining, so the Town cannot unilaterally make plan design changes.

The Municipal Health Insurance Reform legislation passed by the State in 2011 established a process by which municipalities could transition active employees and retirees to the Group Insurance Commission (GIC), without the need for traditional collective bargaining. By transitioning to the GIC, municipalities can take advantage of that entity's market leverage, greater flexibility (the GIC can make plan design changes without the burden of collective bargaining) and lower premium rates.

In 2015, the Selectmen negotiated an agreement with all the Town's unions, under the terms of which the Town's percentage contribution toward the cost of the plans offered by Fallon Health was increased to 80% and the Town's contribution toward the more expensive plans offered by Blue Cross Blue Shield, Harvard Pilgrim and Tufts was reduced to 71%. In addition, the Town introduced an "opt-out" option for employees, whereby an employee would receive a cash payment in exchange for withdrawing from the Town's health insurance plans (some employees have the flexibility to enroll in their spouse's health insurance plan). In exchange for these plan changes, the Town agreed not to transition to the GIC for the 3-year term of the agreement, i.e., through June 30, 2018. As a result of the 2015 agreement, the Town initially recognized \$2 million of health insurance budget savings in the FY16 budget.

The Selectmen have reached an agreement for a successor contract for another three-year period beginning in July. For the first time, the Town will introduce two different deductible plans for employees, both of which are less expensive than the previous offerings. The unions have

further agreed to shift all employees to paying a greater percentage of their premium costs in the second and third years of the agreement. In return the Town has offered various incentives to employees to lower their costs, and will make a significant effort to educate employees about the high deductible plan. We believe that the combination of employee turnover in this three-year period and education about the benefits of the high deductible plan will result in cost containment over the next few years. The Board will continue to monitor health insurance cost trends and work with the other members of the WSHG to control health insurance costs, while meeting our obligations to our employees and retirees.

The Town maintains a defined benefit pension plan for retired employees other than teachers (teachers participate in a similar plan operated by the State). The benefits provided by the plan are identical to those offered by other cities and towns in Massachusetts. Municipal employees in Massachusetts are not eligible for Social Security as a benefit of their employment with a municipality. Thus, the pension benefit is provided in lieu of a retirement allowance under Social Security. Unlike a defined benefit pension plan in the private sector, municipal employees contribute toward the cost of their pension. Any municipal employee hired after 1996 is required to contribute 9% of pay plus 2% of pay over \$30,000. Employee contributions to the Town of Wellesley's pension plan during calendar 2017 totaled \$3.7 million. These contributions are in addition to the Town's contribution, which is expected to be \$7.1 million in FY19. Approximately 66% of the contribution by the Town this year will be allocated to accrued liabilities from prior years.

The Town is also obligated to subsidize a portion of the health insurance premiums for all retirees. Eligible retirees are required to enroll in Medicare and the Town pays 50% of the cost of a Medicare supplement plan and 50% of the Medicare Part B premium. This obligation is the basis for the Town's Other Post-Employment Benefits (OPEB) liability.

The following table summarizes the Town's unfunded liabilities related to pension and OPEB, based on employee service to-date:

	<u>Pension</u>	<u>OPEB</u>
Valuation Date	1/1/2017	6/30/2016
Accrued Liability	\$ 224,137,166	\$ 120,156,976
Actuarial Value of Assets	169,089,812	44,229,773
Unfunded Liability	<u>\$ 55,047,354</u>	<u>\$ 75,927,203</u>
 MV of Assets at 12/31/17	 \$ 192,136,792	 \$ 61,715,694

The actuarial funding schedule for the pension plan, which is intended to fully fund the plan by 2030, calls for a \$.4 million increase in pension funding in FY19 (exclusive of enterprise funds). The latest actuarial valuation of the pension plan performed as of January 1, 2017 reflected an investment return assumption of 6.625%, which is more conservative than the 6.75% assumption used in the previous valuation. The Town's unfunded pension liability continues to decline, consistent with the funding schedule.

The latest actuarial valuation of the OPEB liability was performed as of July 1, 2016. The interest rate was adjusted to 6.75% and certain mortality assumptions were updated. The new actuarial funding schedule for the OPEB liability, which is intended to fully fund this liability by 2037, requires the Town to contribute a flat \$3.42 million each year, in addition to the increasing pay-as-you-go costs (i.e., the premium subsidies for current retirees). The \$3.42 million

contribution is funded by inside-the-levy funds. A historical table outlining the funding over the past three years and FY19 may be seen in the following table:

	<u>OPEB Funding</u>			
	FY16	FY17	FY18	FY19
Inside the levy	\$ 1,800,000	\$ 2,400,000	\$ 3,432,000	\$ 3,432,000
Exclusion	1,200,000	600,000	-	-
	\$ 3,000,000	\$ 3,000,000	\$ 3,432,000	\$ 3,432,000

While this funding transition when implemented added pressure on the Town budget, now that it is in place and level, it does not create an impediment to balancing the annual budget.

Unlike many other communities, Wellesley is fully funding the ARC (Annual Required Contribution), as defined in the Government Accounting Standards Board pronouncements related to OPEB. As a result, the Town is allowed to discount the unfunded OPEB liability using an assumed market rate of return, whereas communities that are not funding the ARC are required to use a risk-free rate of return. As new accounting rules applicable to municipalities take effect, which will require municipalities to report pension and OPEB liabilities on their balance sheet, Wellesley's proactive funding approach will favorably distinguish our community.

Facilities and other capital needs

At the upcoming 2018 Annual Town Meeting, appropriations will be requested for the following capital projects:

- Middle School Feasibility Study - \$125,000 (Article 16)
- High School Track & Field Improvements - \$525,000 (Article 17)
- Reconstruction of Grove Street - \$2 million (Article 18)
- Library Interior Renovation – (Article 19)
- Library Materials Handler - \$350,000 (Article 20)
- Middle School Steam Pipes Replacement (design) - \$391,575 (Article 21)
- Town Hall Exterior Renovation – \$6.6 million (Article 22)

The cost amounts shown for the above projects are detailed estimates. Bids for the construction projects are currently being solicited and the final appropriation amounts will be presented at Town Meeting. The Middle School Steam Pipes forecast is an estimate for the design phase developed by the Permanent Building Committee and Facilities Management Department.

The High School Track and Field Improvements and Reconstruction of Grove Street will be managed by DPW; the Town Hall Exterior Renovation, and Middle School Steam Pipes design projects will be addressed together by PBC and FMD; and FMD will manage the Middle School Feasibility project. At the time this report was completed, there is not support by the Board of Selectmen or Advisory Committee to fund the Library Interior Renovation design phase (at this time), as it was not included on past years' capital budget schedule. The Library Materials Handler would be managed by Library Trustees and FMD. All of the other projects will be funded with inside-the-levy borrowing or transfers from existing sources of funds.

The situation with respect to other facilities needs is summarized as follows:

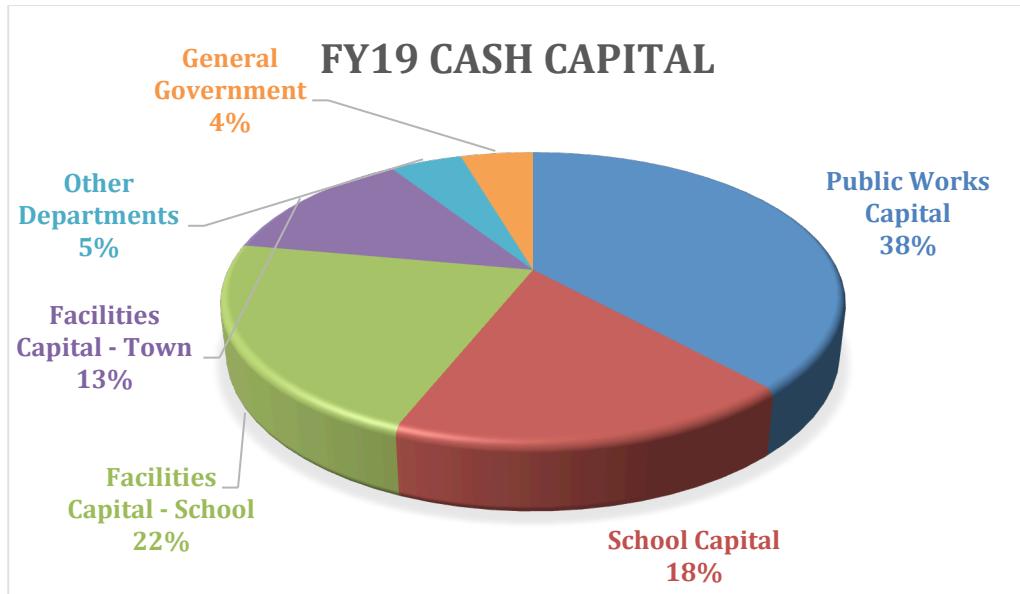
- Renovation/replacement of Hardy, Hunnewell and Upham elementary schools – The Town was successful this year with its Statement of Interest (SOI) application to the Massachusetts School Building Authority (MSBA). The MSBA selected the Upham School that was prioritized by the Town with the understanding that the feasibility phase of the project would also consider the Hardy School site, thus no determination about the site can be made at this time. The Town will need to continue on its own with regard to the Hunnewell School site which was not chosen by the MSBA. The Selectmen and School Committee agree that a special town meeting should be called this spring to seek approval for funding to begin both of these projects, albeit under different circumstances. For purposes of the TWFP, we are projecting the total cost of this work to be \$3.5 million in FY19 for both a feasibility/schematic design study for the MSBA project and feasibility study only for Hunnewell School. Following that construction for two schools is estimated to cost \$116 million, to be incurred during the period FY20-24 for construction.
- Middle School Infrastructure (\$15.5 million) - A 2014 study of the Middle School identified the need to address several projects at the school that had been eliminated from the 2006-2008 project. We are modeling several projects to address most of those and two other more recent areas of concern. In total the project includes replacement of significant portions of the HVAC secondary distribution system, replacement of classroom and corridor doors, certain classroom cabinetry, façade repairs including repointing and re-caulking portions of the brick masonry, replacement of aged kitchen equipment and repaving of the driveway and parking lots. The rough estimate noted above would include the steam pipe replacement project if a decision was made to include this as part of a debt exclusion, as currently it is planned as “inside the levy” debt.
- Town Hall Renovations (\$15.0 million) – The capital plan includes a project in FY19 to construct the renovations to the exterior of Town Hall (including some associated Massachusetts Architectural Access Board (MAAB) disabled patrons’ accessibility improvements) of \$6.6 million. Following that, a design of interior renovations would be proposed at an anticipated cost of \$2.0 million for FY20. The feasibility study that begins this month will form the basis for the interior renovations design and is included within FMD’s FY18 cash capital budget. Within a 3 – 5-year period the Town will be required to bring the building fully into compliance with the federal ADA law. This time period is as a result of our successful request to the MAAB for a time variance to enable the Town to plan the renovations and financing of the project. The renovation is also intended to address workspace shortages and the efficiency of the space for each office in the building.

Further details regarding these and other capital projects are detailed in the Five-Year Capital Budget Program attached as Exhibit C.

Implementation of the Unified Plan

Department Heads, Unified Plan (UP) Steering Committee members, and others met in February to provide input on criteria and the matrix to be used to prioritize capital projects requests. Up until this time, the formation of the Five-year Capital Budget Program has been more informal. The Finance Director, Executive and Assistant Executive Director and Selectmen will review and analyze the input from the Department Heads and UP Steering

Committee and finalize the process and criteria that will be used for building the Town budget beginning in FY20.

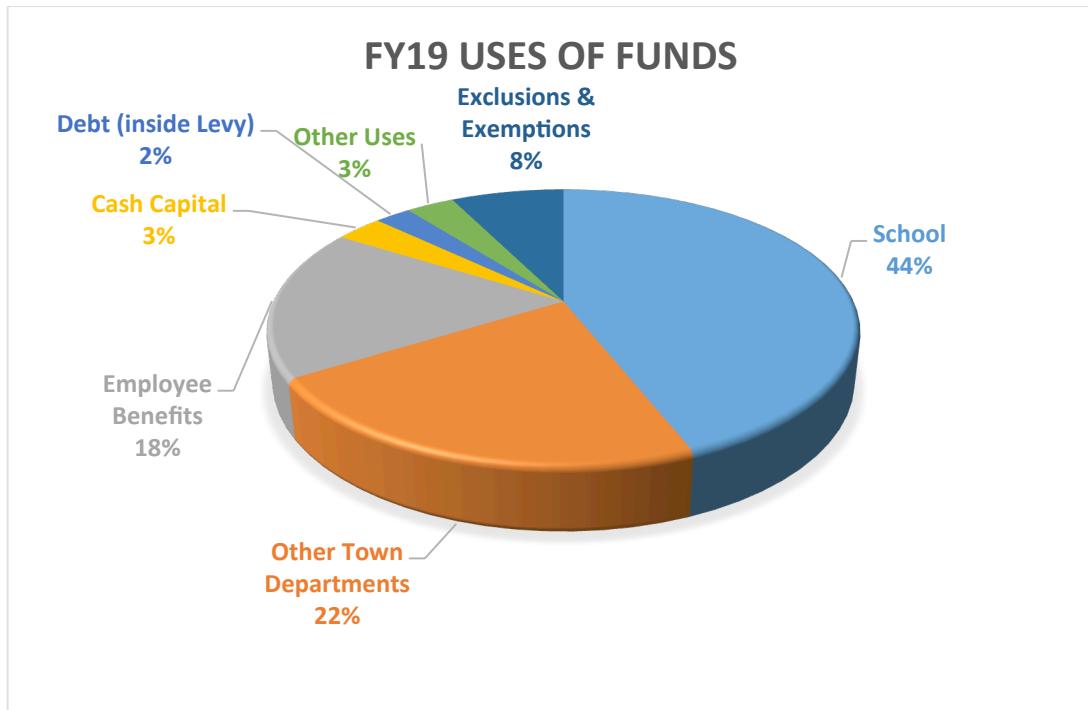


FY19 Budget

The proposed FY19 budget request is summarized in the following table (more complete versions of the FY19 Sources & Uses are presented in Exhibit I and Appendix B, which appear later in this book):

	<u>FY18 Budget</u>	<u>FY19 Request</u>	<u>\$ Inc/(Dec)</u>	<u>% Inc/(Dec)</u>
<i>Sources of Funds</i>				
Taxes	\$ 123,758,516	\$ 128,652,479	\$ 4,893,963	4.0%
State Aid	9,759,649	9,869,649	110,000	1.1%
Local Revenue	11,631,728	12,087,586	455,858	3.9%
Free Cash to balance	4,083,737	2,500,000	(1,583,737)	-38.8%
Other free cash items	241,010	-	(241,010)	-100.0%
Other Sources	1,720,573	1,210,169	(510,404)	-29.7%
CPA Funds	460,900	918,000	457,100	99.2%
CPA to offset debt	553,244	550,244	(3,000)	-0.5%
Exempt Debt	12,203,082	12,001,855	(201,227)	-1.6%
Total Sources	\$ 164,412,439	\$ 167,789,982	\$ 3,377,543	2.1%
<i>Uses of Funds</i>				
School	\$ 71,950,648	\$ 74,428,918	\$ 2,478,270	3.4%
Other Town Departments	36,538,645	37,574,663	1,036,018	2.8%
Employee Benefits	28,406,725	30,029,712	1,622,987	5.7%
Cash Capital	6,703,374	5,305,108	(1,398,266)	-20.9%
Debt Service (inside Levy)	3,984,283	4,002,083	17,800	0.4%
Other Uses	4,072,439	3,897,409	(175,030)	-4.3%
Exempt Debt	12,756,325	12,552,089	(204,236)	-1.6%
Total Uses	\$ 164,412,439	\$ 167,789,982	\$ 3,377,544	2.1%
<i>Surplus/(Deficit)</i>	<u>\$ 0</u>	<u>\$ (0)</u>		

Sources of Funds: The 4.0% increase in Taxes reflects the allowed growth in the levy limit (2.5%) and \$1.8 million of new growth. At this point State Aid is projected at a modest 1% increase, although the budget proposed by Governor Baker includes an increase of unrestricted governmental aid of 3.5%. Generally, as Wellesley's annual town meeting is completed prior to the State budget process, we have not fully budgeted the revenue assumed early in the State process. In future years, the increases remain modest to assume slow but steady growth in the State's fiscal situation. The 3.9% increase in Local Revenue is a reflection of conservative numbers in FY18.



Uses of Funds: The 3.4% increase in the School budget reflects the cost of contractual step, lane and cost-of-living increases and higher special education costs. The 2.8% increase in Other Town Departments is consistent with the wage increase levels recommended by the Human Resources Board and various adjustments in other expenses for all departments. The 20.9% reduction in cash capital is largely attributable to a guideline set this year to smooth out expenditures in this area and ensure that capital expenditures remain affordable over time.

The Town is also anticipating appropriation requests to fund the following items using Free Cash that are non-recurring in nature:

Supplemental FY18 appropriations:

- \$776,000 for school special education costs
- \$500,000 for current year snow and ice removal costs
- \$ 53,010 for settlement of the police union contracts
- \$ 30,000 for compensated absences

Reserves

Mindful of the need to maintain sufficient financial reserves to support the Town's favorable Aaa bond rating, we continue to carefully monitor the level of revenues and expenses versus budget, and the resulting impact on reserve levels.

Of particular concern is the balance in the Town's Stabilization Fund (a separate reserve fund) and the balance of Free Cash. Under Massachusetts Department of Revenue (DOR) rules, these are the reserve balances specifically available for appropriation by Town Meeting for any lawful purpose. Appropriations from the Stabilization Fund require a two-thirds vote by Town Meeting, whereas appropriations from Free Cash require a majority vote. The balance of the General Purpose Stabilization Fund as of June 30, 2017 was \$3.3 million and we do not

anticipate any requests for appropriations from this fund. The level of Free Cash, as certified by the DOR, was \$12.1 million as of July 1, 2017.

The following chart summarizes the changes in Free Cash for the years FY13-17:

Free Cash	FY13	FY14	FY15	FY16	FY17
Beginning of year	\$10,499,623	\$10,950,782	\$10,336,925	\$ 8,831,500	\$11,858,182
Uses	(3,630,881)	(3,987,715)	(4,867,591)	(3,601,830)	(4,875,826)
Net Free Cash generated	4,082,040	3,373,858	3,362,166	6,628,512	5,147,060
End of year	\$10,950,782	\$10,336,925	\$ 8,831,500	\$11,858,182	\$12,129,416

Free Cash is “generated” by revenues in excess of budget, budget “turn-back” (amounts budgeted but not spent), and other timing differences. The Town’s ability to generate Free Cash has enabled the rebuilding of the Town’s financial reserves, and funded a number of operating and capital investments, as reflected in the “Uses” quantified above. The potential for generating additional Free Cash in FY18 is an important factor in our evaluation of the proposed use of these reserves to help balance the FY19 budget.

The following chart summarizes an initial projection of the Town’s reserve balances at June 30, 2018:

Reserves Projection

	<u>Amount</u>
<i>Reserves as of 6/30/2017</i>	
Free Cash Estimate	\$ 12,129,416
Stabilization fund	3,274,957
Injured-on-duty Stabilization Fund	500,332
	<u>\$ 15,904,705</u>
<i>Sources and (Uses) of Reserves in FY18</i>	
Supplemental FY18 appropriations (Article 7-Police contracts) estimate	(53,010)
Compensated absences	(30,000)
- Snow & ice removal - estimated	(500,000)
School FY 2018 SPED shortfall estimate	(776,000)
Balance FY19 budget (Article 8)	(2,500,000)
Net operating change estimate	1,000,000
<i>Estimated Reserves as of 6/30/18</i>	<u>\$ 13,045,695</u>
<i>FY18 Revenue</i>	<i>\$ 144,856,184</i>
<i>% of Revenue</i>	<i>9.01%</i>

(Note: Amounts appropriated from Free Cash serve to reduce the Free Cash balance during the year of appropriation vs. the year of the related expenditure.)

The Town's Financial Reserves Policy calls for the sum of the balances in the Stabilization Fund and Free Cash to be maintained in the range of 8-12% of budgeted operating revenues. Reserves in excess of 8% but less than 12% may be used to stabilize tax rates, meet anticipated capital needs, and to avoid or defer an override.

Based on the above projection, Wellesley's reserves at June 30, 2018 would remain slightly above 9%. The estimated FY18 reserve growth is largely attributable to the Town's conservative budgeting. It is also important to note that the Town's financial position is reinforced by the Town's proactive approach to funding the pension and OPEB liabilities.

Looking Ahead to FY20-22

For purposes of projecting the Town's Sources and Uses of funds for the years FY20-22, we have used a range of assumptions in order to aid in the decision making process about whether or not the Town needs to plan for an override. The placeholders established for the FY19 budget are as follows:

- Levy growth 2.5% plus \$1.8 million of new growth
- State aid & local revenue 2%
- Use of Free Cash \$2.5 million/year
- School budget 3.5%
- Other Town departments. 2.5%
- Pension Per approved funding schedule
- Health insurance 7%
- Other employee benefits 2.5%

There are two differences in the assumptions for these years from the Proposed FY 19 budget:

- Local receipts increased 3.9% from FY18 to FY19, but increasing 2% thereafter
- New growth is \$1,800,000 in FY19 and flat thereafter

It is important to note that these assumptions do not take into account priorities and initiatives that may result from the Unified Plan. Furthermore, given the relative size of the School budget, the assumption regarding the growth in School spending has the greatest impact. The schools have indicated to us that their ability to provide the level of services expected within this guideline may be challenged due to special education costs, negotiating a successor teacher's union contract that begins in FY20, and the desire to implement aspects of their strategic plan. It is unclear whether employee turnover and anticipated enrollment decline in the elementary grades will moderate this. Evaluating the changes in cost related and unrelated to special education may provide a method of analyzing true increases in service delivery.

	FY18 Budget	FY19 Request	\$ Inc/(Dec)	% Inc/(Dec)	FY20 Projection	FY21 Projection	FY22 Projection
Sources of Funds							
Taxes	\$ 123,758,516	\$ 128,652,479	\$ 4,893,963	4.0%	\$ 133,668,791	\$ 138,810,511	\$ 144,080,774
State Aid	9,759,649	9,869,649	110,000	1.1%	10,067,042	10,268,383	10,473,750
Local Revenue	11,631,728	12,087,586	455,858	3.9%	12,329,338	12,575,924	12,827,443
Free Cash to balance	4,083,737	2,500,000	(1,583,737)	-38.8%	2,500,000	2,500,000	2,500,000
FY18 Free Cash items	241,010	-	(241,010)	n/a	-	-	-
Other Sources	2,181,473	2,128,169	(53,304)	-2.4%	2,911,009	2,911,009	2,911,009
CPA for North 40	553,244	550,244	(3,000)	-0.5%	553,244	550,244	552,044
Exclusions & Exemptions	12,203,082	12,001,855	(201,227)	-1.6%	12,117,045	12,597,008	13,813,935
Total Sources	\$ 164,412,439	\$ 167,789,982	\$ 3,377,543	2.1%	\$ 174,146,469	\$ 180,213,079	\$ 187,158,955
Uses of Funds							
School	\$ 71,950,648	\$ 74,428,918	\$ 2,478,270	3.4%	\$ 77,033,931	\$ 79,730,118	\$ 82,520,672
Other Town Departments	36,538,645	37,574,663	1,036,018	2.8%	38,514,030	39,476,880	40,463,802
Employee Benefits	28,406,725	30,029,712	1,622,987	5.7%	31,658,654	33,342,762	35,026,127
Cash Capital	6,703,374	5,305,108	(1,398,266)	-20.9%	6,667,752	6,187,730	7,528,456
Debt (inside Levy)	3,984,283	4,002,083	17,800	0.4%	3,978,675	4,518,345	4,759,176
Other Uses	4,072,439	3,897,409	(175,030)	-4.3%	4,316,451	4,365,254	4,415,277
Exclusions & Exemptions	12,756,325	12,552,089	(204,236)	-1.6%	12,667,289	13,149,052	14,367,379
Total Uses	\$ 164,412,439	\$ 167,789,982	\$ 3,377,544	2.1%	\$ 174,836,781	\$ 180,770,141	\$ 189,080,889
Surplus/(Deficit-Override)	\$ 0	\$ (0)			\$ (690,313)	\$ (557,062)	\$ (1,921,934)

Based on these assumptions and no overrides, projected deficits are in the range of \$690,000 to \$1.9 million over the years' FY20-22. The new debt and capital policies will contribute significantly to reducing these deficits; conversely, allowing any growth in operating guidelines would have a detrimental impact. We anticipate debt exclusions to be placed on the ballot over the next few years will have the effect of increasing taxes to fund the construction of the HHU schools, Middle School repairs and the interior renovation of Town Hall.

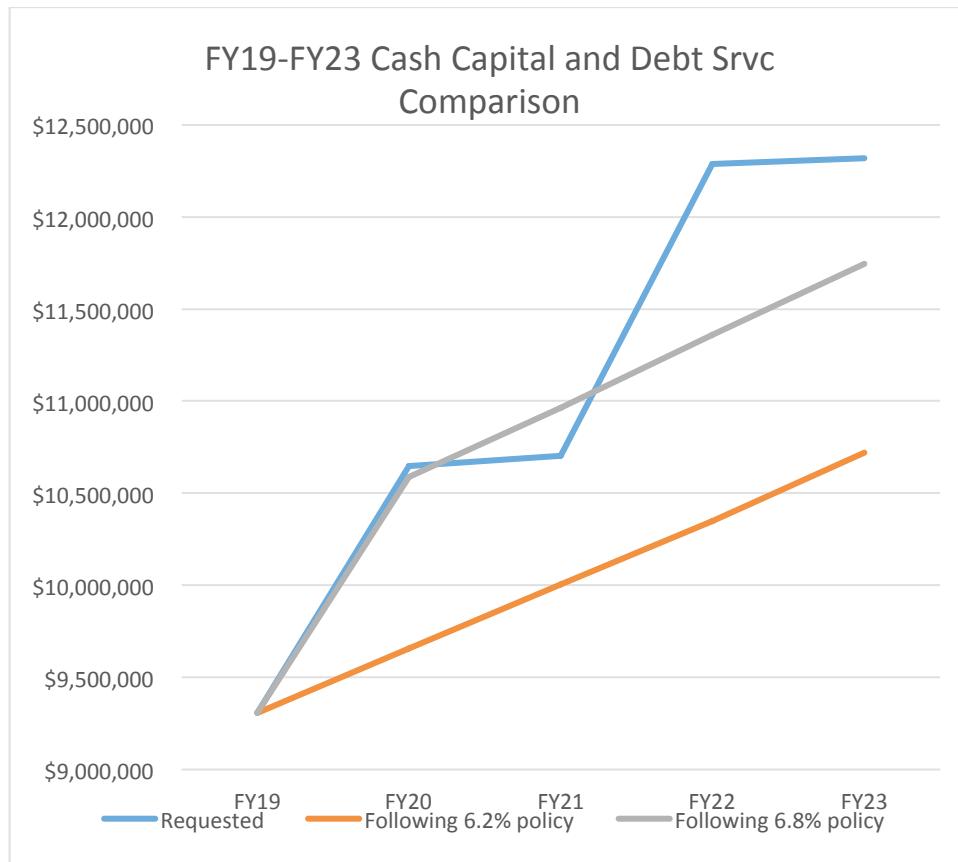
As mentioned in the preceding paragraph, implementation of the debt policy will contribute significantly to a reduction of deficits. For informational purposes only, we have modeled the impact on debt and deficits utilizing the middle of the debt policy range at 6.5% of operating revenues. This chart shows that the deficits are significantly reduced over the three-year period.

Impact on Deficit of Debt/Capital Policy

	<u>2020</u>	<u>2021</u>	<u>2022</u>
Projected deficit	\$ (690,313)	\$ (557,062)	\$ (1,921,934)
Debt/Capital	\$ 10,646,427	\$ 10,706,075	\$ 12,287,632
Percent requested	6.83%	6.63%	7.35%
If reduced to 6.5%	\$ 10,136,280	\$ 10,499,448	\$ 10,871,550
Revised deficit	\$ (180,166)	\$ (350,435)	\$ (505,852)

The line graph shows the impact of imposing a spending range on the capital and debt-service components of the annual budget. The jagged increasing line shows total capital as has been requested during this five-year period. The parallel lines increase at a steady as revenues have been projected, and show the lower and upper end of the debt policy range

set by the Board this year (6.2% - 6.8%). As a point of context, the FY19 budget will be at 6.2% of gross annual revenues or the lowest point on the range, and in FY21 the graph shows the requested projects exceeding the top of the range. It is expected that the Capital Policy will result in an objective and rational process to prioritize projects within this financial range, so that a plan can be developed that meets the needs of all constituencies in a fair and predictable manner.



Further details regarding these projections without adjustments for the debt policy are provided in Exhibit II. We will continue to refine these projections over the next few weeks and provide an update at Town Meeting. Addressing the forecasted deficits in a responsible manner while balancing the service delivery expectations of our customers and taxpayer's willingness to pay underscored the need for the debt policy and more rigorous and objective criteria with which to evaluate future capital projects. Knowing that the requests for debt exclusions in the upcoming years are likely to have significant impact on our taxpayers, the Board took the proactive steps this year to moderate that growth with the debt policy. Certainly, work will continue as it does annually to reduce or eliminate these deficits without an override, and continue to investigate means to lower rates of spending growth, and/or further growth in revenues.

The following table is a roll-forward projection of the median tax bill (i.e., the tax bill for a home valued at \$1,051,000) for the period FY18 – FY25:

Median Tax Bill

	FY18	FY19	FY20	FY21	FY 22	FY23	FY24	FY25
Levy Prior		\$ 11,283	\$ 11,580	\$ 11,884	\$ 12,194	\$ 12,513	\$ 12,839	\$ 13,176
Levy growth		\$ 446	\$ 452	\$ 457	\$ 463	\$ 469	\$ 476	\$ 482
Existing Debt Exclusions		\$ 1,049	\$ 980	\$ 946	\$ 827	\$ 798	\$ 692	\$ 669
HHU & Feasibility		\$ -	\$ -	\$ -	\$ 144	\$ 139	\$ 408	\$ 395
Middle School		\$ -	\$ -	\$ 28	\$ 87	\$ 84	\$ 81	\$ 78
Town Hall Interior		\$ -	\$ -	\$ -	\$ -	\$ 28	\$ 155	\$ 150
Median tax bill		\$ 12,599	\$ 12,778	\$ 13,012	\$ 13,315	\$ 13,716	\$ 14,031	\$ 14,651
								\$ 14,950

This Town-Wide Financial Plan is a continual work-in-progress and we will provide further updates on these matters at Town Meeting.

We would like to express our sincere appreciation to all of the Town boards and their respective staffs for their cooperation in working with us to create a plan that will ensure the continued financial health of our community.

Sincerely yours,



Ellen F. Gibbs, Chair
 Jack Morgan, Vice Chair
 Marjorie R. Freiman, Secretary
 Elizabeth Sullivan Woods
 Thomas H. Ulfelder

Exhibits:

I - FY19 Summary Sources & Uses of Funds

Appendices appearing later in this book:

B – FY19 Detail Sources & Uses of Funds

C – Five Year Capital Budget Program

Exhibit I – FY19 Summary Sources & Uses of Funds

	FY2018 <u>Tax Rate</u>	FY2019 <u>Request</u>	% <u>Change</u>
*** SOURCES OF FUNDS ***			
Tax & Other Current Revenues			
Within Levy Limits			
Real Estate & Per. Prop. Tax	123,758,516	128,652,479	3.95%
From the Commonwealth	9,759,649	9,869,649	1.13%
Local Revenue	11,631,728	12,087,586	3.92%
	Sub-Total (Tax & Cur. Rev.)	145,149,893	150,609,714
			3.76%
Outside Levy Limits			
Real Estate & Pers. Prop. Tax	12,203,082	12,001,855	-1.65%
Available Funds			
Parking Meter Receipts	1,593,009	1,097,219	-31.12%
Appropriated/Reserved CPA Surcharge	460,900	918,000	99.18%
CPA Funds for North 40	553,244	550,244	-0.54%
Free Cash- balance budget	4,083,737	2,500,000	-38.78%
Free Cash- Other items	241,010	-	100.00%
Unencumbered/Transfers from other funds	127,564	112,950	100.00%
	Sub-Total (Available Funds)	19,262,546	17,180,268
			-10.81%
TOTAL SOURCES OF FUNDS	164,412,439	167,789,982	2.05%
 *** USE OF FUNDS ***			
Personal Services (Non-School)	21,918,609	22,604,995	3.13%
Expenses (Non-School)	6,880,063	6,940,409	0.88%
Subtotal (Non-School)	28,798,672	29,545,404	2.59%
Personal Services (Facilities Maintenance)	4,357,346	4,571,510	4.92%
Expenses (Facilities Maintenance)	3,382,628	3,457,749	2.22%
Subtotal (Facilities Maintenance)	7,739,974	8,029,259	3.74%
Personal Services (School)	64,226,913	65,898,728	2.60%
Expenses (School)	7,723,735	8,530,190	10.44%
Subtotal (School)	71,950,648	74,428,918	3.44%
	Sub-Total (Pers. Svcs. & Exp)	108,489,293	112,003,581
			3.24%
Capital & Debt:			
Within Levy Limits			
Capital/Extraord./Special Items	6,703,374	5,305,108	-20.86%
Debt Service	3,984,283	4,002,083	0.45%
	Sub-Total (Within Levy Limits)	10,687,657	9,307,191
			-12.92%
Outside Levy Limits			
Debt Service	12,756,325	12,552,089	-1.60%
	SUB-TOTAL (CAPITAL & DEBT)	23,443,982	21,859,280
			-6.76%
Employee Benefits:			
Health Insurance & other	18,352,862	19,541,287	6.48%
Pension Contribution	6,621,863	7,056,425	6.56%
OPEB Liability Fund	3,432,000	3,432,000	0.00%
	Sub-Total (Shared Costs)	28,406,725	30,029,712
			5.71%
SUB-TOTAL (OPERATIONS)	160,340,000	163,892,573	2.22%
Special Items:			
Traffic & Parking Management	1,548,950	1,046,336	-32.45%
Appropriated/Reserved CPA Surcharge	460,900	918,000	99.18%
State & County Assessments	1,239,372	1,270,356	2.50%
Property Tax Abatements	662,717	662,717	0.00%
Free cash	160,500	-	100.00%
	Sub-Total (Special Items)	4,072,439	3,897,409
			-4.30%
TOTAL USE OF FUNDS	164,412,439	167,789,982	2.05%
TOTAL SOURCE OF FUNDS	164,412,439	167,789,982	2.05%
SURPLUS (DEFICIT)		0	(0)

ARTICLE 1. 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)

In the motion put forward under this Article, the Board of Selectmen requests that Town Meeting disband the Fuller Brook Park Committee (FBPC). As detailed in the *Final Report of the FBPC*, in the Reports section of this *Advisory Report*, p. 199, the Fuller Brook Park Preservation Project was substantially completed as of October 31, 2017. The work of the FPBC, which was established by the 2014 Annual Town Meeting to help oversee project implementation and construction, is now also complete.

Advisory thanks the members of the FBPC for their hard work in shepherding this important project to completion.

Advisory recommends favorable action, 11 to 0.

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)

The Executive Director and the Board of Selectmen produce two important financial planning reports each year—the Town-Wide Financial Plan (TWFP) and the Five Year Capital Budget Program, which is attached to and made a part of the TWFP. The TWFP begins on page 11 and the Five Year Capital Budget Program is in Appendix C, which begins on page 224. The purpose of the TWFP is to anticipate and prepare for emerging issues, to protect the Town from risk and to plan for the long term. The Five Year Capital Budget Program has as its primary goals the preservation and enhancement of the Town's physical assets and infrastructure and the ability to anticipate the financial impacts of major projects well in advance.

Under Article 2, Town Meeting is asked to accept the TWFP and the Five Year Capital Budget Program for FY19, but not specifically to approve them.

Advisory looks favorably on the TWFP and the Five Year Capital Budget Program, both in terms of their scope and in the clarity of their presentation. The Advisory Chair's letter, on page 1, and Advisory's "Conclusions, Considerations and Recommendations" on Article 8, Motion 2, on page 91, contain some of Advisory's reflections on the Town's budget process which are incorporated by reference at this point as well.

Advisory recommends favorable action, 12-0.

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)

This Motion seeks Town Meeting approval of a consent agenda that includes motions under certain Warrant articles. A consent agenda allows the motions under the included articles to be acted on by a single vote without oral presentations on the individual articles. Information to Town Meeting Members (TMMs) is provided solely by the *Advisory Report*. As of the date this *Advisory Report* went to print, the articles proposed for inclusion at this Annual Town Meeting (ATM), with their respective proponents listed in the parentheses after the titles of the articles, are:

- Article 4 Amend Job Classification Plan (HRB)
- Article 6 Set Salary of Elected Official (BOS)
- Article 12 Water Program (BPW)
- Article 13 Sewer Program (BPW)
- Article 38 Rescind or Transfer Debt; Appropriate Premiums (BOS)
- Article 42 Appoint Fire Engineers (BOS)

Motions under articles included on the consent agenda go through the entire Advisory Committee vetting process and are fully described in this *Advisory Report*.

The objective of the consent agenda is to expedite consideration of certain routine, self-explanatory and/or non-controversial issues for which no discussion on the floor of the ATM is anticipated so that more time can be devoted to discussion of motions under those articles that involve more complex or controversial issues. The Moderator has worked with the Board of Selectmen (BOS) and Town Counsel to establish the following criteria for including articles on the consent agenda:

1. The proponent, the Moderator and the BOS must agree that the article can be reasonably voted on by TMMs on the basis of information in the *Advisory Report*; that the article is likely to be non-controversial; and that the article is unlikely to generate debate based on its content and historical precedent.
2. The Advisory Committee must recommend favorable action unanimously on each motion within the article.
3. Approval of the article must require a majority (not a super-majority) vote by TMMs.

Under this Motion, the Moderator will specifically refer to each article included on the consent agenda and TMMs will have an opportunity to ask questions about any motion(s) under that article or to request that a particular article be removed from the consent agenda so as to enable the motion(s) under that article to be more fully discussed on the floor of the ATM. A representative of the board or committee proposing the article will respond to questions raised by a TMM and, if a TMM requests that an article be removed from the consent agenda, it will be taken up in its regular order within the Warrant.

Advisory Considerations

The consent agenda has been used at the last four ATMs and has been deemed successful by the Moderator and by Town Meeting. No articles were removed from any of the consent agendas at the 2014, 2015 or 2016 ATMs; however, one of the six articles on the consent

agenda for the 2017 ATM was removed at the request of a TMM and that article was then taken up in the regular course of the ATM with all of the five remaining articles on the 2017 consent agenda being approved unanimously. Advisory continues to believe that a consent agenda is both expedient and productive and that the six articles proposed for inclusion on the consent agenda for this year's ATM meet the Moderator's criteria.

Advisory recommends favorable action, 13 to 0.

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)

Schedule A of Article 31 of the Town Bylaws is a list of job classifications (designated by job group) for all Town employees other than School Department employees. The Human Resources Board (HRB) is empowered under Article 31 to establish new classifications, to amend existing job classifications to reflect changes in job content, and to delete classifications that are no longer needed. These actions are considered at the request of Town boards or are initiated by the HR Department during the fiscal year and reviewed by the HRB.

This Motion seeks Town Meeting approval for actions taken since the 2017 Annual Town Meeting (ATM), as is required by the Town Bylaws. Since the 2017 ATM, there have been four types of changes: *New Classifications, Reclassifications, Title Changes and Deletions*.

New Classifications are new positions that have been created since the 2017 ATM. Some of these changes will result in the deletion of job classifications that are no longer needed. This year, there are six new classifications:

Classification	Dept	Job Group
Projects Assistant	FMD	48
Enterprise Applications Manager	IT	57
Department Assistant	HR	44
Communications Officer	SEL	54
Department Assistant	SEC	43
Senior Accounting Clerk	TRS	49

Reclassifications are existing positions for which the duties, functions or requirements in the job description have changed. The HRB re-evaluates these positions using the Hay System of Job Evaluation based on revised position descriptions provided by the appropriate Town boards. It is important to emphasize that the HRB re-evaluates positions and not individual personnel. While a reclassification might result in a wage increase or decrease for an individual currently holding the position, this is not the intent or focus of the evaluation; it is wholly to ensure fair compensation commensurate with the duties and responsibilities of a given position. The financial impact, if any, is included in the relevant department's operating budget.

This year, there were two reclassifications resulting in a change in *Job Group* but no change in *Job Title*:

Title	Dept	Prior Job Group	New Job Group
IT Specialist	POL	52	53
Executive Assistant	SEL	51	53

Title Changes assign a new job title to a position to better reflect the responsibilities of the role. This year there were two title changes:

Prior Title	Dept	New Title
Senior Projects Manager	FMD	Design and Construction Manager
Office Assistant/Records Clerk	POL	Police Records Manager

Deletions remove positions which are no longer in use. This year there were three deletions:

Title	Dept
Technical Operations Manager	IT
Deputy Police Chief	POL
Assistant Fire Chief	FIR

The changes listed above are incorporated in Part 1 of Schedule A. Changes in classifications that are covered by collective bargaining agreements are subject to negotiation between the Town and the appropriate union. These changes are incorporated in Part 2 of Schedule A.

This Motion does not require a budget appropriation as the costs associated with new classifications were funded by the affected departments in FY18 and the incremental costs associated with reclassifications were either absorbed by the department or funded by the 2017 Annual Town Meeting appropriation under Article 5 to the HRB (the reserve for mid-year adjustments). Future funding for these positions will be included in the appropriate departmental budgets.

Advisory Considerations

It is the responsibility of the HRB to review the requests from the various boards and commissions in the Town for changes to the job classifications within their purview and to ensure that the job classifications throughout the Town are fair, appropriate and consistent. The individual boards and commissions are responsible for ensuring that such requests fall within their current and projected budgets. Advisory believes that the actions of the HRB regarding job classifications in FY18 were consistent with these objectives.

Advisory recommends favorable action, 14-0.

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)

ARTICLE 5, MOTION 1

The Human Resources Board (HRB) seeks Town Meeting approval to amend *Schedule B: Salary Plan – Pay Schedules* for the Series 40 employees. Schedule B sets the rates of pay for all Town employees except School Department personnel, Municipal Light Plant employees, Retirement Board staff and managers who have employment agreements with the Board of Selectmen.

Schedule B

Salary Plan – Pay Schedules Schedule B

Rates effective as indicated as of July 1, 2018

Hourly rates – reflects 2% increase over FY18

Job Group	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
49	24.81	25.92	27.09	28.31	29.60	30.91
48	23.85	24.89	26.00	27.16	28.42	29.68
47	22.86	23.89	24.94	26.09	27.24	28.48
46	21.89	22.89	23.92	25.01	26.13	27.30
45	20.88	21.82	22.81	23.85	24.89	26.00
44	19.91	20.81	21.75	22.74	23.74	24.81
43	18.90	19.77	20.66	21.60	22.55	23.57
42	17.93	18.75	19.58	20.48	21.39	22.36
41	17.13	17.91	18.73	19.55	20.43	21.33
T19*	28.47	29.87	31.39	32.93	34.59	36.31

*Trade positions – non-union

Series 40 employees are non-union Town support and administrative staff and are eligible for overtime. These jobs are non-exempt (Fair Labor Standards Act (FSLA) status). The HRB has proposed a 2% increase for this group of employees based on a compensation study of comparable communities, municipal compensation trends and external price and employment cost indices.

The proposed increase is based on a benchmark survey of sixteen comparable communities,¹ which indicates that although the Town's Series 40 employees' compensation continues to lag

¹ The benchmark communities are Arlington, Belmont, Brookline, Concord, Dedham, Framingham, Lexington, Milton, Natick, Needham, Newton, Sudbury, Wayland, Weston, Westwood and Winchester.

behind the market, it remains competitive. The Town's average maximum pay rate (Step 6 above) is about 2% lower than the average of the benchmark towns. The HRB has also taken into consideration current and projected inflation rates, collective bargaining agreements from other municipalities, regional projections from the Bureau of Labor Statistics, as well as recent pay rates and increases of Town employees covered by collective bargaining agreements that range from 1.5% to 2.5%. This increase will help the Town of Wellesley remain competitive in the job market and maintain its standing when compared to other municipalities.

Based on this data, the HRB has determined that a 2% increase in the Series 40 Salary Plan Pay Schedule is appropriate and equitable. The total impact on the Town budget of the proposed increase is approximately \$40,000. This increase is included in the budget requests of the affected Town departments. It does not include step increases for which employees may be eligible.

The existing step increases, which average 4.55%, remain unchanged. As of March 1, 2018, 48 of the Town's Series 40 employees were eligible for a step increase. Twenty-eight employees had reached the highest salary step and were not eligible for a step increase.

Advisory Considerations

Advisory agrees that the proposed 2% salary increase for the Series 40 employees is reasonable and appropriate for the reasons cited above. Moreover, the 2% increase in the Salary Schedule for the Series 40 employees is consistent with the mandate of the HRB to maintain a fair and equitable pay level for these employees, who are not represented by a union bargaining collectively on their behalf. No separate appropriation is necessary under this motion since the 2% increase in the salaries of the Series 40 employees and the step increases for those who are eligible for them are already included in the budget requests of the various Town departments in which they are employed.

Advisory recommends favorable action, 14-0.

ARTICLE 5, MOTION 2

The HRB seeks Town Meeting approval to amend *Schedule B: Salary Plan – Pay Schedules* for the Series 50/60 employees by adjusting the salary ranges as follows:

Schedule B			
Salary Plan – Pay Schedules			
Salary rates effective as indicated as of July 1, 2018			
<i>Reflects 2.5% increase over FY 18 ranges at midpoint</i>			
Job Group	Minimum	Midpoint	Maximum
69	\$135,100	\$172,100	\$209,100
68	\$125,300	\$159,600	\$193,900
67	\$116,000	\$147,800	\$179,600
66	\$107,400	\$136,800	\$166,200
65	\$99,500	\$126,800	\$154,100
64	\$92,900	\$118,400	\$143,900
63	\$87,000	\$110,500	\$134,000
62	\$81,600	\$103,600	\$125,600
61	\$76,300	\$96,900	\$117,500
60	\$71,500	\$90,500	\$109,500
59	\$66,600	\$84,300	\$102,000
58	\$62,600	\$79,200	\$95,800
57	\$58,800	\$73,900	\$89,000
56	\$54,900	\$69,000	\$83,100
55	\$51,400	\$64,600	\$77,800
54	\$49,000	\$61,500	\$74,000
53	\$46,700	\$58,600	\$70,500
52	\$44,400	\$55,700	\$67,000
51	\$42,400	\$53,000	\$63,600
50	\$40,500	\$50,600	\$60,700

Information Technology			
Job Group	Minimum	Midpoint	Maximum
61	\$85,900	\$109,400	\$133,000
60	\$80,500	\$102,500	\$124,500
59	\$76,600	\$95,700	\$114,800
58	\$71,200	\$89,000	\$106,800
57	\$66,600	\$83,300	\$100,000
56	\$62,400	\$78,000	\$93,600
55	\$59,400	\$74,200	\$89,000
54	\$56,600	\$70,700	\$84,800
53	\$53,800	\$67,300	\$80,800
52	\$51,400	\$64,200	\$77,000
51	\$49,000	\$61,200	\$73,400

Series 50/60 employees are professional, non-union Town department heads, directors and employees with specialized skills. Employees holding these positions are salaried, exempt (FLSA job classification) and receive performance-based merit increases. The HRB proposes to increase the midpoint of pay schedules for Series 50/60 employees by 2.5%. The proposed increase accommodates potential increases under the Merit Pay Plan (see Motion 3) and keeps the ranges flexible and competitive with market rates, which indicate that Wellesley compensation remains slightly behind comparable communities by about 4%. The proposed 2.5% adjustment to the midpoint in the job group salary ranges does not result in an automatic salary increase unless an employee falls below the minimum of his or her range.

While the recommended average increase for Series 50/60 employees is 2.0% (consistent with the 2% increases for the Series 40 employees), moving the midpoint by 2.5% will have an incremental impact on accelerating pay increases for employees below the midpoint based on the matrix that is used to determine individual raises.

Advisory Considerations

The proposed 2.5% increase to the salary midpoints of the Series 50/60 Salary Schedules is consistent with the Town's most recently negotiated collective bargaining agreements and is within the 2.5% guideline for all non-school department budgets. Therefore, Advisory believes that the proposed 2.5% increase to the salary midpoints of the Series 50/60 Salary Schedules is both reasonable and appropriate.

Advisory recommends favorable action, 14-0.

ARTICLE 5, MOTION 3

The HRB seeks approval for an appropriation of \$170,000 to fund a \$155,000 Merit Pay Plan for the Series 50 and 60 employees and a \$15,000 reserve for mid-year adjustments.

Merit Pay Plan

The Town of Wellesley provides for salary increases to the Series 50/60 employees based both on performance and standing in their respective salary ranges. The \$155,000 Merit Pay Plan request for FY19 yields a projected average increase of 2% for the approximately 88 current employees within the 50/60 Series Job Groups. The salary increases are not automatic, but instead are based on an employee's performance assessment as well as position within the salary range of his or her job group. The Merit Pay Plan is designed to accelerate the movement of low-range employees to the midpoint (market rate) of their range. Pay increases during FY19 will be funded from this Merit Pay Plan pool; it is important to note that the FY19 Series 50/60 employee salary increases do not appear in the departmental budgets listed in Article 8, Motion 2.

Salary Adjustment Reserve

This \$15,000 Reserve Fund is designed to enable the funding of incremental salary increases for: 1) positions identified as being significantly below market comparable positions, which may result in Job Group changes and corresponding compensation changes for those positions; 2) individual salaries identified as being significantly below market rate, which may be addressed by salary adjustments within the Job Group range; and 3) mid-year promotions or other reclassifications that cannot be funded within the respective Town departmental budgets.

Mid-year compensation changes such as adjustments in salary due to hires above the midpoint or job grade changes are funded primarily through departmental operating budgets. The ability to absorb salary adjustments within operating budget is often the result of budget savings from unplanned vacancies, new hires below the originally budgeted midpoint and replacement hires coming in below the budgeted rate for the position to be replaced. When an operating budget cannot support an approved compensation adjustment, said adjustment may be funded through the HR Salary Adjustment Reserve fund. To date in FY18, compensation adjustments total nearly \$31,000, of which \$5,000 was supported from the HR reserve fund.

Advisory Considerations

Advisory believes that the Merit Pay Plan is consistent with the Town's objectives of (1) compensating its managerial, supervisory and other upper level employees fairly based on their job performance and (2) compensating them as close to the appropriate market rate for their respective positions as possible. Advisory further believes that the approach set forth in the Merit Pay Plan and the funds that will be provided in both the \$155,000 Merit Pay Plan Pool and the \$15,000 Salary Adjustment Reserve will enable continued progress to be made toward these stated goals.

Advisory is discussing with the HRB whether it makes better sense to increase the mid-year Salary Adjustment Reserve in order to fund unplanned compensation changes rather than funding them through the current year departmental operating budgets. As next steps, Advisory and HRB plan to work with Town Finance to better understand the implications of making any changes to the current mid-year compensation approach. In addition, both Advisory and the HRB are looking into ways to make mid-year compensation changes more transparent to Town Meeting.

Advisory recommends favorable action, 14-0.

ARTICLE 5, MOTION 4

This motion asks Town Meeting to amend the pay schedule for two superior officer positions within the Wellesley Police Department, as per the terms of the three-year contract agreement the Town entered into in December 2017 with the Wellesley Police Superior Officers Association. The negotiated contract reflects an increase of 2.6% in FY18, 2.0% in FY19 and 2.7% in FY20 and is retroactive to July 1, 2017. Similar to all other contract settlements, this proposal includes a 2% cost of living adjustment (COLA) increase over 3 years.

Advisory understands that the terms arrived at through negotiations with the Superior Officers Association are reasonable and are comparable to contract terms recently approved in other peer towns such as Arlington, Needham and Natick.

Advisory recommends favorable action, 13 to 0.

ARTICLE 5, MOTION 5

This motion asks Town Meeting to amend the Salary Plan per the terms of the contract the Town reached with the Wellesley Police Patrolmen's Association in December 2017. The amendment reflects increases of 1.82% in FY18, 2.6% in FY19 and 3.3% in FY20. Similar to other contract settlements, this proposal has a 2% COLA increase over three years. It also adds a new fifth step; previously, there were four steps. The timing of the first step has changed as well. Whereas an officer previously could move from step one to step two after six months, the duration of the first step is extended from six months to one year under the terms of the new contract. All steps under the contract are now one year in duration.

Advisory recommends favorable action, 13 to 0.

ARTICLE 6. To see if the Town will vote to fix the salary and compensation of the Town Clerk at \$91,423.00, as provided by Section 108 of Chapter 41 of the General Laws, or to take any other action in relation thereto.

(Board of Selectmen)

Under this Article, the Board of Selectmen (BOS) requests a salary increase for the Town Clerk. The Town Clerk is the only elected official in Wellesley to receive a salary.

Each year, the BOS reviews the Town Clerk's salary and makes a recommendation to Town Meeting for an appropriate merit increase for the next fiscal year. The Selectmen take into consideration the salary increases recommended by the Human Resources Board (HRB) for the Town's hourly paid Series 40 employees (see Article 5), any adjustments made to the Series 50 salary ranges under Article 5 and other relevant factors.

For FY18, the Town Clerk's salary is \$1,724 weekly, which is \$89,631 annually. The BOS proposes to increase this salary by 2% for FY19 to \$1,758 weekly, which is \$91,423 annually. For FY17, the Town Clerk's salary increased by 2.5%, which was consistent with the average increase for the Town's Series 50 employees; for FY18, the salary increased by 2%, again consistent with this metric.

It should be noted that the Town Clerk is not covered by the Salary Plan (see Article 5, Motion 2) and therefore does not benefit from movements in the salary range. The Town Clerk also does not have salary steps or receive step increases.

Advisory Considerations

The 2% increase in the Town Clerk's salary that is being recommended by the Board of Selectmen is consistent with the 2% increases that the Human Resources Board has proposed both for the Town's non-represented hourly paid Series 40 employees and for the mid-points in the salary ranges and average salary increases for the Series 50/60 employees (see Article 5). Therefore, Advisory believes that the Selectmen's recommendation to increase the Town Clerk's salary by that same percentage amount is both fair and appropriate and worthy of approval by the Town Meeting.

Advisory recommends favorable action, 14-0.

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 7, MOTION 1: WINTER SUPPLEMENTAL APPROPRIATION

This motion requests a supplemental FY18 appropriation to the Board of Public Works (BPW) for winter maintenance. The winter maintenance budget includes the cost of equipment maintenance, fuel, de-icing chemicals and personal services. When plowing occurs during regular working hours, the personnel cost is included in the regular Department of Public Works (DPW) budget. However, when the work occurs outside of normal working hours, requiring payment to DPW staff, or when outside contractors are required because of the size of a snow/ice event, the cost is applied against the winter maintenance budget. The number, timing and severity of the storms or events all influence these annual costs. So far this year, snow events requiring plowing on December 9, December 25, January 4, January 29, February 7 and February 17, as well as treatment on thirteen other dates and snow removal on January 9, all depleted the budget.

DPW Snow and Ice History							
	FY12	FY13	FY14	FY15	FY16	FY17	FY18*
Sources							
Appropriation in Article 8, Motion 2	\$348,703	\$348,703	\$348,703	\$348,703	\$348,703	\$348,703	\$348,703
Supplemental	-	450,000	650,000	1,025,000	\$250,000	500,000	\$
Total Appropriation	\$348,703	\$798,703	\$998,703	\$1,373,703	\$598,703	\$848,703	\$
Uses							
Personal Services	42,967	240,940	366,863	460,694	117,020	255,438	174,542
Sand/Salt	48,064	140,673	196,335	296,825	172,501	241,359	107,341
Contractor Plowing	2,644	57,841	85,193	64,383	1,467	87,353	41,485
Vehicle Repair	244,839	308,160	332,807	472,737	209,573	258,164	102,392
Other	10,189	51,089	17,506	79,007	5,190	3,536	5,090
Total PS & Expenses	\$348,703	\$798,703	\$998,704	\$1,373,647	\$505,751	\$845,850	\$430,849
Events							
Sanding/Salting	4	12	14	12	8	11	13
Plowing	1	4	9	6	4	5	6
Snow/Ice Removal	0	1	5	4	0	2	1
Flooding	0	0	0	0	0	0	0
Total Snowfall	15"	58"	64"	94"	24"	58"	34"

*FY18 costs and events are given through March 2, 2018.

Budgeting below the average cost of winter maintenance has been the Town's customary practice. Under the current provisions of Massachusetts General Law, Chapter 44, Section 31D, as amended in 2016 by the Municipal Modernization Act, a town may make expenditures in excess of the current year's winter snow and ice budget provided that the Town's chief administrative officer approves such expenditures and that the appropriation equals or exceeds that of the prior year. Under the law, a town may fund any supplemental appropriations from Free Cash in the current year or roll the excess into the following year's tax rate. Wellesley has chosen the first approach. For FY09 through FY18, the Town appropriated \$348,703 for snow and ice removal at Annual Town Meeting. For FY19, the DPW has requested \$357,420, an increase of 2.5%.

In FY13, FY14, FY15, FY16 and FY17, additional appropriations from Free Cash have been approved by Town Meeting in amounts ranging from \$250,000 to \$1,025,000 per year, depending on the severity of the weather.

This year, the DPW has paid \$430,849 through March 2, 2018, with \$204,456 not yet paid, for a total of \$635,305. At the time this *Advisory Report* went to print, the DPW and BOS had not yet finalized the supplemental appropriation request. The BOS has already approved a supplemental appropriation of \$300,000, but given the possibility of further snow/ice events before ATM, additional funds may be necessary.

Advisory will make its recommendation at or before Annual Town Meeting.

ARTICLE 7, MOTION 2: SCHOOLS FY18 SUPPLEMENTAL REQUEST

In this motion, the Board of Selectmen requests \$776,000 in additional funds to meet unanticipated costs of Special Education Out-of-District tuitions in FY18. This request would be

funded through a transfer from Free Cash. The Special Education budgetary framework is explained in more detail under Article 8 on page 80 and in Appendix F, Special Education Programs, on page 240.

Budget Overview

Last spring, the School Department projected \$6,560,834 in Special Education tuitions for FY18. Actual costs of \$7,509,628 have been incurred as of this writing, an unexpected increase of \$948,794.

To offset these tuitions, the School Department anticipated receiving \$3,341,578 in FY18 Circuit Breaker funding from the Commonwealth; however, actual Circuit Breaker funding was only \$2,558,830, a decrease of \$782,748. With approximately \$233,000 in unused Circuit Breaker funding for FY17 carried over to FY18, the net decrease in Circuit Breaker funding was \$549,748.

The unanticipated increase in Special Education tuition costs and the decrease in Circuit Breaker funding resulted in the FY18 budget exceeding projections by \$1,498,542. Some offsetting savings in supplies, Vocational/Chapter 222 funding and additional fee revenues (\$93,618) reduced this shortfall to \$1,404,924.

Salary savings in FY18 of \$660,963 attributable to turnover, unpaid days related to maternity and other leaves and unfilled positions, offset by \$32,076 in increased stipends, resulted in \$628,887 available to apply to the Special Education tuition costs shortfall. Hence the \$1,404,924 unexpected costs were reduced by \$628,887 to \$776,037. The Board of Selectmen is requesting a supplemental appropriation of \$776,000.

Unanticipated Increase in Tuition Expense

There are several factors behind the \$948,794 increase in tuitions:

- There were seven new, unexpected students needing Out-of-District (OOD) placements. Three of these were unilateral placements in which the School Department did not agree with the placement, but reached a settlement with the parents of the students.
- Five of the seven students mentioned in the prior paragraph moved into the district from out-of-state. If a student moves to Wellesley from within the state, the sending district is required to cover the costs of OOD tuition depending on the portion of the year the student is in the sending district. This is not true when a student is from out-of-state.
- Many of our current OOD students required changes in placements to more costly programs during FY18. As students grow older, their needs and the programs to address them can often become more intensive and costly.
- Some of the costs of tuitions increased dramatically during FY18. The Operational Services Division for the Commonwealth of Massachusetts oversees rate changes.

The cost of OOD tuitions varies depending on the needs of the individual student as well as the cost of the program. The range of tuitions during FY18 has been:

- Private day: \$46,000 to \$142,000; average cost = \$58,307
- Private residential: \$168,000 to \$400,000; average cost = \$203,620

Reduced Circuit Breaker Funding

The reduction of \$782,748 in Circuit Breaker revenue to the Town resulted from an unexpected reduction in funding by the Commonwealth. The Commonwealth Circuit Breaker fund had budgeted for a 4% increase for FY17 claims, but experienced an 8% increase in claims over the prior year, meaning that the fixed amount of funds that had been appropriated by the legislature had to be allocated over a larger number of claims. Circuit breaker funding during FY18 is

based on the tuition claims of all the school districts in the Commonwealth for the FY17 year. The School Department submits claims at the end of FY17 (June 30, 2017), but the Circuit Breaker funding to offset them is not announced until the fall of the subsequent fiscal year. The net result was that, instead of reimbursing 72-75% of the eligible portion of OOD tuitions as had occurred in prior years, the Commonwealth reimbursed school districts only 65%.

This reduction in Circuit Breaker funding this year has affected all districts in the Commonwealth. The Association of School Superintendents and the Massachusetts Association of School Committees have been lobbying legislators actively to request additional funding. There is a possibility that the Commonwealth could come up with supplemental funding at fiscal year-end, as has happened in the past. In that event, the excess funds would be retained in the Circuit Breaker account to be applied to future Special Education costs.

Advisory Considerations

Advisory understands the many unpredictable factors the School Department faces in providing Special Education services, including the complexity of an individual student's needs, the difficulty in finding an appropriate program, the disagreements that can occur between the district and parents leading to settlements and the unexpected arrival of new students needing intensive programs that the district cannot provide in-house.

Some members of Advisory recommend the expansion of the Special Education Reserve Fund that was established at the 2017 ATM. Some cities and towns have built up reserve funds like this to help smooth out local budgets in years with unexpectedly high Out-of-District Special Education costs. If this Town Meeting votes in support of Article 11 (request to transfer Medicaid reimbursements into the Special Education Reserve Fund, see p. 99), there will be approximately \$108,000 in the Reserve Fund. There may be additional ways to increase this fund. Until that can occur, unanticipated tuition expenses will need to continue to be handled through the Town's general reserves.

Advisory also notes that the federal mandate of "free and appropriate education" has led to burdens on local school districts and that the Commonwealth Circuit Breaker remains a critical tool for helping districts cope with these burdens.

Advisory recommends favorable action, 12 to 0.

ARTICLE 7, MOTION 3: COMPENSATED ABSENCES

This motion requests a supplemental appropriation of \$30,000 for the Town's Compensated Absences fund, which has been depleted due to a number of retirements of employees with significant accrued leave during FY18.

The Town maintains a Compensated Absences fund in order to cover the costs incurred when employees retire or resign. Under state law, the Town owes separating employees their earned but unused vacation time, which can be a significant cost and is difficult to predict. Additionally, under the terms of some union contracts, generally Public Safety (Police and Fire), the Town owes other employees a portion of earned but unused sick and personal time, as well. The FY18 budget included a \$90,000 appropriation for Compensated Absences, as has been the practice for the past several years. However, thus far in FY18, retirements of firefighters with significant accrued time have exceeded expectations and depleted the Compensated Absences fund. The BOS anticipates that the requested additional \$30,000 appropriation will cover the total required compensated absences through the remainder of this fiscal year. For FY19, the

Compensated Absences fund has been increased to \$120,000 in order to prevent this shortfall from recurring, inasmuch as several other firefighters are scheduled to retire in FY19.

Advisory supports this supplemental appropriation, which is necessary to discharge the Town's obligation to separating employees under state law and the terms of its union contracts. Advisory recognizes the difficulty of budgeting for uncertainties such as the timing of employee retirements, and notes that the Town has taken action to prevent this shortfall from recurring by increasing the proposed FY19 appropriation to the Compensated Absences fund.

Advisory recommends favorable action, 12 to 0.

ARTICLE 7, MOTION 4: CONTRACT SETTLEMENTS

This motion requests a supplemental appropriation of \$53,010 from Free Cash to settle police union contracts that had not been settled as of the 2017 Annual Town Meeting (ATM), as well as the transfer of existing funds previously set aside for this purpose.

By the time the 2017 ATM ended, agreements had been reached with all non-School unions on contracts that were due to expire June 30, 2017, except for two police union contracts. Town Meeting approved the new contracts, and because Article 8 had already been approved, it further approved the transfer of funds from the "contract settlement provision" of Article 8 – funds set aside to cover anticipated costs of contract settlements -- to the individual departments affected by the new contracts. \$22,185 remained in the contract settlement provision at the close of ATM to cover the outstanding police contracts.

Once the other contracts had been settled, and after the budget had been balanced, it became apparent that there had been an error in estimating the amount needed to settle the two Department of Public Works (DPW) contracts. This error left an insufficient amount of funds to settle two of the police contracts, if those contracts had in fact been settled at that time. Because the police contracts were not settled until FY18, it was not necessary or practical to appropriate additional estimated funds until the new contract terms were known. It should be pointed out that the estimates originally provided for settling the police contracts would have been adequate.

The two police contracts were settled in December 2017, and \$75,195 is needed cover the additional FY18 costs associated with them. The \$22,185 originally contained in the contract settlement provision at the close of ATM remains, and will be transferred to the Police Department, leaving \$53,010 as the required supplemental appropriation.

Advisory regards this appropriation as necessary to meet the Town's obligations under the terms of its union contracts.

Advisory recommends favorable action, 12 to 0.

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 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,

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)

Three motions are expected under Article 8:

Motion 1: To appropriate \$1,000,000 (One Million Dollars), paid to the Town from the Municipal Light Plant, to be used by the Board of Assessors as an estimated receipt when computing the tax rate for the year commencing on July 1, 2018.

Motion 2: To appropriate the funds detailed in the exhibit shown on the following pages to the respective boards and departments.

Motion 3: To transfer the sum of \$2,500,000 (Two Million Five Hundred Thousand Dollars) from Free Cash, as certified on July 1, 2017, to reduce the tax rate.

ARTICLE 8, MOTION 1: MLP CONTRIBUTION

This Motion authorizes the Town to accept a \$1 million payment from the Municipal Light Plant (MLP) in FY19, as approved by the Municipal Light Board (MLB). The Board of Assessors must receive annual authorization to incorporate these funds from the MLP into the tax rate; favorable action on this Motion provides the required authorization for FY19.

Annual passage of this Motion permits the Town's taxpayers to continue receiving the benefit of owning the MLP. Although the MLP's annual cash payment of \$1 million has remained the same for the past 15 years, it remains among the most generous of the 40 municipally owned electric utilities in Massachusetts. The MLP's payment is even more impressive when compared to the real estate tax an investor-owned utility would pay to the Town. Based on the net book value of the MLP's Wellesley assets, an investor-owned electric utility would make an annual real estate tax payment of \$630,000.

The MLP provides a number of other financial benefits to Wellesley. In addition to electric rates that are more than 57% below surrounding communities, all municipal departments receive an added discount of 4%, and the current streetlight rate per kilowatt-hour is approximately one-third the cost charged by investor-owned utilities. The MLP also provides a fiber interconnection to all Town buildings at no cost to the taxpayers. In addition to the aforementioned financial benefits, the MLB approved a \$512,700 expenditure last year to convert all high pressure sodium streetlights to light emitting diode (LED) fixtures. The MLP's investment, estimated to be

\$512,700, will reduce the Town's carbon footprint by more than 500 metric tons each year and provide an annual savings of \$120,000 to taxpayers.

Advisory Considerations

Advisory values the MLP's \$1 million payment to the Town and the important role that it plays as a funding source for the ongoing operations of Town government. This contribution is in addition to discounted electric rates and reliable service that the MLP provides to its customers. Advisory notes that the MLP faces significant challenges as a result of recent increases in its transmission costs and forward capacity market charges. These increases were reflected in the MLP's recent 5% increase in the rates that it charges to its customers for their electricity. However, the MLP's recently issued Five Year Financial Forecast projects that that 5% increase in its rates should be sufficient to carry it through FY22 and possibly beyond. Because the MLP, like all municipally owned light plants, is always vulnerable to increased charges from its suppliers of electricity, Advisory continues to support a conservative approach to any potential increases in expenditures at the MLP.

Advisory recommends favorable action, 12 to 0.

ARTICLE 8, MOTION 2

That the following sums of money be appropriated to the Town boards and officials and for the purposes as hereinafter set forth:

Funding Item	Personal Services	Expenses	Total Operations
GENERAL GOVERNMENT			
To the Board of Selectmen for General Government; \$2,437,003 for Personal Services and \$1,920,555 for Expenses. And it is recommended that the sums be allocated as follows:			
Board of Selectmen - Administration			
122 Executive Director's Office	463,319	33,225	496,544
126 Sustainable Energy	33,452	5,425	38,877
199 Central Administrative Services	0	26,500	26,500
133 Finance Department	444,699	10,950	455,649
155 Information Technology	657,307	420,750	1,078,057
145 Treasurer & Collector	310,443	129,750	440,193
195 Town Report	0	4,000	4,000
Board of Selectmen - Human Services			
541 Council on Aging	369,147	63,446	432,593
543 Veterans' Services	0	69,150	69,150
542 Youth Commission	82,998	17,090	100,088
Board of Selectmen - Other Services			
180 Housing Development Corporation	0	6,500	6,500
691 Historical Commission	0	750	750
693 Memorial Day	0	2,500	2,500
692 Celebrations Committee	0	4,700	4,700
176 Zoning Board of Appeals	75,638	11,940	87,578
Board of Selectmen - Shared Services			
151 Law	0	375,000	375,000
945 Risk Management	0	535,679	535,679
135 Audit Committee	0	58,200	58,200
458 Street Lighting	0	145,000	145,000
Subtotal - Board of Selectmen - General Government	2,437,003	1,920,555	4,357,558
Other General Government			
To the following Town boards and officials:			
161 Town Clerk/Election & Registration	271,549	40,465	312,014
141 Board of Assessors	277,592	83,050	360,642
175 Planning Board	276,470	42,750	319,220
185 Permanent Building Committee	0	0	0
152 Human Resources Board	303,834	37,900	341,734
131 Advisory Committee	7,000	25,000	32,000
132 Advisory Committee - Reserve Fund	0	175,000	175,000
Subtotal - Other General Government	1,136,445	404,165	1,540,610
GENERAL GOVERNMENT TOTAL	3,573,448	2,324,720	5,898,168

Funding Item	Personal Services	Expenses	Total Operations
FACILITIES MANAGEMENT - BOARD OF SELECTMEN To the Board of Selectmen for Facilities Management, \$4,571,510 for Personal Services and \$3,457,749 for Expenses. And it is recommended that the sums be allocated as follows:			
192 Facilities Management	4,571,510	3,457,749	8,029,259
FACILITIES MANAGEMENT TOTAL - BOARD OF SELECTMEN	4,571,510	3,457,749	8,029,259
PUBLIC SAFETY - BOARD OF SELECTMEN To the Board of Selectmen for Public Safety, \$11,422,226 for Personal Services and \$955,188 for Expenses. And it is recommended that the sums be allocated as follows:			
210 Police Department	5,571,608	643,085	6,214,693
299 Special School Police	127,606	3,183	130,789
220 Fire Department	5,215,425	265,770	5,481,195
241 Building Department	491,587	40,600	532,187
244 Sealer of Weights & Measures	16,000	2,550	18,550
PUBLIC SAFETY TOTAL - BOARD OF SELECTMEN	11,422,226	955,188	12,377,414
PUBLIC WORKS To the Board of Public Works, \$4,434,442 for Personal Services and \$2,593,446 for Expenses. And it is recommended that the sums be allocated as follows:			
410 Engineering	522,832	65,500	588,332
420 Highway	1,067,862	456,550	1,524,412
454 Fleet Maintenance	160,922	43,462	204,384
430 Park	1,242,196	372,570	1,614,766
440 Recycling & Disposal	1,080,614	1,273,874	2,354,488
450 Management	360,016	24,070	384,086
456 Winter Maintenance	0	357,420	357,420
PUBLIC WORKS TOTAL	4,434,442	2,593,446	7,027,888
WELLESLEY FREE LIBRARY To the Trustees of the Wellesley Free Library:			
610 Library Trustees	1,975,985	554,621	2,530,606
LIBRARY TOTAL	1,975,985	554,621	2,530,606
RECREATION To the Recreation Commission:			
630 Recreation Commission	331,839	28,040	359,879
RECREATION TOTAL	331,839	28,040	359,879
HEALTH To the Board of Health:			
510 Board of Health	488,944	80,453	569,397
523 Mental Health Services	0	238,691	238,691
HEALTH TOTAL	488,944	319,144	808,088

Funding Item	Personal Services	Expenses	Total Operations
NATURAL RESOURCES			
To the Natural Resources Commission:			
171 Natural Resources Commission	208,111	22,000	230,111
172 Morses Pond	0	143,250	143,250
NATURAL RESOURCES TOTAL	208,111	165,250	373,361
NON-SCHOOL TOTAL	27,006,505	10,398,158	37,404,663
WELLESLEY PUBLIC SCHOOLS			
To the School Committee, \$65,898,728 in the aggregate for Personal Services and \$8,530,190 for Expenses. And it is recommended that the sum be allocated as follows:			
320 Instruction	46,658,688	1,983,648	48,642,336
330 Administration	980,559	151,466	1,132,025
340 Operations	1,526,033	928,661	2,454,694
360 Special Tuition/Transportation/Inclusion	16,733,448	5,466,415	22,199,863
Subtotal	65,898,728	8,530,190	74,428,918
SCHOOL TOTAL	65,898,728	8,530,190	74,428,918
EMPLOYEE BENEFITS			
To the Board of Selectmen for the purposes indicated:			
914 Group Insurance	0	18,964,487	18,964,487
912 Worker's Compensation	0	287,700	287,700
919 Other Post Empl. Benefits Liability Fund	0	3,432,000	3,432,000
910 Retirement Contribution	0	7,056,425	7,056,425
913 Unemployment Compensation	0	150,000	150,000
950 Compensated Absences	0	120,000	120,000
911 Non-Contributory Pensions	0	19,100	19,100
EMPLOYEE BENEFITS TOTAL	0	30,029,712	30,029,712
And further, that the balance on hand in the Workers' Compensation fund on June 30, 2018 and any interest earnings of the program, are appropriated for expenses related to the Workers' Compensation Program of the Town for Fiscal Year 2019.			
ALL PERSONAL SERVICES & EXPENSES	92,905,233	48,958,060	141,863,293

Funding Item	Personal Services	Expenses	Total Operations
CAPITAL & DEBT			
To the following Town boards and officials for the purposes indicated:			
<i>Departmental Cash Capital</i>			
400 Board of Public Works - Capital	0	2,026,000	2,026,000
300 School Committee - Capital	0	947,629	947,629
122 Board of Selectmen - Capital	0	240,679	240,679
161 Town Clerk - Capital	0	0	0
175 Planning Board	0	25,000	25,000
192 Facilities Management - Capital	0	1,850,000	1,850,000
510 Health Department	0	0	0
610 Library Trustees - Capital	0	76,800	76,800
171 Natural Resources Commission - Capital	0	99,000	99,000
172 Morses Pond - Capital	0	40,000	40,000
Subtotal - Cash Capital	0	5,305,108	5,305,108
To the Town Treasurer and Collector for:			
700 Current Inside Levy Debt Service	0	4,002,083	4,002,083
700 Current Outside Levy Debt Service -Issued/Unissued	0	12,552,089	12,552,089
Subtotal - Maturing Debt & Interest	0	16,554,172	16,554,172
CAPITAL & DEBT TOTAL	0	21,859,280	21,859,280
RECEIPTS RESERVED FOR APPROPRIATION			
To the Board of Selectmen, to be taken from the Parking Meter Receipts Account:			
293 Traffic & Parking Operations	248,250	798,086	1,046,336
RECEIPTS RESERVED TOTAL	248,250	798,086	1,046,336
TOTAL APPROPRIATIONS - ARTICLE 8, MOTION 2			\$ 164,768,909

To meet said appropriations, transfer \$112,950 from the Police Detail account, \$50,883 from Parking Meter Receipts, \$149,792 from Water/Sewer for IT services, \$149,792 from MLP for IT services, and \$550,244 from the CPA Fund to pay for debt service, provided further that of the foregoing appropriations, the amounts are contingent upon passage of motion 8.3 (free cash appropriation).

This appropriation represents the material portion of spending in the FY19 budget, including the operating budgets for all departments, Cash Capital spending and debt service.

OMNIBUS BUDGET OVERVIEW

The FY19 omnibus budget request is \$164,768,909, a 2.1% increase over the FY18 omnibus budget request of \$161,344,732. Note from the TWFP on page 19 that the overall FY19 Town budget is \$167,789,982. While the omnibus budget accounts for the vast majority of Town spending in FY19, it does not include, for example, appropriations for the merit pool (Article 5, Motion 3) or from the Community Preservation Fund (Article 15). In addition, appropriations where exempt and inside-the-levy borrowed funds are used are indirectly included in the omnibus budget through the associated principal and interest payments.

Revenue from property taxes, both inside and outside the levy, including property taxes on new growth, is projected to increase by 4.0% (\$4,893,963) in FY19. Under Proposition 2½, the allowable growth for FY19 is a 2.5% increase on existing property taxes, plus new growth. New growth taxes are estimated at \$1,800,000 for FY19, which is a five-year average. Local revenue is projected to increase by 3.9% (\$455,858) because of conservative FY2018 estimates and modest State Aid forecasts of a 1.1% increase that are in line with the Governor's budget proposal.

Cash Capital requests decreased by \$1,398,266, or just under 21%, compared with FY18, primarily resulting from a desire to slow the grow of Cash Spending as described in the TWFP on page 11. Free Cash will also be used to fund certain other appropriations not covered in Article 8, some of which appear in FY19 and others in FY18, as shown in the chart below:

Free Cash Used in ATM17(FY18)		Supplemental 18 at ATM18		Free Cash Used in FY19	
Purpose	Total Appropriation	Purpose	Total Appropriation	Purpose	Total Appropriation
Article 28 - Owner Unknown Parcels	140,500	Article 7 - Snow and Ice removal	500,000		
Article 10 - SPED stabilization	20,000	Article 7 - SPED Shortfall	776,000		
Article 41 - Staffing for Demo Delay	27,500	Article 11 - SPED stabilization	88,000		
Article 8 - Free Cash to balance	4,083,737	Article 7 - Police contract slnts	53,010		
Total FY18	\$4,271,737	Article 7 - Compensated Absences	30,000	Article 8 - Free Cash to balance	2,500,000
			\$1,447,010	Total FY19	\$2,500,000

Note that these uses of Free Cash, totaling \$3,947,010, all require (or required) Town Meeting approval.

Major Budget Drivers

The major components of the change in the operating budget are as follows:

	Change from FY18 to FY19	
Total Personal Services (includes 2.0% average raise for Series 50/60)	2,742,366	3.00%
Employee Benefits (primarily healthcare)	1,622,987	5.70%
Cash Capital	-1,398,266	-20.86%
Total Expenses (not including employee benefits or capital)	1,407,468	4.70%

The total increase over the FY18 budget is \$3,377,544. The growth in the School budget is primarily from special education costs and salaries. The School's Personal Service budget includes negotiated salary increases for FY19.

Increases in health insurance rates and enrollments have been offset significantly over the last several years by the negotiated changes to health insurance plans and opt-out provisions that expire at the end of FY18, as is shown in the chart below. Healthcare costs will continue to remain a concern. Fortunately, the Town recently reached a new three-year agreement with the Town's unions on new health plans that will help control health insurance costs.

Group Insurance + Workers' Compensation					
	FY15 Actual	FY16 Actual	FY17 Actual	FY18 Budget	FY19 Request
	16,586,944	16,724,561	16,656,164	18,094,148	19,252,187
Increase/Decrease	927,171	137,617	-68,397	1,437,984	1,158,039
% Change	5.90%	0.83%	-0.41%	8.63%	6.40%

The OPEB funding schedule is flat from year to year. OPEB is now being funded completely within the levy and no longer presents a structural imbalance. The pension assumptions are conservative, but the year-over-year funding increases in the current valuation schedule grow less rapidly than revenues, and do not present a structural problem.

The chart below (left side) shows the top five departments' personal services spending ranked by dollar value of cost increase. The increase in personal services continues to be the primary driver of the overall budget increase at approximately \$2.3 million (2.5% over FY18). The Schools dominate the Personal Services increase (\$1.7 million, a 2.60% increase over FY18).

Operating Increases in FY19 Compared to FY18					
Personal Services			Expenses (Not Including Employee Benefits)		
Department	\$ Increase	% Increase	Department	\$ Increase	% Increase
Schools	\$1,671,815	2.60%	Schools	\$806,455	10.44%
Public Safety	295,322	2.65%	DPW	85,019	3.39%
FMD (Facilities Management Dept)	214,164	4.92%	FMD (Facilities Management Dept)	75,121	2.22%
DPW (Dept of Public Works)	59,343	1.36%	Law	50,000	15.38%
Health Dept	54,590	12.57%	Public Safety	29,549	3.19%

The chart above (right side) shows the five most variable departments' operating expense increases. Large personal service and/or operating expense increases are explained in more detail in the relevant sections below.

BUDGET PROCESS AND GUIDELINES

The FY19 annual budget process began at the 2017 Annual Town Meeting (ATM), with the presentation of the 2017 Town-Wide Financial Plan (TWFP). At that time, the Schools indicated that their ability to provide the level of services expected would be difficult within a 3.5% guideline, and predicted that a more reasonable level of growth would be, at a minimum, 4.0%, and ideally 4.5%. Based on these assumptions and no overrides, Town Finance was projecting deficits in the range of \$2.7 - \$5.0 million over the years FY19-21, depending on the growth of the school budget. The Executive Director and Finance Director indicated over the summer that by significantly reducing Cash Capital (by up to 21% or to a cap of \$5.3 million), while keeping the same department guidelines as in FY18 (see below), the prospect of a Proposition 2 1/2 override would diminish.

Budget Guidelines

The revised budget outlook in September 2017 provided the basis for the FY19 budget guidelines issued by the BOS:

- School Department – 3.5%
- Other Town Departments – 2.5%
- Approximately \$2.5 million in Free Cash used to balance the budget

The way in which department budgets are checked against guidelines is explained in the table that follows:

Column 1 shows the FY18 Budget after the FY18 merit pool has been applied and contracts settled, not what was voted during the 2017 Town Meeting.

Column 2 shows the FY19 Request to be voted by Town Meeting under this Article.

Column 3, Modeled COLA, models salary increases made after Town Meeting. With all union contracts settled, this represents the 2% modeled merit pay increase for Series 50/60 employees. This increase will be allocated to the department later as part of the FY19 merit pay distribution.

Column 4, New FTE Benefits, shows the benefit allocations of \$20,000 for each new full-time position to cover the additional benefit cost burden to the Town of that position. Benefits are funded from a Town-wide, non-departmental line item in the omnibus budget.

Column 5 adds the Modeled COLA and New FTE Benefits to the FY19 Request for the FY19 Total. This number represents the true cost to the Town of the departmental FY19 request in column 2 and is used to do the comparison to guidelines shown in the last column.

Column 6, FY18-FY19 Change, shows the percentage change from the FY18 Budget (column 1) to the FY19 Total (column 5). This is the number that is compared against the established budget guidelines. If the FY18-FY19 Change is less than or equal to the guideline for that department, the department is considered to be "within guidelines." Otherwise the department is considered to have "exceeded guidelines."

Total FY19 Operating Costs by Department						
Department	FY18 Budget	FY19 Request	Modeled COLA	New FTE Benefits	FY19 Total	FY18-FY19 Change
Advisory Committee	\$32,000	\$32,000	\$0	\$0	\$32,000	0.00%
Audit Committee	\$58,200	\$58,200	\$0	\$0	\$58,200	0.00%
Board of Assessors	\$355,039	\$360,642	\$3,220	\$0	\$363,862	2.49%
Board of Health	\$514,807	\$569,397	\$5,327	\$0	\$574,724	11.64%
Building Department	\$533,874	\$532,187	\$7,667	\$0	\$539,854	1.12%
Celebrations Committee	\$4,700	\$4,700	\$0	\$0	\$4,700	0.00%
Central Administrative Services	\$29,000	\$26,500	\$0	\$0	\$26,500	-8.62%
Council on Aging	\$469,486	\$432,593	\$3,940	\$0	\$436,533	-7.02%
Executive Director's Office*	\$489,498	\$496,544	\$5,173	\$0	\$501,717	2.50%
Facilities Management	\$7,739,974	\$8,029,259	\$16,336	\$20,000	\$8,065,595	4.21%
Fair Housing Committee	\$0	\$0	\$0	\$0	\$0	0.00%
Finance Department	\$442,037	\$455,649	\$4,205	\$0	\$459,854	4.03%
Fire Department	\$5,293,735	\$5,481,195	\$0	\$0	\$5,481,195	3.54%
Historical Commission	\$750	\$750	\$0	\$0	\$750	0.00%
Historical District Commission	\$0	\$0	\$0	\$0	\$0	0.00%
Housing Development Corporation	\$6,000	\$6,500	\$0	\$0	\$6,500	8.33%
Human Resources Board	\$340,029	\$341,734	\$4,996	\$0	\$346,730	1.97%
Information Technology * net of offsets	\$772,367	\$778,474	\$13,146	\$0	\$791,620	2.49%
Law	\$325,000	\$375,000	\$0	\$0	\$375,000	15.38%
Library Trustees	\$2,473,513	\$2,530,606	\$4,858	\$0	\$2,535,464	2.50%
Memorial Day	\$2,500	\$2,500	\$0	\$0	\$2,500	0.00%
Mental Health Services	\$245,691	\$238,691	\$0	\$0	\$238,691	-2.85%
Morses Pond	\$141,754	\$143,250	\$0	\$0	\$143,250	1.06%
Natural Resources Commission	\$228,277	\$230,111	\$3,336	\$0	\$233,447	2.26%
Permanent Building Committee	\$0	\$0	\$0	\$0	\$0	0.00%
Planning Board	\$304,311	\$319,220	\$4,988	\$0	\$324,208	6.54%
Police Department	\$6,077,135	\$6,214,693	\$1,284	\$0	\$6,215,977	2.28%
Public Works	\$6,883,526	\$7,027,888	\$26,256	\$0	\$7,054,144	2.48%
Recreation Commission	\$358,008	\$359,879	\$5,307	\$0	\$365,186	2.00%
Reserve Fund	\$175,000	\$175,000	\$0	\$0	\$175,000	0.00%
Risk Management	\$540,454	\$535,679	\$0	\$0	\$535,679	-0.88%
Sealer of Weights & Measures	\$18,400	\$18,550	\$0	\$0	\$18,550	0.82%
Special School Police	\$129,399	\$130,789	\$0	\$0	\$130,789	1.07%
Street Lighting	\$246,876	\$145,000	\$0	\$0	\$145,000	-41.27%
Sustainable Energy	\$19,632	\$38,877	\$470	\$20,000	\$59,347	202.30%
Town Clerk	\$274,000	\$312,014	\$2,861	\$0	\$314,875	14.92%
Town Report	\$4,000	\$4,000	\$0	\$0	\$4,000	0.00%
Treasurer & Collector	\$442,440	\$440,193	\$3,863	\$0	\$444,056	0.37%
Veterans' Services	\$68,000	\$69,150	\$0	\$0	\$69,150	1.69%
Wellesley Public Schools	\$71,950,648	\$74,428,918	\$0	\$40,000	\$74,468,918	3.50%
Youth Commission	\$99,669	\$100,088	\$1,502	\$0	\$101,590	1.93%
Zoning Board of Appeals	\$61,275	\$87,578	\$1,086	\$0	\$88,664	44.70%

All guidelines are set at 2.5% except for the School Department, which is set at 3.5%. PBC staff transferred to FMD. Contract settlements are modeled at 2% to coincide with 40/50/60 series increases.

One has to be careful not to read too much into the actual percentage shown in the FY18-FY19 Change column. A department with a small FY18 Budget might show a large percent increase relative to guidelines, but the actual increase in dollars is small. Sustainable Energy is a good example in the table above where its FY18 Budget was only \$19,632. Even a small dollar value increase for FY19 will show outsized “over guideline” percentages.

Looking at the last column in the table, one can see that there are ten department budgets that are over guidelines. These are explained in more detail in the write-ups that follow.

As explained at last year's Annual Town Meeting, Advisory is introducing Supportive/Unsupportive Voting within Article 8 for the FY19 budget process. One difficulty for Advisory in communicating its concerns over individual budgets within the larger Article 8 omnibus budget is that there is only one (Favorable/Unfavorable) vote taken by Advisory for the entire Town budget. An Advisory member may be displeased with one or more department budgets within Article 8, but feel compelled to cast a Favorable vote for Article 8 as a whole. At the same time, Advisory does not believe that it is reasonable to be casting votes for every department budget within Article 8. As a middle ground, starting with this year's *Report*, Advisory added Supportive/Unsupportive votes to department budgets within Article 8 as follows. If a department budget within Article 8 (1) exceeds guidelines, (2) includes an increase in FTEs over the prior year or (3) uses Cash Capital to fund Expenses, then Advisory will include a Supportive/Unsupportive vote for that particular department budget within the Article 8 report. This will help better inform Town Meeting of the degree to which Advisory is concerned about a particular budget versus the prior approach of having only written "considerations."

For the FY19 proposed budgets, no department used Cash Capital to fund Expenses. As noted above, ten departments exceeded guidelines and some of these also have increases in FTEs over the prior year. Three departments were within guidelines, but have budgets showing increases in FTEs over the prior year. Again, these are explained in more detail in the write-ups that follow.

Reserve Policy and Use of Free Cash

The Town has worked to maintain an appropriate level of reserves, as sufficient reserves play a key role in the Town's maintenance of a high credit rating and provide financial flexibility. The primary reserves are Free Cash and the Stabilization Fund; the level of Total Reserves is measured as a percentage of current net revenue. At the end of FY17, funds were returned to the General Fund from FY17 appropriations and health insurance savings and revenues exceeded budget estimates. This improvement in operations increased the Town's reserves to a total of \$15,404,373 (\$12,129,416 in Free Cash and \$3,274,957 in the Stabilization Fund), for a reserve level of 10.63%. Since the Selectmen adopted a Reserve Policy, reserves have remained within the 8 to 12% of revenues recommended by the policy.

Fiscal Year Ended	Town of Wellesley Reserves					General Reserves % of Revenue
	Free Cash	General purpose Stabilization	Total Reserves	Subsequent Year Revenue*		
06/30/17	12,129,416	3,274,957	15,404,373	144,856,184		10.63%
06/30/16	11,858,182	3,271,285	15,129,467	141,886,226		10.66%
06/30/15	8,831,500	3,170,851	12,002,351	139,358,469		8.61%
06/30/14	10,336,925	3,134,152	13,471,077	131,460,102		10.20%
06/30/13	10,950,782	3,094,076	14,044,858	123,796,817		11.30%
06/30/12	10,499,623	3,071,289	13,570,912	119,305,603		11.40%
06/30/11	8,439,070	3,045,628	11,484,698	113,863,387		10.10%
06/30/10	9,471,751	3,022,256	12,494,007	111,600,676		11.20%

* Does not include excluded debt, CPC or Traffic Revenue or retained earnings from the Enterprise funds

The use of stabilization funds requires approval by two-thirds of Town Meeting while Free Cash can be appropriated by a simple majority vote. Generally, it is prudent to use excess Free Cash as a non-recurring revenue source to fund one-time expenditures or a capital need or to

replenish other reserves, because Free Cash levels reflect long-term operating results rather than just one-time results. In December 2012, the BOS adopted a Financial Reserves Policy with the following provisions:

1. Reserves will be maintained in a range of 8 to 12% of Current Net Revenue;
2. Reserves in excess of 12% may be used in accordance with the TWFP and be appropriated by Town Meeting;
3. Reserves may be drawn below 8% for one-time, non-recurring extraordinary expenditures.

The estimated reserve level on 6/30/18 is anticipated to be \$13,045,695 or 9.01% of FY19 revenue. For FY19, \$2.5 million of Free Cash is used to balance the budget. For comparison, \$4,083,737 of Free Cash was used to balance the FY18 budget.

GENERAL GOVERNMENT

NOTE: As is usual practice, these budgets (with the exception of the School budget) do not include raises for the Series 50/60 employees. These increases are instead appropriated as part of the Merit Pay Pool in Article 5, Motion 3. In the remainder of Article 8, increases will be specified without the Merit Pay Pool increases unless specifically noted.

General Government includes those departments and boards under the supervision of the BOS (see next page for the comparison between FY18 and FY19 operating budgets).

	FY16 Actual	FY17 Actual	FY18 Budget	FY19 Request	FY18-19 Change
BOS - Administration					
Executive Director's Office	453,483	460,362	489,497	496,544	1.44%
Sustainable Energy	869	19,096	19,632	38,877	98.03%
Central Administrative Services	28,399	28,052	29,000	26,500	-8.62%
Finance Department	404,587	425,894	442,037	455,649	3.08%
Information Technology	723,172	692,730	772,367	778,474	0.79%
Treasurer & Collector	394,095	401,108	442,440	440,193	-0.51%
Town Report	3,505	4,000	4,000	4,000	0.00%
BOS – Human Services					
Council on Aging	431,743	497,768	469,486	432,593	-7.86%
Fair Housing Committee	0	0	0	0	0.00%
Veterans Services	107,235	71,559	68,000	69,150	1.69%
Youth Commission	90,165	92,146	99,669	100,088	0.42%
BOS – Facilities Management Services					
Facilities Management	6,538,770	7,370,442	7,739,974	8,029,259	3.74%
BOS - Other Services					
Housing Development Corp	2,375	6,000	6,000	6,500	8.33%
Historical Commission	523	452	750	750	0.00%
Historical District Commission	195	250	0	0	0.00%
Memorial Day	1,268	1,568	2,500	2,500	0.00%
Celebrations Committee	4,700	4,700	4,700	4,700	0.00%
Zoning Board of Appeals	56,662	60,414	61,275	87,578	42.93%
BOS - Shared Services					
Law	252,846	236,265	325,000	375,000	15.38%
Audit Committee	56,250	58,200	58,200	58,200	0.00%
Risk Management	350,171	521,651	540,454	535,679	-0.88%
Street Lighting	243,030	246,876	246,876	145,000	-41.27%
TOTAL General Government	\$10,144,043	\$11,199,533	\$11,821,857	\$12,087,234	2.24%

BOARD OF SELECTMEN – ADMINISTRATION

Executive Director's Office – 4.0 FTE

This budget funds the work of the Office of the Executive Director of General Government Services. The Executive Director serves as the senior executive for the BOS. The BOS has authority to appoint department heads to various Town offices, to issue permits and licenses and to administer and coordinate all Town-wide matters not specifically assigned by statute to other boards or offices. The Deputy Director position has been eliminated and Traffic and Parking responsibilities have been transitioned to the Police Department. The Department Assistant position has been eliminated and the funds from this and a portion of the Deputy Director will fund a Communications Officer position.

Sustainable Energy – 1.0 FTE

The Sustainable Energy Committee (SEC) is charged with implementing Town-wide policies and initiatives to support energy conservation and efficiency, renewable energy, and the reduction of greenhouse gas (GHG) emissions. The current goal, established by the 2014 ATM,

is to reduce GHG emissions 25% below 2007 levels by 2020. In 2017, the SEC collaborated with departments across Town to fulfill all criteria required for Wellesley to earn the Green Community designation it received in December from the Massachusetts Department of Energy Resources (DOER). This designation comes with an award of \$137,250 that the Town will use to fund energy conservation measures. As a Green Community, the Town is eligible to apply annually for significant state grants supporting energy-related projects. The SEC is working with Town departments, including the Wellesley Municipal Light Plant (WMLP), to fulfill our Green Communities responsibilities, namely: track and report energy use, develop and run energy conservation programs, and prepare reports and grant applications. During 2017, the SEC also tracked and reported on Town-wide GHG emissions, led a number of food rescue and food waste diversion initiatives through WasteWise Wellesley (a collaborative effort of the SEC, the Department of Public Works (DPW), and the Natural Resources Commission (NRC)), provided sustainability advice to the Hardy Hunnewell Upham elementary school replacement studies and High School Field Improvement projects, established and continues to lead a Transportation Working Group to examine municipal and community sources of transportation-related GHG emissions, co-sponsored the Gas Leaks Forum, and contributed to the Unified Plan and discussions regarding the 900 Worcester Street project. The SEC Report on page 207 provides more information on the activities of the SEC and the trend in Town-wide carbon emissions. To accommodate the SEC's expanding portfolio of projects and the new responsibilities that come with the Town's Green Community designation, the budget request this year increases the SEC allocation from \$19,632 in FY18 to \$38,877 in FY19. This increase covers the addition of an SEC Assistant at 10 hours/week, as well as one-time costs associated with the Assistant's computer, phone and work station. The SEC budget increase also covers a 5.5 hour/week increase in the SEC Administrator's position. The WMLP continues to provide funding to cover half of the SEC Administrator's salary.

Given that the SEC's proposed budget is both over guidelines (202% increase from FY18)¹ and increases the number of FTEs from 0.56 in FY18 to 1.0 in FY19, Advisory conducted a Supportive/Unsupportive vote. Advisory voted 11 to 2 in support of the SEC's FY19 budget. Most Advisory members felt that the additional staff hours are justified in light of the significantly increased workload facing the SEC as a result of (1) Wellesley's Green Community designation, which should in turn yield state grant funding and cost-savings for the Town, and (2) the SEC's expanded involvement in and contributions to other Town projects, many of which also have the potential to bring energy and cost savings to the Town.

Central Administrative Services

This budget includes the centralized services necessary to meet the needs of departments housed at Town Hall, specifically copier and office supplies. This budget also funds service contracts for the Town Hall copiers, telephone systems, and some on-line hosted software.

¹ As explained in the "Budget Guidelines" section beginning on page 50, Advisory's "guidelines comparison" considers items—like merit pay and new FTE benefits—that are not part of actual departmental budgets appropriated under Article 8, but nonetheless affect the Town's overall budget. Column 6 on the "Total FY19 Operating Costs by Department" table on page 52 shows the percentage increases Advisory used for all guideline comparisons and Supportive/Unsupportive votes. Note: These percentages will often be different from percentages shown in other tables for departmental operating budget increases, as these other percentages are comparing Column 2, FY19 Request, against Column 1, FY18 Budget, from the table on page 52.

Financial Services – 5.4 FTE

Financial Services administers the Town-wide financial reporting and general ledger system, all disbursements (including accounts payable, payroll), fixed assets, liability insurance, the annual audit, and the annual capital and operating budget submissions. The Department also issues financial statements, completes various State and Federal reporting requirements, files reimbursement requests, develops financial policies, and approves access rights to the Town's integrated financial software package (MUNIS). The Finance Director is the ex-officio member of the Wellesley Contributory Retirement Board. The department takes an active role in conducting MUNIS training for other departments and acts as an organization-wide financial resource. The Finance and Budget Analyst position has been replaced at a slightly higher salary, and effective in the 2019 budget, the Department of Public Works' Water /Sewer budgets will no longer contribute \$5,000 towards financial support. These two changes have resulted in the department exceeding guideline.

Given that Financial Services' proposed budget is over guidelines (4.03% increase from FY18), Advisory conducted a Supportive/Unsupportive vote. Advisory voted 12 to 0 in support of the Financial Services budget. Advisory felt that the increase was explained/justified in light of: (1) the termination of the annual DPW support payment and (2) the corresponding reduction in the Treasurer's budget that resulted after a part-time employee in that department took on the replacement Financial Services analyst position (see below).

Information Technology – 8.0 FTE

The Information Technology (IT) Department provides a range of centralized IT services, oversees all information technology policies, standards and architecture, and promotes cross-department collaboration and adoption of shared services. It is responsible for maintaining a secure, reliable, high-speed campus network with internet connectivity for all staffed buildings; supporting servers, PCs, printers, other peripherals, and core business applications like email, word processing, and presentation software; administering the Town's integrated financial software suite (MUNIS), including processing of all billing throughout the year; and planning, implementing, and managing all Town Geographic Information Systems (GIS) technologies. Departmental costs relating to the Enterprise funds are reimbursed via internal transfers. 2018 has been recast to highlight and separate these payments, and in 2019, Article 8 shows the full cost of the IT department with transfers presented separately.

Treasurer and Collector – 4.3 FTE

The office of the Treasurer and Collector is responsible for Town-wide cash management including collecting taxes; investing all available cash (excluding retirement funds); disbursing all Town funds requested by Financial Services via accounts payable and payroll; and administering all Town trust funds. The office also is responsible for debt management and for assisting in the administration of other Town-wide programs, such as group health insurance, life insurance, and self-insured workers' compensation. The Treasurer is currently also the chair of the West Suburban Healthcare board of directors, the consortium through which the Town purchases health insurance. The Finance and Treasurer's offices work together to ensure redundancy and cross training on critical financial functions. A part time employee in the Treasurer's office was promoted to the Finance and Budget Analyst position in Financial Services, resulting in the need to decrease the Treasurer's budget and increase the Financial Services budgets.

Town Report

This budget covers the cost of printing the Town's Annual Report at the end of each fiscal year.

BOARD OF SELECTMEN – HUMAN SERVICES

Council on Aging – 8.1 FTE

The Council on Aging (COA) provides outreach, assessment, newsletters, volunteer opportunities, subsidized and free transportation, and a variety of social, educational and recreational activities for Wellesley seniors. In addition, the COA offers information and referrals related to housing, transportation, medical services, insurance, benefit programs, home care services, long-term care, and other related issues.

COA staff moved into the Tolles Parsons Center (TPC) in September 2017 and the center opened to the public the first week of October. Programs at TPC are in full swing and staff are now busy planning a variety of new and expanded programs. The COA has implemented online program registration using *MyActiveCenter.com* and also successfully completed a strategic marketing and branding positioning project, resulting in a new logo and brand identity. COA print publications and website, which rolled out in conjunction with the refreshed Town website, reflect the brand identity.

The COA's main priorities and goals for FY19 directly relate to successful operations at TPC, including program expansion, increased participation, and volunteer growth.

- Maximize existing staff resources
- Ensure efficient operations within this new Town-owned building in partnership with FMD
- Ensure that programs and activities are sufficiently funded allowing flexibility to meet expected growth

The FY19 COA budget reflects a decrease of 7.9% compared to FY18. This is mainly due to the discontinued tenancy at the Wellesley Community Center (rental/custodial costs). While there are increased costs directly related to TPC building operations and expanded office operations, overall operating expenses are down 44.77% compared to FY18.

There is a 5.21% increase in personal services in the interest of strengthening staff resources to meet the growing operation at TPC. The part-time line items reflect an increase of 11.39% that is the result of increasing the hours of the Office Assistant from 5 to 15/week and the Volunteer Coordinator from 15 to 19/week. Additionally, all COA part time employees are budgeted with a 2% increase. Personal services is offset by \$43,432 in grants. The returning Eastern Development grant will provide \$10,000 in FY19 and the four years thereafter. The return of this grant reduces the EOEA Formula grant offset to \$33,432, which gives the COA flexibility to use EOEA funds for other eligible purposes.

Given that the COA proposes to increase its FTEs from 7.8 in FY18 to 8.1 in FY19, Advisory conducted a Supportive/Unsupportive vote. Advisory voted 11 to 1 in support of the COA FY19 budget. The majority of Advisory members felt the staffing increase was explained and justified by the expansion of services at the TPC, and noted that, despite the increase in FTEs, the budget falls within guidelines. One Advisory member expressed concern about the fairness of some boards increasing their FTEs while others work diligently to remain within existing parameters.

West Suburban Veterans' District (WSVD) – 1.6 FTE

Wellesley participates in an inter-municipal agreement with the towns of Wayland, Needham and Weston to provide Veterans' Services. The Veterans' agent and part-time administrative assistant are employees of the WSVD, although they are paid and receive benefits through the

Town of Wellesley. Salary, employee benefits and other administrative costs are billed to the member towns on a prorated basis, based on population. Each town is charged directly for benefits provided to its veterans and receives partial reimbursement from the Commonwealth. The State reimburses the Town for 75% of the cost of the benefits.

Youth Commission – 1.5 FTE

The Wellesley Youth Commission provides programs and services designed to ensure that Wellesley's youth feel that they are a valued part of the Wellesley community. By providing a wide variety of community-based events, programs and services, the Youth Commission strives to appeal to and meet the needs of a broad spectrum of middle- and high school-aged youth and their families. Programs and services provided by the Youth Commission are implemented and managed by the Youth Director.

BOARD OF SELECTMEN – FACILITIES MANAGEMENT DEPARTMENT – 72.6 FTE

The Facilities Management Department (FMD) was created by Town Meeting vote in March 2012 and falls under the jurisdiction of the BOS. The FMD is responsible for the operation and maintenance of all schools and municipal buildings in Town, with the exception of Municipal Light Plant (MLP) buildings. The FMD is responsible for custodial service, maintenance, energy, capital planning, and project management for its twenty-nine buildings (totaling 1.2 million square feet of floor space). The inventory of buildings for which FMD has responsibility include the ten schools, field house at Sprague, three libraries, two fire stations, police station, Town Hall, Warren Building, Morses Pond bathhouse, two DPW garages and administration building on the Municipal Way campus, five buildings at the Recycling and Disposal Facility (RDF), and the new Tolles Parsons Center. FMD's central office has been located in leased space in an office building at 888 Worcester Street since June 2015, for which the Town has a five-year lease.

The organizational structure of the FMD has three core business areas: custodial, operations (maintenance/energy/safety), and design and construction, each of which is overseen by a professional manager who reports to the Facilities Director. Preventive maintenance practices are a focus of the department, as are custodial procedures that incorporate "green cleaning" supplies, equipment, and techniques. Capital projects are identified during planning through a collaborative approach with department heads and school principals. Planning, design and construction is managed within the department and also through outside design professionals. Building projects costing \$500,000 or more are managed by the Town's Permanent Building Committee (PBC). The FMD's Design & Construction Manager leads FMD's efforts in supporting the day-to-day business of the PBC. The FMD's Operations Manager oversees energy management and maintenance functions, with a focus on preventive maintenance and strategic replacement of building systems. Construction and maintenance work is primarily accomplished using FMD staff; however, certain work is outsourced based on criteria including cost effectiveness, technical capabilities/specialty work, and FMD backlog. The FMD utilizes a cloud-based, computerized maintenance management system (CMMS) to document and track repairs and preventive maintenance work, and processes approximately 1,500 maintenance work order requests annually. FMD staff includes both union and non-union employees. Non-union staff include the managers and central office staff, while all full-time custodians and maintenance staff belong to a union or association (Libraries). The American Federation of State, County, and Municipal Employees (AFSCME), Council 93, Local 49 represents custodians and maintenance staff in all FMD buildings except the Libraries on collective bargaining issues. Custodians working in the Libraries are members of the Wellesley Free

Library Staff Association. The AFSCME agreement and the Library Association agreement both expire on June 30, 2020 (FY20).

The FY19 FMD operating budget request is for a total of \$8,029,259, which is an increase of \$289,285. The overall budget is over guideline for three reasons: first, an adjustment or “credit” was made to FMD’s FY18 budget after it had been approved, which made FMD responsible for utilities and custodial salaries at the Hills Library; second, a small increase was requested to cover small operating expenses for the PBC; and third, a full-time Project Manager position is being requested to support the School Building Committee (SBC) and the PBC for the two HHU school projects. If these three cost items are not considered, FMD’s total request would be below guideline at 2.38%.

Expense increases include:

- 5% Electricity \$59,268
- 5% Sewerage \$6,605
- Hills Branch Expenses \$6,748
- PBC Expenses \$5,000

Given that FMD’s proposed budget is both over guidelines (4.21% guideline increase from FY18) and increases the number of FTEs from 71.6 in FY18 to 72.6 in FY19, Advisory conducted a Supportive/Unsupportive vote. Advisory voted 12 to 0 in support of the FMD’s budget. Given FMD’s excellent track record to date managing the School Security and other projects, Advisory members strongly support adding capacity within FMD to enable the Town to manage the Town’s impending construction projects rather than contracting for costlier outside services.

BOARD OF SELECTMEN – OTHER SERVICES

Housing Development Corporation, Historical Commission, Historical District Commission, Memorial Day Service, Celebrations Committee

The only change is a \$500 increase to the Housing Development Corporation (HDC) to help maintain its properties. That increase resulted in the HDC budget being over guidelines, with an 8.33% change from FY18. Advisory conducted a Supportive/Unsupportive vote and voted 13 to 0 in support of the additional maintenance on the HDC’s properties.

Zoning Board of Appeals – 1.5 FTE

The Zoning Board of Appeals (ZBA) hears and decides appeals and petitions for variances, special permits, findings, site plan approvals and comprehensive permits pursuant to the provisions of and in compliance with the Zoning Bylaw of the Town and the Zoning Act (Massachusetts General Law Chapter 40A and 40B). The ZBA provides the public with information and responses to zoning questions and with assistance in the petitioning process. The ZBA presently has a single staff person to assist it, and requests additional part time clerical support in 2019 to help meet the legal and timing requirements associated with a large inflow of comprehensive permit applications.

Given that the ZBA’s proposed budget is both over guidelines (44.7% or a \$26,303 increase from FY18) and increases FTEs from 1.0 in FY18 to 1.5 in FY19, Advisory conducted a Supportive/Unsupportive vote. Advisory voted 13 to 0 in support of the ZBA’s proposed FY19 budget.

BOARD OF SELECTMEN – SHARED SERVICES

Law

This budget funds legal services for Town boards and departments, including Town Counsel and outside counsel. It also includes recording fees, transcript fees, copying charges and expert witness fees. The budget does not include funding for services related to activities of the Enterprise Funds, which pay for their own legal services. The FY19 proposed budget represents an increase of \$50,000 (15.33%) over FY18, primarily due to anticipated 40B issues. That increase resulted in the FY19 Law budget being over guidelines. Advisory conducted a Supportive/Unsupportive vote and voted 13 to 0 in support of the proposed Law budget.

Audit Committee

The Audit Committee is responsible for the annual examination of the Town's consolidated financial statements in accordance with generally accepted auditing standards. The committee solicited proposals through an RFP process for Audit Services for the fiscal years 2018-2020, with two renewal years at the committee's option. The incumbent firm won the contract with no cost increase and agreed to change the audit team to provide a "fresh look."

Risk Management

This budget provides for the premium costs for general liability, automobile, property insurance, and public official liability insurance for all Town operations. Injured-on-Duty Insurance coverage for Police and Fire Department employees is also included. The Town continues to evaluate and add coverage, but has been able to keep these costs flat for 2019.

Street Lighting

Funding of this program provides for the maintenance of a reliable electric street lighting system, providing for convenience, safety and security. The MLP provides the street lighting service. This budget is decreasing significantly because of the Town-wide LED retrofit initiative currently underway by MLP.

OTHER GENERAL GOVERNMENT

Other General Government includes those boards, committees or officials that are either elected, have shared reporting to the Selectmen and another board or committee, or are appointed by the Town Moderator.

	FY16	FY17	FY18	FY19	FY18-19
	Actual	Actual	Budget	Request	Change
Town Clerk	286,551	330,993	274,000	312,014	13.87%
Board of Assessors	326,945	340,717	355,039	360,642	1.58%
Planning Board	235,539	285,473	304,311	319,220	4.90%
Advisory Committee	25,211	11,915	32,000	32,000	0.00%
Advisory Reserve Fund	175,000	175,000	175,000	175,000	0.00%
Permanent Building Committee	107,790	108,694	0	0	0.00%
Human Resources Board	314,370	326,737	340,029	341,734	0.50%
TOTAL Other General Govt	\$1,471,406	\$1,579,529	\$1,480,379	\$1,540,610	4.07%

Town Clerk – 3.5 FTE

The Town Clerk's office conducts all federal, state and local elections in Town and maintains a current voting list. The budget does not include funds for unscheduled elections (approximately \$20,000 per election, normally funded by a transfer from the Advisory Reserve Fund), such as those for overrides or debt exclusions. During an election, the Town Clerk's office engages approximately 90 per diem inspectors and other voting place personnel as required by state law. Pay for all temporary workers varies from year to year depending on the number of regularly scheduled elections. The FY19 operating budget is 13.87% (\$38,014) more than FY18, primarily because there are three elections scheduled during FY19 (a state primary in September 2018, a state election in November 2018 with early voting as mandated by state law, and an annual Town election in March 2019), compared to only one election (annual Town) in FY18. Both staffing and other support accounts are adjusted to reflect the number of elections. (Note that FY20 will be a two-election year.)

The Town Clerk also maintains vital records (e.g., births, deaths and marriages), the Town's Bylaws and other Town records required under the laws of the Commonwealth, and issues various licenses, certifications, permits and reports. In addition, the Town Clerk accepts the required postings for all public meetings and maintains the public meeting calendar. The office generated over \$92,000 in FY17 revenues from fees for processing items such as dog licenses and vital records certificates. This revenue is reported as Local Revenue in the General Fund.

There are no new programs anticipated for FY19.

Given that the Town Clerk's proposed budget is over guidelines (14.92% increase from FY18), Advisory conducted a Supportive/Unsupportive vote. Advisory voted 13 to 0 in support of the Town Clerk's budget. Advisory members felt that the increase, attributable to staffing costs associated with holding three elections in FY19 compared to one election in FY18, were fully justified.

Board of Assessors – 4.3 FTE

The Board of Assessors is part of Town government but is regulated by the Massachusetts Department of Revenue. The Board is required to value all real and personal property fairly and accurately each year; establish and maintain an accurate database of specific property characteristics and valuations for internal and public use; assess and apportion Town taxes and certain State and County taxes; prepare, process and issue motor vehicle excise tax bills; and act upon applications for tax abatements and exemptions, which may include appearing before the State Appellate Tax Board. Every fifth year, the Commonwealth's Commissioner of Revenue performs a "recertification," or comprehensive audit of local assessed values to certify that they represent the full and fair cash value of all property, ensuring that every Wellesley property owner contributes equitably to the Town's property taxes.

Planning Board and Department – 4.1 FTE

The Planning Department supports the activities of the Planning Board, Design Review Board, Historic District Commission, Historical Commission, Denton Road Neighborhood Conservation District, and Fair Housing Committee. The Department seeks to help the Town balance existing development patterns, redevelopment, and new growth by implementing the Comprehensive Plan and administering certain land use regulations, such as zoning and subdivision controls. The Department also conducts studies of specific areas, resources and/or regulations, considers necessary changes in land use policies, and drafts recommendations for amendments to applicable regulations and procedures.

The Department supports the Planning Board in the Board's duties for review of projects under Large House Review and as Special Permit Granting Authority for Projects of Significant Impact. The Department assists the Historical Commission in the administration of the Historic Preservation Demolition Review Bylaw, and, as approved by the Planning Board, the Community Preservation Commission and the Housing Development Corporation. Other tasks include subdivision control, sign review, determination of the adequacy of unaccepted ways, and protection of the Town's scenic roads. The Department's work plan for FY19 includes support of the continued development of the Town's Unified Plan and Housing Production Plan.

The Department is staffed by the Planning Director (1.0 FTE), Senior Planner (1.0 FTE), a full-time Planner (1.0 FTE), a part-time planner (0.5 FTE; a non-benefitted position), and an administrative assistant (0.6 FTE). The part-time planner position was added in FY18 to allow the Department to assist the Historical Commission following the adoption of the Historical Preservation Demolition Review Bylaw.

The Operating Budget of \$319,220 represents an increase of \$14,909 (4.9%) over the budget approved for the Planning Department at 2017 ATM (including Article 41 which authorized the hiring of an additional part-time planner). The majority of this increase represents funds approved by the Human Resources Board and funded from excess FY18 budget funds, which were available due to vacancies. These funds were used to increase the Planning Director's salary, which was determined to be below market, and to fill a vacancy in the Planner position with the hiring of an individual at a higher rate than the rate of the individual previously holding the position (albeit, below midpoint). If the original FY18 Planning budget was modified post the 2017 ATM, as it is with merit pool allocations, to account for these mid-year salary adjustments, then the FY19 Planning budget increase over this adjusted FY18 budget would be within guidelines. Advisory is currently discussing with the HRB whether it makes better sense to increase the mid-year Salary Adjustment Reserve (Article 5, Motion 3) to fund unplanned compensation changes rather than funding them through the current year departmental operating budgets (see page 35).

Given that the Planning Board and Department proposed budget is over guidelines (6.54% increase from FY18), Advisory conducted a Supportive/Unsupportive vote. Advisory voted 13 to 0 in support of the Planning Board and Department budget. Advisory members felt that the increase, attributable to increased staffing salaries to adjust a below market salary and attract the best candidates to the Planner position, is fully justified.

The Capital Budget is for funds to engage consultants to prepare land use studies; it is anticipated that such studies will be conducted to support development of the Housing Production Plan.

Advisory Committee

The Advisory Committee consists of 15 residents appointed by the Moderator for three-year terms. Its statutory responsibilities include studying and deliberating on all the Town Meeting Articles and then making recommendations to the Town Meeting through both written reports and oral summations. The Advisory Committee's responsibilities also include making recommendations to the Town boards and committees with respect to balancing the Town budget and acting on all requests for transfers from the Reserve Fund. The budget funds the production and distribution of the Committee's reports, including some hourly administrative assistance. Advisory's FY19 budget request of \$32,000 is the same as its FY18 budget.

Advisory Committee-Reserve Fund

The Reserve Fund of \$175,000 provides funding for expenses that are extraordinary or unforeseen at the time Annual Town Meeting appropriates the budget for that fiscal year. Use of the Reserve Fund reduces the need to defer critical expenses and/or to call Special Town Meetings to deal with events with limited expense impact. Transfers from the Reserve Fund are made under Motions passed by one of the Town boards and approved by the Advisory Committee. Thus far in FY18, no funds have been withdrawn from the Advisory Reserve Fund.

Permanent Building Committee

As noted in last year's *Advisory Report*, the PBC did not submit an FY18 request for operating funds; its staffing needs and expenses were subsumed within the Facilities Management Department (FMD) budget. This arrangement continues for FY19 and going forward.

Human Resources Board and Department – 4.0 FTE

The Human Resources Board and Human Resources Department serve all Town employees, except School personnel, in the areas of recruitment, administration of job classifications and salary plans, collective bargaining and administration of union contracts, oversight of personnel policies and procedures, training, affirmative action, employee performance evaluations, employee relations and compliance with laws pertaining to employment. In addition, the Human Resources Department administers the insurance plans for all Town employees, including School personnel and retirees, and promotes employee education and professional development as well as health and wellness. For details on the request for HR Salary Adjustments, please see Articles 4 and 5 starting on page 29.

PUBLIC SAFETY – BOARD OF SELECTMEN

	FY16	FY17	FY18	FY19	FY18-19
	Actual	Actual	Budget	Request	Change
Police Department	5,711,386	5,956,517	6,077,135	6,214,693	2.26%
Special School Police	63,632	107,701	129,399	130,789	1.07%
Fire Department	4,995,951	5,175,577	5,293,735	5,481,195	3.54%
Building Department	467,281	506,454	533,874	532,187	-0.32%
Sealer of Weights and Measures	11,787	18,520	18,400	18,550	0.82%
TOTAL Public Safety	\$11,250,037	\$11,764,769	\$12,052,543	\$12,377,414	2.70%

Note: Utilities for these departments are included under FMD Maintenance Services.

Does not include COLA for open contracts or merit pay for 50/60 series.

Police Department – 59.0 FTE

The FY19 budget for the Police Department funds 44 sworn personnel, including the Chief, Deputy Chief, four Lieutenants, six Sergeants and 32 Police Officers. It also funds ten Civilian Dispatchers and four Civilian Support Staff. Effective July 1, 2018, the Police Department will assume responsibility for Traffic and Parking, which had previously been managed by one of the Deputy Directors in the Selectmen's Office. A new Lieutenant position has been created to oversee Traffic and Parking as well as other police functions. The funding for this position will be partially derived from the Traffic and Parking budget with the remaining funds being reallocated from a vacant Police Officer position, which is being temporarily eliminated in FY19. It is anticipated that this position will be restored in FY20.

The Superior Officers' (Lieutenants and Sergeants) and Patrolmen's agreements expired on June 30, 2017 (FY17). Both bargaining units have reached agreements that will expire on June 30, 2020. The FY19 budget assumes that Annual Town Meeting will approve both agreements as well as the supplemental funds necessary for the FY18 budget due to the contract settlements. The Dispatchers' agreement expires on June 30, 2020. Personal services for the FY19 Police Department are up \$124,509 (2.29%) to \$5,571,608. This includes salary increases for all employees that fall under collective bargaining agreements, step increases for eligible employees, salary increases for Series 40 employees as well as guideline increases to other personal services line items. The FY19 expenses have increased by \$13,050 (2.07%) to \$643,085 (increases occurred in tuition reimbursement, equipment and maintenance contracts, training and development, telephone, office supplies, general supplies, medical supplies, ammunition and training supplies, programs and activities, conferences and meetings for professional staff and new cruiser purchase; reductions were realized in equipment). The total FY19 operating request has increased by \$137,559 (2.26%) to \$6,214,693. The Police Department anticipates approximately \$226,457 in receipts from fines and permit fees in FY19.

Special School Police – 18.0 FTE

The school crossing guards provide safe passage for school children at 22 busy intersections and thoroughfares. The FY19 budget provides funds for 17 school crossing guards (some working more than one crossing guard post each morning) and one substitute guard, all of whom are part-time employees. These positions can be difficult to fill and, when they cannot be filled, police officers are assigned to cover the unfilled posts. Personal services for the FY19 Special School Police are up \$1,390 (1.07%) to \$130,789. This includes an hourly wage increase of 2.5% for the crossing guards. In addition to the hourly wage, crossing guards are paid a stipend of \$7.50 per crossing post. This equals \$15.00 per day for most crossing guards and the time to cover a morning and afternoon post is usually 1 hour. The FY19 expenses have increased by \$78.00 (2.50%) to \$3,183.

Fire Department – 57.0 FTE

The Wellesley Fire Rescue Department is charged with the responsibility of protecting the lives and property of the citizens of Wellesley. The Fire Rescue Department has 57 full-time employees in the following positions: Fire Chief, Assistant Fire Chief, Deputy Chief Fire Inspector, Lieutenant Fire Inspector, four Deputy Chiefs, 12 Lieutenants, 35 Firefighters, Administrative Assistant and Mechanic. Additionally, the Fire Rescue Department supervises the Cataldo Paramedics under contract with the Town. The department operates out of two stations, one at Central Street and Weston Road (Station # 1) and one on Worcester Street in Wellesley Hills (Station # 2). Front line apparatus consists of two pumping engines, one Quint combination pump/ladder, and one tower ladder unit; a Special Operations/Emergency Response Vehicle; and boats and specialized equipment for water and ice rescue operations. The Fire Department anticipates approximately \$85,000 in receipts from permits and master box alarm fees in FY18. The collective bargaining agreement with the Firefighters Union (Firefighters, Lieutenants and Deputies) is currently effective until June 30, 2020.

The proposed Fire Department FY19 budget represents a 3.54% (\$187,460) increase over FY18, due primarily to increases in the personal services budget to address a structural deficit in overtime costs for coverage of vacation time and to prevent understaffing of shifts. Given that the proposed budget is over guidelines, Advisory conducted a Supportive/Unsupportive vote. Advisory voted 13 to 0 in support of the Fire Department's proposed FY19 budget.

Building Department – 8.0 FTE

The Building Department is charged with enforcing all provisions of appropriate codes, state statutes, rules, regulations, ordinances and bylaws. Specifically, the Building Department enforces state building, electrical, and uniform plumbing and fuel gas codes, the Town's Zoning Bylaws, and the Massachusetts Architectural Access Board (MAAB) codes by conducting mandated field inspections for all work authorized under any required permit. Revenues from building permits and related charges are a source of funds for the Town. The department has successfully digitally archived many of its records. A multi-departmental team is now evaluating permitting software options in an effort to improve the overall effectiveness of town permitting processes.

Sealer of Weights and Measures – 0.4 FTE

The Sealer of Weights and Measures, certified by the Division of Standards, provides consumer protection when the price of goods is determined by weight or by linear and/or liquid measure. Activities include regular inspection of supermarket and shop scales, unit pricing labels, service station pumps, fuel oil truck meters, pharmacies and random inspections.

BOARD OF PUBLIC WORKS – 97.05 FTE

	FY16	FY17	FY18	FY19	FY18-19
	Actual	Actual	Budget	Request	Change
Engineering	659,335	575,522	587,942	588,332	0.07%
Highway	1,600,608	1,462,531	1,483,416	1,524,412	2.76%
Fleet Maintenance	196,418	186,567	201,629	204,384	1.37%
Park & Tree	1,376,357	1,458,438	1,587,973	1,614,766	1.69%
Recycling & Disposal*	2,208,372	2,307,301	2,286,890	2,354,488	2.96%
Management	396,423	378,194	386,973	384,086	-0.75%
Winter Maintenance	603,760	348,703	348,703	357,420	2.50%
TOTAL Board of Public Works	\$7,041,273	\$6,717,256	\$6,883,526	\$7,027,888	2.10%

**Includes RDF Business Initiatives and the Baler, does not include COLA for open contracts or merit pay for 50/60 series employees.*

The Board of Public Works (BPW) is responsible for overseeing the delivery of essential public works, water and sewer utilities, and other services provided to the Town by the Department of Public Works (DPW). Funding for these services includes both tax revenues and customer payments. Town tax revenues fund the DPW Engineering, Park and Highway, Recycling and Disposal and Management Services Divisions. DPW services financed by tax revenues are often referred to as the DPW "tax-impact programs." Rate-paying customers fund the services provided by the DPW Water and Sewer Divisions, which do not affect the Town's tax rate. Budgets for these programs, referred to as "Enterprise Fund programs," are presented in Articles 12 and 13 starting on page 100, and are included in the Consent Agenda (see Article 3 on page 28) of this ATM.

The Park and Highway Division maintains Town roadways, sidewalks, curbs, and street name signs. It also maintains catch basins, culverts, storm drains, Town parks and playgrounds, public shade trees, brooks and streams. The Recycling and Disposal Facility (RDF) is responsible for disposing of solid waste and recyclable materials and is the Town's most widely used facility, with over 350,000 annual vehicle trips to the facility. The Engineering Division designs and provides project management services for all DPW projects. The Division also

reviews private plans for conformance to Town standards for the Planning Board, Zoning Board of Appeals, and other Town departments. Other responsibilities include implementation of the storm water management plan and maintenance of Town plans and files related to deeds, easements, and construction.

The Board of Public Works is requesting an appropriation of \$7,027,888 from Town funds to pay operating expenditures in FY19. This request represents an increase of \$144,364, or 2.1%, over the FY18 budget. A portion of this appropriation, \$189,308, supports the RDF Business Initiatives program, which is reviewed in more detail below.

The FY19 operating budget is projected to have an additional \$59,344 in personal services costs (1.4% increase) over FY18, which reflects the 2.0% increase for Group 40 personnel, a 0% average increase for Series 50/60 employees (their increase is appropriated in the Merit Pay Pool in Article 5, Motion 3 on page 34) and a 2% increase for Production Unit and Supervisory Unit personnel. The FY19 budget is also projected to have an increase of \$20,176 in expenses (1% increase) over FY18, as a result of increases in the Park & Tree budget for vehicle and small equipment maintenance as well as additional materials and supplies needed by the Highway Division for routine drainage system repairs and maintenance.

The Winter Maintenance budget was level funded for FY18. The FY19 request of \$357,420 is an increase of 2.5% and is significantly below the five-year average of actual snow removal costs of \$918,629 and below actual snow removal costs in the last three years. Budgeting below the average cost of winter maintenance has been the Town's customary practice. If actual costs are greater than the budgeted amount, as was the case in every year from FY04-FY17 with the exception of FY12, the Town has the option, under Massachusetts law, of funding the overrun through a supplemental appropriation from Free Cash or of rolling the cost forward into the next fiscal year. (The latter option exists only if current funding is higher than or equal to funding in the prior year, and the Town's typical practice is to exercise the former option.) In light of this flexibility, which is not available for other expenditures, it has been the Town's position, supported by Advisory, to budget snow removal costs at a level below the average cost of snow removal. As of the date this *Advisory Report* went to print, the DPW and the BOS had not yet finalized the FY18 supplemental appropriation request that will be included under Article 7.

The DPW projects FY19 RDF revenues of \$898,000, which are a component of Local Revenue. Revenues from appliance fees and the sales of metal recyclables will be used as a source of funds for the Baler, Compactors and Major Equipment Repair revolving fund. The balance of the RDF revenues is returned to the Town and is not reflected in the DPW budget. The DPW budget also includes the projected cost of RDF business opportunities of \$189,308, a 75% increase from last year due to a \$56,127 increase for the disposal of Single Stream Recycling. Revenue from these business opportunities is projected to be \$329,000. In every year since its inception in FY07, this program has generated net revenue for the Town. Since FY07, the total net revenue from the RDF Business Initiatives through the end of FY17 is \$970,655. RDF revenue is subject to recent volatility of market conditions.

Budget Risks (Work for Others)

Under some circumstances, the DPW may deploy personnel for DPW capital projects or Town programs funded through other budgets. For FY19, the budget assumes that approximately \$1,593,503 in DPW personal services costs will be funded through other budgets. In some cases, other departments control the occurrence and timing of such work, though most of this work is funded through DPW Capital and Enterprise Fund Budgets.

FY19 DPW Program Budget

Consistent with recent budget reporting practice, the DPW FY19 budget motion provides for an appropriation for Personal Services and an appropriation for Expenses, with recommended specific personal services and expense allocations made to each of the DPW programs. Appropriating aggregate funds for Personal Services and for Expenses with only a recommendation for the allocations allows the Board of Public Works the ability, if necessary and after voted approval by the Board, to transfer funds between the program allocations. As in the past, unused appropriations at year-end will go into the Town's General Fund account. Funding for any deficiencies must be obtained from the Reserve Fund or approved by Town Meeting.

BOARD OF LIBRARY TRUSTEES – 37.2 FTE

	FY16 Actual	FY17 Actual	FY18 Budget	FY19 Request	FY18-19 Change
Personal services	\$1,795,234	\$1,838,078	\$1,932,120	\$1,975,985	2.27%
Expenses	508,472	529,023	541,383	554,621	2.45%
Total Library Trustees	<u>\$2,303,706</u>	<u>\$2,367,101</u>	<u>\$2,473,513</u>	<u>\$2,530,606</u>	<u>2.31%</u>

The Board of Library Trustees (the Library Trustees) is responsible for overseeing the management of the Wellesley Free Library (WFL or the Library), which includes the Main Library at 530 Washington Street, the Wellesley Hills Branch at 210 Washington Street and the Fells Branch at 308 Weston Road. In addition, the Library hosts an extensive website that can be considered a “virtual branch.” The mission of the WFL is to serve as a community-gathering place, a cultural destination and a gateway to ideas for residents of all ages and interests. Through comprehensive collections and innovative spaces, technologies and programs, the WFL provides free and convenient access to information both within and beyond its walls.

The WFL circulated 760,434 items in FY17, an increase of 13% over the past six years and 32% over the past decade. Attendance at library programs for children, young adults and adults exceeded 36,000 and 244 volunteers donated almost 11,000 hours of service to the library in FY17. In addition to offering print and non-print materials including DVDs, CDs, audio books, and the “Library of Things,” the WFL offers e-books, downloadable audio, and access to databases and digital magazines. Online book renewal and self-checkout continue to be popular, contributing to efficiencies that allow for enhanced service to patrons through better allocation of personnel. Patrons are also taking advantage of the redesigned website that allows extensive online access to library materials and services.

2019-2023 Strategic Plan

The Library recently completed its state-mandated five-year strategic plan, in which it assessed specific patron and community needs through 1) focus groups for patrons, Town Meeting Members and members of civic organizations; 2) interviews with the Board of Selectman (BOS), the Council on Aging, and the School and Recreation Departments; 3) surveys of over 1,000 respondents; 4) computer usage surveys; and 5) a large observation study comprised of 7,325 observations made by library staff over four months. Five strategic goals were established, all closely tied to community values in the Town's Unified Plan:

- Enhance usage of space within the library buildings to support the WFL as a community gathering place and cultural destination;

- Maximize innovation and technology to enable the WFL to be a leader among public libraries;
- Refine communication strategy to better educate the community on WFL offerings and to promote free and convenient access;
- Build a flexible, fearless, and fun workforce, supported by strong operational processes and systems, in order to provide exceptional library services; and
- Expand offerings to meet the evolving needs of residents so that the WFL continues to be a gateway to ideas and an intellectual crossroads for the community.

These goals are reflected in the FY19 operating budget, and led to prioritized strategic initiatives, including a redesign of the Main Library interior space to meet changing needs and the enhancement of technology service for patrons and staff through acquisition of an Automated Materials Handler (AMH). The Library redesign project is the subject of Article 19 of this year's Annual Town Meeting (see page 122), while the AMH is the subject of Article 20 on page 127.

The Strategic Plan can be found on the Library's website at:

<https://www.wellesleyfreelibrary.org/wp-content/uploads/2017/09/WFL-STRATEGIC-PLAN-2017.pdf>.

Tax Impact Budget

The WFL meets the overall 2.5% operating budget guideline specified by the BOS for FY19.

The tax-impact WFL budget, which accounts for approximately 80% of the total annual operating budget, provides funding for all core services, including staffing, materials and technology. Enhancements for educational and cultural programming/events, museum passes, collection enhancements/specialty collection items, outreach to schools, technology enhancements and innovation initiatives (e.g., the Lava and Sky programmable robots) are funded outside of the tax-impact budget, primarily through the Wellesley Free Library Foundation and the Friends of the Wellesley Free Libraries.

The Branches

Since 2008, operational costs of the Hills Branch had been covered in their entirety by private funding. Beginning in FY18, however, the Town reassumed 80% of the personnel costs associated with the Hills Branch, with the remaining 20% of personnel costs, together with programming, materials and technology costs, being covered by private funding. To offset this financial impact on the Town, the Library Trustees cut operating expenses through staffing efficiencies, reprioritized overall library services, and made a permanent cut in the Library's cash capital request. To further offset costs to be assumed going forward by the Facilities Management Department (FMD) for interior building maintenance and utilities at the Hills Branch, the Library made a one-time transfer to the FMD of funds acquired from leasing the Fells branch to the Wellesley Community Children's Center (WCCC) for afterschool care. For FY19, the Library has assumed all personnel costs for the Hills Branch, with private sources continuing to cover programming, materials and technology enhancements at a rate similar to the one in FY18. The Library Trustees anticipate the eventual inclusion of all Hills branch expenses within the Library's operational budget, through a gradual phase-in via future budget requests.

Programming at the Fells branch continues to be 100% privately supported, and the building is being reimaged as an Early Childhood Library. Funding for installation of a new, historically

accurate, cedar-shingled roof during FY19 will come through a proposed Community Preservation Committee (CPC) appropriation.

Fees and Turn Back

The WFL collects fees for lost and damaged materials and late fines for overdue materials. Monies received from late fines, which totaled \$64,953 in FY17, go directly to the Town's General Fund, rather than to the WFL. In FY17, the WFL also turned back \$40,593 to the Town from its operating budget in both the personal services and expenses categories, as well as unneeded cash capital from the WFL's security project.

Personal Services

The FY19 operating budget includes no new benefitted positions and no budgeted overtime. Library FTEs do, however, increase from 37.0 in FY18 to 37.2 in FY19. The majority of the increase in personnel expense reflects the FY18 pay scale, the known step increases and longevity for union staff, and Human Resources compliant guideline increases for the four non-union administrative and management staff. Also included are shift differentials for employees working after 5 pm and on weekends per current contractual obligations. To comply with the BOS's 2.5% operating budget guideline, the WFL's FY19 budget includes a 2.0% increase for all 40, 50, and 60 Series employees and the 2.0% union contract increase. There are 27.7 benefitted FTE and 9.5 non-benefitted FTE library employees. A head count of 29 benefited WFL employees has remained consistent.

The 0.2 increase in FTEs for FY19 adds a total of seven hours of employee time to the Library's operating budget. Two of the extra hours involve on-call staffing, with on-call circulation hours increasing from 20 to 21 hours per week, and on-call reference hours increasing from 23 to 24 hours per week. The other five hours will increase the working time of the Library's part-time, benefitted bookkeeper from 25 to 30 hours per week. Under the direction of the Library Director, the bookkeeper's responsibilities are more extensive, and have included the time-consuming conversion from the old to new budget format, the tracking of monies collected in cash registers, and the monthly tracking of funds to departments. The assignment of these financial tasks to the bookkeeper makes more efficient use of an existing, benefitted FTE, and does not result in any additional cost to the Town.

Breakdown of the Budget

Personal services comprise 78% of the FY19 tax-impact library budget while the remaining 22% is allocated for expenses. The Materials Expenditure Requirement is a state requirement for library certification, which necessitates that 13% of the total tax-impact library budget (including the FMD portion) be spent on library materials. The state requirement ensures that all cities and towns fund their libraries at a minimum level and prevents municipalities from underfunding their own libraries to take advantage of their neighbors' services. In FY19, Wellesley's contribution is \$388,031, which is 70% of the Library operating expense budget and an increase of \$9,601 (2.54%) over FY18. The IT expense budget, comprising 21.5% of Library expenses, is the other significant driver of non-personal services, with an increase of \$3,811 (3.31%) over FY18. The largest component of the IT expense budget (64%) is the \$76,673 that covers Wellesley's membership in the Minuteman Library Network. IT expenses also include local PC-based software as well as cloud-based and subscription services but not physical hardware like PCs, iMacs and servers, which are included in the cash capital budget.

The WFL's cash capital request is \$76,800 (not including the AMH, separately addressed by Article 20), which is substantially less than the \$127,300 projected for FY19 in the 2017 *Advisory Report* on page 210. The largest single item is \$45,000 for IT equipment, an ongoing

yearly cash capital expense. The repair and/or replacement of existing furniture for \$15,000 and \$8,000 for replacement servers are the other major capital expenditures in FY19. The purchase of a \$30,000 van for the Library has been deferred to FY20. Also deferred is a \$30,000 electronic time card system to replace the current paper system while the WFL works with the Town on an integrated time card system.

In light of the Library's increase from 37.0 FTEs in FY18 to 37.2 FTEs in FY19, Advisory conducted a "Supportive/Unsupportive" vote. Advisory voted 12 to 1 in support of the Library's budget.

OTHER COMMISSIONS AND BOARDS

	FY16 Actual	FY17 Actual	FY18 Budget	FY19 Request	FY18-19 Change
Recreation Commission	329,294	349,965	358,008	359,879	0.52%
Board of Health (BOH)	448,174	489,329	514,807	569,397	10.60%
Mental Health Services (BOH)	244,365	255,691	245,691	238,691	-2.85%
Natural Resources Commission	192,409	222,290	228,277	230,111	0.80%
Morses Pond (NRC/DPW/Rec)	142,114	139,394	141,754	143,250	1.06%
TOTAL Other Commissions/Boards	\$1,356,356	\$1,456,669	\$1,488,537	\$1,541,328	0.06

Note: Utilities are included under FMD Maintenance Services. Does not include merit pay for 50/60 series.

Recreation Commission – 5.0 FTE

Consistent with its mission to provide recreational and educational opportunities to Wellesley residents in the most cost-effective manner, the five full-time employees of the Recreation Department, headquartered in the Warren Building, conducted approximately 702 recreational programs serving 7,267 participants last year. Supplementing the many cooking, summer camps and technology offerings, new programs included a "Fall Back to the 50's Dance" and a Fall Campout. The Recreation Commission also continues to play a leadership role in the continuation of Phase 2 of the Wellesley High School track and field project, which is the subject of Article 17 of the Warrant (see page 118).

Other key initiatives include:

- Recreation Strategic Plan
- Increased Middle School & High School Programming (Teen Center & Camp Adventure)
- Regrading and Dock Rehab at Morses Pond
- Revision of CIT Program and "Wings"
- Morses Pond Feasibility & Design Study funded by the CPC
- Hunnewell Field Complex Softball Field (Playing Fields Task Force)

The Commission operates the Town facilities at Morses Pond, where attendance in 2017 numbered 28,387 visitors. The number of resident tags sold continues to grow, increasing from 4,283 in 2016 to 4,502 in 2017. The "Early Bird Super Sale" continues to be successful and will be run again this year. Recreation also improved the Morses Pond experience by reconfiguring the swim area, improving the underwater contour, bringing in new beach sand, expanding hours and implementing an effective BBQ rental system.

The Recreation Commission FY18 operating budget includes only tax-impact costs, primarily the salaries for the full-time staff of the Recreation Department and Morses Pond Water Treatment & Safety Maintenance. In addition, the Recreation Department has a non-tax impact program budget funded by fees charged to program participants. The competitively priced program fees, deposited into the program's revolving fund, are intended to cover the actual costs of the programs and pay the salaries of the part-time/seasonal employees and vendors who offer programs for the Department.

The program surplus amounts for the past three years were: \$109,792 (FY15), \$48,606 (FY16) and \$68,503 (FY17). The FY18 surplus is estimated to be \$50,000 and will be determined at the end of June 2018. Funds expended on reconfiguring the swim area and improving the underwater contour impacted last year's surplus. Beach attendance, which can be impacted by weather, is a major factor affecting the amount of the surplus, as well as an expected \$40,000 in summer camp scholarships that the Recreation Department, working in conjunction with Friendly Aid, grants for Wellesley families in need.

Board of Health – 7.2 FTE

The Board of Health (BOH), responding to the Town's public health needs, provides a wide range of direct services in environmental health, community health, public health nursing, mental health, communicable disease prevention and control, reduction of environmental health hazards (e.g., mosquito and rabies control, lead and asbestos abatement monitoring), employee health/wellness programs, and emergency preparedness. A core function of the Wellesley Health Department (WHD) is the enforcement of federal, state and local laws and regulations relating to public health in areas including public and private water supplies, food establishments, housing, camps, swimming pools, tobacco control, medical waste and social services. The WHD budget also funds mental health counselors in the Wellesley Public Schools and subsidizes the community's mental health services agency, Human Relations Services, which provides affordable, accessible mental health and counseling services to Town residents regardless of their ability to pay. The BOH cites increasing recent demands in these areas, as well as new required services, such as monitoring gas leaks, enforcing the Town's plastic bag ban, inspecting increasing home renovations due to the Demolition Delay bylaw approved at the 2017 ATM, and inspecting the Food Share Table Program and the Food Recovery Programs in the Wellesley Public Schools and area colleges as part of WasteWise Wellesley, a collaborative initiative by the SEC, DPW and NRC. The BOH describes this increase in demand for BOH services in its *Report of the Board of Health* found on page 183 of this *Advisory Report*.

The requested BOH FY19 budget, including the Mental Health Services, reflects an increase of \$47,590. This includes a decrease in its contract with Charles River Center by \$7,000, and an increase in the Professional Services portion of its budget by \$54,590. Of this Professional Services increase, \$30,813 is due to the completion of a two-year phase-in plan (begun in FY18) for the addition of a second, full-time Environmental Health Specialist (EHS) position. (The new position was funded at last year's ATM for one-half of FY18, with the new hire to take effect on January 1, 2018.) The Professional Services increase also includes the addition of 7 hours/week each for the BOH Social Service per diem pool at \$10,002 and the EHS per diem pool at \$12,012. The BOH justifies these additions based on the increasing demands cited above.

In FY17, the Health Department collected over \$78,860 in fees and fines, which were returned to the Town's General Fund. It plans to increase fees and fines again this year, and expects additional revenues of around \$3,000.

In addition to 5.9 full-time staff members, the Health Department adds approximately 1.3 FTEs through part-time, on-call, per diem and hourly workers for specialized environmental health, nursing and social services.

Given that the BOH's proposed budget, including the Mental Health Services budget, is both over guidelines (6.96% guideline-based increase from FY18) and increases the number of FTEs from 6.8 in FY18 to 7.2 in FY19, Advisory conducted a Supportive/Unsupportive vote. By a vote of 7 to 5, Advisory voted to support the proposed budget. While most Advisory members supported the budget increase insofar as it results in the full funding of the new full-time Environmental Health Specialist approved at last year's Annual Town Meeting, many Advisory members felt that the BOH had failed to make a case for additionally increasing the Department's per diem EHS hours in FY19. In the view of these Advisory members, the impact of the new full-time EHS on the Department's workload is not yet known, since the hire was still not in place as of late February 2018. Some Advisory members supported the BOH proposed budget as presented, citing the increased demand for services.

Natural Resources Commission – 3.5 FTE

The mission of the Natural Resources Commission is to provide stewardship, education, and advocacy for Wellesley parks, conservation areas, and open space. The NRC was created in 1977 when Town Meeting voted to consolidate the management of open space under a board comprised of five elected members. The NRC has the statutory authority and responsibility of Park Commission, Conservation Commission, Tree Warden, Town Forest Committee, and Forestry and Pest Control Officer under Massachusetts law. The NRC appoints the Wetlands Protection Committee and the Trails Committee. The members of the NRC also serve on various Town boards and committees. The NRC depends on Community Preservation Act funds for most of its capital projects. The following is a summary of on-going activities, and current projects and initiatives. For more detailed information, please see: www.wellesleyma.gov/NRC.

The regular responsibilities and projects of the NRC include:

- Town Tree Warden: Protecting and overseeing public shade trees and administering a tree-planting program (which provides free shade trees to residents upon request).
- Outreach and Education: Working with and providing learning and service opportunities for Wellesley residents regarding parks, conservation, and related environmental issues. In recent months, the NRC staff worked closely on programming for the Evolutions program at Wellesley High School, and on a food-waste reduction program and 4th grade outdoor classroom for students at Bates Elementary School.
- Wetlands Administration: Supporting the Wetlands Protection Committee with a full-time wetlands administrator and administrative staff who oversee the permitting process for all wetlands permit applications.
- Trails Maintenance: Supporting the Trails Committee, whose members mark and maintain all of the Town trails and offer recreational events for the public.

To fulfill these and its other mandates, the NRC has made the following specific capital budget requests for FY2019:

- Encroachment Permanent Boundary Markers: A part of the NRC's mandate is monitoring and reversing encroachment by private interests on Wellesley's parks, conservation areas and other public lands. Carrying forth this mission requires surveying, notice and other related activities. The FY19 budget request includes \$2,500 to cover the cost of permanent boundary markers to be placed after the Department of

Public Works (DPW) has surveyed a disputed area and established the Town's property line.

- Park Sidewalk Paths and Parking Lot Repairs: As an ancillary function to its oversight and maintenance of Town parks and recreation facilities, the NRC is also responsible for maintenance of sidewalk pathways and parking lots used by Town residents at these facilities. Federal accessibility laws for physically-challenged residents also requires that walkways be maintained to a standard to permit such persons to enjoy them. The request for \$20,000 to cover these servicing and maintenance activities, carried out by the DPW, will also cover emergency repairs. This has been a regular request for the past eight years. In FY18, carry-over funds were used for additional work, including resurfacing of the Centennial Park driveway and parking lot and installing a stone dust path along Rice Street at Hunnewell Field.
- Weston Road Vernal Pool: The NRC has proposed development of the vernal pool on the North 40 near Turner and Weston Roads as an educational resource. In October 2016, the BOS gave the go-ahead to develop a specific proposal, and the Community Preservation Committee (CPC) subsequently approved funding (\$15,000) for an initial design and schematic plan. For FY19, the CPC is proposing to appropriate \$50,000 for construction of a boardwalk to make the vernal pool accessible. The project, planning for which was approved at the 2017 Annual Town Meeting, is expected to include a walkway to the pool and a boardwalk around it, as well as planting of native vegetation to restore the area.
- Fuller Brook Invasive Management: In connection with its role of husbanding natural resources, the NRC views its function to include maintaining and preserving resources such as the newly-reworked Fuller Brook Reservation. In addition to a stone fish ramp to help alewives on their upstream journey to spawn (see below), the commission's priorities for this year include a funding request for \$20,000 to help combat invasive, non-beneficial plant species. It was clear when the Town undertook to rework the brook that ongoing maintenance to keep invasive vegetation under control would be necessary. The request will assist the DPW to retain extra manpower to attend to this new service function to protect the Town's investment in this popular resource.
- Tree Planting Management Program: The NRC has a longstanding annual request for funding to manage the Town's essential tree canopy. This request for \$40,000 for FY19 will enable DPW staff to care for and maintain Wellesley's 7,000 shade trees. Also covered are plantings of 100 new trees annually, evaluation of trees, stump removal, and support for newly planted trees for one to two years. This year's request includes \$10,000 to evaluate the Town Forest Management plan and to make improvements in forest health.
- Hunnewell Field Porous Pavement Maintenance: The NRC requests \$1,500 annually to maintain the porous paved surface of the parking lot at Hunnewell Athletic Field at the High School complex, as well as the field access drive. NRC works with the Facilities Management Department (FMD) to schedule maintenance of these paved areas, which provide important permeable surfaces to assist in stormwater runoff.
- Trail System Improvements: The NRC's mandate includes maintaining the Town's popular trail system. This request of \$10,000 for FY19 (level with last fiscal year) will cover the cost of building, extending and repairing trails, bridges, map houses and other structures. The maintenance program is part of the Trails Committee's Five Year Plan. It will drop to \$5,000 for FY21.
- Duck Pond Bridge Restoration Project: The NRC's request for \$38,000, which the CPC has agreed to fund, will cover the cost of assessment, engineering and permitting of the popular bridge over the brook and duck feeding area at Town Hall. This is in response to the discovery of some structural issues that could potentially jeopardize the safety of

the feature. The design is also expected to enable the bridge to comply with requirements of accessibility for persons with mobility challenges. A subsequent request will seek construction funds once the project has been evaluated.

- Stone Fish Ramp at Fuller Brook: As noted above, the Fuller Brook Reservation is a key recreational asset of the Town, providing a pedestrian-friendly transportation alternative as well as the Town's primary storm water capture system. The brook is also a critical habitat for local wildlife such as fish. To preserve and support this resource, the NRC proposes to build a stone fish ramp to permit fish, such as alewives, to traverse the concrete spillway at Grove Street. This ramp would also offer an educational recreational site for residents, many of whom now seek to help fish climb the spillway using nets. The stone fish ramp was part of the overall concept of the reworking of the brook reservation and will offer an aesthetically pleasing approach to supporting local fish. The NRC is seeking \$5,000 for installation of the fish ramp, which the CPC has agreed to fund.
- Gas Leaks: In coordination with the BOS and the DPW, the NRC and the Sustainable Energy Committee have initiated inquiries into the more than 200 natural gas leaks that have been identified in the Town. Gas leaks are a concern because they contribute to global warming; are dangerous; are harmful to human health; are expensive (all ratepayers pay for lost gas on their bills); and kill trees and other plants. For FY19, the CPC has approved funding for \$2,500 for a mobile gas detection device (Compostable Gas Indicator) to assist the DPW in avoiding planting costly new trees in locations where gas leaks would lead to their deaths. The request also covers training in the use of the device.

Among ongoing projects the NRC also has undertaken to enhance resources in the Town, but for which funding is not sought in FY19, are the following:

- Morses Pond Project: The Comprehensive Plan for the Management of Morses Pond was originally formulated and funded in FY07 to protect, preserve, improve and maintain this critically important natural and recreational resource for the Town. The program focuses on rooted plant control, phosphorus and sediment inactivation, dredging, watershed management and education, Town bylaw review and enhancement, low-impact development, construction, and demonstration efforts and program implementation. Since its original formulation, the project has continued to be managed under a separate budget, which allows for clear allocation of funds specifically and clearly dedicated to Morses Pond. The pond is managed jointly by the NRC and the Recreation Commission and has received funding from the CPC.
 - The principal purpose of the Morses Pond operating budget is to fund the:
 - services of a consulting pond manager who monitors water quality and adjusts treatments,
 - weed harvesting operation to clear the pond of invasive weeds, and
 - operation of a phosphorus inactivation system.
 - In 2016, more than 600,000 pounds of invasive weeds were removed from the pond, and water quality continued to improve with continuous monitoring and refined treatment practices. This year, testing showed the highest water clarity measured since the pond management plan was put in place in 2007. The addition of an automated phosphorus inactivation unit will reduce long-term costs and contribute to the overall water quality in the pond.
 - The NRC recently completed an erosion study of the shoreline of Morses Pond, funded by the CPC, with a final report issued in November 2016. The study identified priority areas for restoration and the NRC is currently developing an implementation plan that would address the most urgent erosion problems.

- Pond Management: Following a comprehensive study of the Town's eight major ponds (not including Morses), the NRC is in the process of developing a long-term pond management and maintenance plan with funding from the CPC.
- WasteWise Wellesley: The NRC continues an ongoing collaboration on waste reduction with the SEC and the DPW. Through a program sponsored by the US Environmental Protection Agency and the Massachusetts Department of Environmental Protection, this Town-wide effort has a new name: WasteWise Wellesley. WasteWise Wellesley includes a comprehensive effort to reduce food waste (led by the SEC), increase recycling rates (led by the DPW), and bag waste (lead by the NRC).
- Bag Bylaw: As part of its waste reduction efforts, the NRC successfully advocated for a new bylaw that eliminates single-use plastic check-out bags and ensures that all paper bags distributed in Wellesley can be recycled at the RDF. The bylaw took effect on January 25, 2017 for larger retailers and on April 12, 2017 for smaller retailers. The NRC continues to promote reusable bags through public outreach such as "Bring Your Own Bag Month" and collaborative efforts with Roche Bros and other retailers.
- Grow Green Wellesley: With the launching of a new "Grow Green Wellesley" initiative this year, the NRC has re-committed to its long-time advocacy for environmentally friendly landscaping and lawn care by
 - Sponsoring "Landscapes for Living," a major eco-landscaping forum on May 13, 2017, in collaboration with the Board of Health and local grassroots group Sustainable Wellesley;
 - Creating a pilot project evaluating ten chemically treated lawns for transition to organic lawn management;
 - Successfully advocating for the expansion of the NRC Organic Integrated Pest Management Plan to include all land under the jurisdiction of the Board of Selectmen (approved by the BOS in October 2016).

WELLESLEY PUBLIC SCHOOLS – 824.88 FTE

	FY18 Appropriation	FY19 Request	FY18-19 Change
Instruction	\$47,899,553	\$48,642,336	1.55%
Administration	\$1,057,956	\$1,172,025	10.7%
Operations	\$2,445,855	\$2,454,694	0.2%
Special Education	\$20,547,286	\$22,199,055	8.04%
Total Personal Service	\$64,226,913	\$65,938,725	2.67%
Total Expenses	\$7,723,735	\$8,530,190	10.4%
TOTAL OPERATING BUDGET	<u>\$71,950,648</u>	<u>\$74,468,918</u>	3.5%

In FY18, the Wellesley Public School (WPS) system is comprised of ten school facilities, approximately 823.50 full-time equivalent employees (FTEs) and 4,908 students.

For FY19, the School Committee has approved a School Department request for a total budget appropriation of \$74,468,918 (inclusive of additional FTE benefit costs), reflecting an increase of \$2,536,270 or 3.50% over the FY18 budget appropriation. The FTE count will grow by 1.38 to 824.88 after increases of 4.85 and reductions of 3.47.

Advisory conducted a Supportive/Unsupportive vote due to the fact that the FTEs for the School Department increased by 1.38 FTEs. The vote was supportive 13 to 0.

Personal services comprise the most significant segment of the budget request at \$65,938,725 or 88.54%, of the projected total School Department spending. An analysis of the personal services portion of the budget and of teacher compensation can be found in Appendix D on page 232.

The complete details of the FY19 School Budget Request can be found on the Wellesley Public Schools website: <https://wellesleyps.org/district-information/budget/fy19-budget/>

	FY18 Appropriation	FY19 Request	FY18-19 % Change
General Education Personal Services Expenses	\$48,136,059 \$3,267,305 Total General Operating	\$49,205,280 \$3,063,775 \$51,403,364	2.22% (6.23%) 1.68%
Special Education In-District Out-of-District Circuit Breaker	\$16,644,715 \$7,244,148 (\$3,341,578) Total Special Education	\$17,163,757 \$8,577,087 (\$3,540,980) \$20,547,285	3.12% 18.40% 8.04%
Total Personal Services Total Expenses	\$64,226,913 \$7,723,735	\$65,938,728 \$8,530,190	2.67% 10.44%
TOTAL OPERATING BUDGET	\$71,950,648	\$74,468,918	3.50%

Note that the FY18 Appropriation does not include the FY18 Supplemental Request in Article 7. The FY19 Request shown above includes a \$40,000 benefit allocation for the addition of 1.38 FTE employees. Excluding the benefit allocation, the FY19 Request is \$74,428,918 or an increase of 3.44% over FY18.

The budgetary changes this year reflect the School Committee's commitment to staying within the Town Guideline of 3.5%. In spite of the Special Education increase of 8.04%, the Schools met the guideline by keeping increases in the General Education budget to 1.68% by reducing expenses and minimizing Personal Services increases.

FY18 & FY19 ENROLLMENT

Level	FY18, Oct 1 Actual	FY19 Projected	Variance
K-5	2,209	2,154	-55
WMS	1,130	1,135	+5
WHS	1,569	1,518	-51
Total	4,908	4,807	-101

The enrollment numbers directly impact the budget with respect to staffing requirements and other costs. The district gathers actual enrollment statistics as of October 1st each year and submits them to the Department of Elementary and Secondary Education. Projections for the

coming three years are based on the October 1st enrollment plus historical trends and averages. For more information on Enrollment trends and projections, see Appendix E on page 239.

Enrollments drive the Level Services budget request. For FY19, projected enrollments show an overall decline of 101 students.

- Enrollment at the Elementary Schools for FY19 shows a projected decrease of 55 students, which led to the proposed net reduction of two elementary sections (two teachers). The WPS is strongly committed to maintaining its class size guideline for grades K-2 of 18-22 students per class, and for grades 3-5 of 22-24 students per class.
- Enrollment at the Middle School for FY19 shows a projected increase of five students.
- At the High School, an enrollment decrease of 51 students is projected for FY19.

HISTORY OF WPS OPERATING BUDGET INCREASES

The recent history of WPS operating budget increases reflects a downward trend.

Fiscal Year	Increase	Town Guideline	Comment
2014	3.48%	2.80%	New Teacher Contract
2015	5.63%	1.75%	Full-day Kindergarten; override
2016	4.98%	4.00%	Begin Strategic Plan Investments
2017	4.25%	4.00%	Cash Capital significantly reduced
2018	3.47%	3.50%	Comparing budget to budget w/out
2019	3.44%	3.50%	Benefits (taken out before TM vote)

BUDGET DETAIL

There are high personnel costs associated with delivering a quality educational program to meet the needs of the nearly 5,000 students who attend the WPS. Level personal services alone amount to a 3.0% increase in the operating budget as school contracts include the cost of step and lane increases each year in addition to annual COLA increases. FY19 is the third year of a three-year contract with the Wellesley Teachers' Association Unit A (Educators) and Unit B (Department Heads, Directors and Assistant Principals). For FY17-19, Units A and B will have a COLA each year of 1.5% for all steps and 2.0% for the top step. For further detail on School Staff Compensation, see Appendix D on page 232.

FY19 Budget Components	Budget & \$ Growth	% Budget Growth
FY18 Budget	\$71,950,648	w/out ben
Base Growth	2,567,537	
Level and Mandated Services	157,169	
Strategic Plan	189,553	
Other Critical Needs	91,856	
Reductions/Savings	(487,845)	
FY19 Budget	<u>\$74,468,918</u>	3.50%

LEVEL SERVICES AND MANDATES - \$137,169 + \$20,000 benefits = \$157,169

A Level Services budget provides the same quality of education offered in the previous year taking into account changes in enrollment, Federal and State mandates and other factors. The Level Services budget in the chart above reflects only the gross increase for new positions/FTEs. Refer to the chart at the end of this section with the detailed reductions and savings.

LEVEL SERVICE INCREASES

Positions	FTE	Cost	Benefits	Description
HS Adaptive Physical Education	0.10	\$7,186		
HS Science	0.75	\$53,892	\$20,000	Over-enrolled classes
HS Nursing services	0.40	\$9,742		Net of substitute cost
HS ELL teacher	0.10	\$7,186		English language
HS Cheerleading Coach stipend		\$4,317		
Hunnewell Crisis Interventionist		\$18,918		Upgrade position
Elementary Speech/Language	0.20	\$14,372		Increase position
PAWS Occupational therapist	0.30	\$21,556		Increase position
Total	1.85	\$137,169	\$20,000	

STRATEGIC PLAN INVESTMENTS - \$149,553 +\$40,000 benefits = \$189,553

Strategic Plan Investments include the continued rollout of the World Language Program and the addition of learning support at both the Middle and High Schools.

STRATEGIC PLAN INCREASES

Position	FTE	Cost	Benefits	Description
Elementary World Language	1.00	\$71,856	\$20,000	
Elementary Science Head		\$5,841		Expand position
MS Teaming & tiered support	0.5	\$35,928		
HS General Ed learning centr	0.50	\$35,928	\$20,000	
Total	2.00	\$149,553	\$40,000	

Note: As a reference for this section, the full Strategic Plan for Wellesley Public Schools can be found on the WPS website, www.wellesley.k12.us

OTHER CRITICAL NEEDS INVESTMENTS - \$71,856 + \$20,000 benefits = \$91,856

Position	FTE	Cost	Benefits
Special Ed BCBA teacher	1.00	\$71,856	\$20,000
Total	1.00	\$71,856	\$20,000

BUDGET REDUCTIONS/ADJUSTMENTS- (\$487,845)

Where possible, reductions were made by re-examining staffing and service delivery models in order to provide new programming. The total of 3.47 FTE reductions includes reductions in teaching assistants and paraprofessionals in Special Ed during FY18.

Positions	Cost
2.00 Elementary Sections Benefits	(\$143,712) (\$40,000)
0.10 Elementary Art	(\$7,186)
Instructional Materials, Textbooks & Supplies	(\$75,671)
Educational and Network Technology	(\$61,307)
District Curriculum & Instruction	(\$46,648)
District Professional Development	(\$15,000)
Conferences/Meetings for Administrators	(\$15,331)
Substitutes (short-term professional development)	(\$3,986)
Voted Fee Changes	(\$92,740)
Personnel advertising, employment exams	(\$8,650)

SCHOOLS – SPECIAL EDUCATION

State and Federal law mandates that Wellesley Public Schools provide Special Education (SPED) services to eligible students, beginning at age three and continuing until age twenty-two or high school graduation, whichever occurs first. The law mandates that all Special Education students receive services that allow them to access and progress in public education in the least restrictive environment possible. Any students who may be candidates for SPED are evaluated and, if it is determined that they are eligible, an Individual Educational Program (IEP) is developed for them. An IEP is a legally binding contract between the school district and the family. As with its regular education program, Wellesley strives to be a community that provides excellence in its Special Education program.

Most of the Special Education students are served by WPS staff through In-District (ID) programs. If a student's needs are such that a town cannot appropriately provide for them in a public setting, the law requires that the town find and pay for an Out-of-District (OOD), State-approved Special Education placement, including transportation costs. For more detail on Special Education and Circuit Breaker, please see Appendix F.

The total Special Education portion of the FY19 general operating budget request is \$22,199,863, an overall increase of \$1,652,577 (8.04%) from FY18. These projected expenses represent 29.8% of the total School budget and support approximately 17% of the student population between grades K-12.

The dramatic jump in cost for FY19 is due primarily to a 29.05% growth in the cost and number of Out-of-District tuitions. As of last year's spring 2017 ATM, it was projected that there would be 62 OOD students for FY18, including settlements. During the 2017-2018 year, additional children in need of Out-of-District placement moved to the Town, and the cost of OOD tuitions for those students has been significant. This led to the request for Supplemental Funding for FY18 under Article 7 of this ATM. At the time of budgeting for FY19, there were 71 students projected to be in Out-of-District placements, including settlements.

Another factor in the increase in Out-of-District costs is the increase in the number of legal settlements. The Schools projected 15 settlements for FY18, but ended up with 21 settlements. For FY19, 18 settlements are projected. These figures are reflected in the total numbers of OOD students and their tuition costs.

Additional information on Special Education in Wellesley can be found in Appendix F: Special Education Programs on page 240 of this *Advisory Report*.

Costs, Trends and the Circuit Breaker

Between FY15 and FY19, SPED expenses went from \$18,598,150 to \$22,199,864, an increase of \$3,601,714 (19%) over 5 years. In an effort to manage the significant annual cost increases while maintaining service levels, the Schools have brought more SPED programs in-house. These in-house programs are more cost effective than Out-of-District placements and oftentimes are better suited to service individual student needs, as mandated by law.

The striking increase in Out-of-District costs in FY19 is the result of increases in both the number of students needing placements Out-of-District, as well as increases in the cost of the placements themselves.

Program	FY15	FY16	FY17	FY18	FY 19	%
	Actual	Actual	Actual	Voted	Request	Inc/Dec
In-District	\$13,660,694	\$14,627,773	\$15,613,767	\$16,644,715	\$17,163,757	3.12%
Out-of-District	\$4,937,456	\$4,814,437	\$4,310,428	\$3,902,570	\$5,036,107	29.05%
TOTAL	\$18,598,150	\$19,442,210	\$19,924,195	\$20,547,285	\$22,199,864	8.04%

To offset some of the costs generated by the mandated Out-of-District programs, the Schools receive reimbursement from the State in the form of Circuit Breaker (CB) funding. The table above shows expenses net of these reimbursements. CB reimbursement is based on costs from the previous year and, therefore, reimbursement lags actual expense increases or decreases by one year. School Committees are permitted to carry over reimbursement for one year and use it to reduce expenses in the next year, so the use of CB reimbursement funds can mask changes in actual spending.

Special Education Program	FY15 Growth	FY16 Growth	FY17 Growth	FY18 Growth	FY19 Growth
TOTAL	4.20%	4.50%	2.48%	3.13%*	8.04%

*3.13% was based on the amount voted by the 2017 ATM.

The School Committee decided, in its FY 19 budget deliberations, to project 73% reimbursement from the Circuit Breaker. Since the five-year average of the actual Circuit Breaker reimbursement had been 74.2%, the School Committee considers this to be a reasonable decision. Additional information on the Circuit Breaker Funding can be found in Appendix F on page 241.

In-District (ID) Budget and Programs

In-District Program Budget	FY15 Actual	FY16 Actual	FY17 Actual	FY18 Voted	FY19 Request	% Inc/Dec
Inclusion	\$8,590,797	\$9,607,285	\$10,018,784	\$10,599,813	\$10,926,355	
Specialized Programs	\$4,650,317	\$4,492,117	\$5,158,650	\$5,490,102	\$5,676,276	
Transportation	\$419,580	\$528,372	\$436,333	\$554,800	\$561,126	
Total	\$13,660,694	\$14,627,773	\$15,613,767	\$16,644,945	\$17,163,757	3.12%

In-District costs increased in total by \$518,812, or 3.12%, over FY19. Salaries are the major component of In-District expenses, representing approximately 95% of the In-District FY19 budget.

Learning Centers at each of the Wellesley Public Schools are also known as Inclusion, as the students within them participate as much as possible in the regular classrooms at the school, with specialized assistance.

Students placed in Specialized Programs within the Wellesley Public Schools include students with autism, developmental delay, complex health or neurological issues, and global impairments. The complexity of teaching these students and helping them with physical, social and emotional issues is not to be understated. If these students had to attend Out-of-District programs, the range of costs would be from \$41,900 per year for a public day school to almost \$400,000 per year for a private residential school, plus transportation costs.

There is further description of the extensive programs within the Wellesley Public Schools in Appendix F on page 240.

Out-Of-District (OOD) Budget, Tuitions and Settlements

Program	FY15 Actual	FY16 Actual	FY17 Actual	FY18 Voted	FY19 Request	% Inc/Dec
Tuitions	\$7,048,169	\$6,776,987	\$6,440,447	\$6,560,834	\$7,882,707	
Transportation	\$823,265	\$656,769	\$858,343	\$683,314	\$694,380	
Circuit Breaker	(\$2,933,978)	(\$2,619,319)	(\$2,988,362)	(\$3,341,578)	(\$3,540,980)	
Out-of-District	\$4,937,456	\$4,814,437	\$4,310,428	\$3,902,570	\$5,036,107	29.05%
<i>Number of students</i>	66	64	57	62	71	

The Out-of-District (OOD) budget is comprised of three elements: the tuition costs for students who are placed in programs outside of the District where the students' specific disabilities can be addressed, transportation costs and the revenue offset from Circuit Breaker funds received from the State.

The FY18 number of students in Out-of-District placements was projected to be 62 as of the October 1, 2016 enrollment report. However, the actual number was 71. Of these, 52 were district-determined. An additional 19 were based on legal settlements in which the families of students and the district disagreed on the placement. Settlement Agreements are the result of legal disputes that cannot be resolved through the typical Team process and require involvement of a special education attorney or a Bureau of Special Education Hearing process. There are an additional four pending cases.

In FY19, there are 71 students projected to be placed Out-of-District. This figure includes 53 district-directed placements and 18 legal settlement agreements.

The increase in the number of students placed through Settlement Agreements has increased the total Out-of-District costs. In FY18, there were 15 settlements projected, but at the time of this writing there are 19 actual settlements. In FY19, there are 18 settlements projected. As noted above, these agreements are the result of legal disputes that cannot be resolved and usually require the involvement of the Town's Special Education attorney.

An additional factor in the increased cost of Out-of-District placements is the promulgation of new regulations in January 2016 concerning physical restraint. As students with issues of dysregulation get older, the issues of safety for the student, classmates and staff become very difficult.

Transportation costs are expected to fall by \$88,703, as the expense of challenging or distant placements shifts.

Requests for New Staff: no increase in total number of FTEs

The School's budget proposal includes 1.5 new positions for Special Education. However, this does not result in an increase in FTEs as the program has reduced several assistant positions over the course of the past year.

The request for a 1.0 Board Certified Behavior Analyst (BCBA) for the SKILLS program at the Upham School is needed as this is the fastest growing of the elementary specialized programs, and it has not had an increase in professional staff since 2014. This position is essential given the demands of daily coordination for 35 students with autism and 19 support staff.

A change in the Crisis Prevention Interventionist position at the Hunnewell TLC program from a paraprofessional to a certified teacher will provide professional level support and instruction for students with emotional issues and will also retain a valued member of the team. There is no change in FTE, but there is an increase in cost.

The Early Child Education program needs additional therapy hours, so an increase in Occupational Therapy time of 0.3 FTE at PAWS and an increase in Speech and Language Therapy District-wide of 0.2 FTE is requested.

FTE Requests

Staff Increase FY18	FTEs	Salary	Benefits
Board Certified Behavior Analyst	1.0	\$71,856	\$20,000
Crisis Prevention position increase	—	\$18,918	
Speech and Language Therapist	0.2	\$14,372	
Occupational Therapist	0.3	\$21,556	
Total	1.5	<u>\$126,702</u>	<u>\$20,000</u>

SCHOOLS – CASH CAPITAL

The Schools Cash Capital budget is separate from the operating budget. It consists of two components: Furniture, Fixtures and Equipment (FF&E) and Technology. For FY19, the School Committee is requesting \$947,629 of which \$99,999 will be targeted for FF&E and \$847,630 will be spent on Technology.

This is a decrease of 53% from the FY18 appropriation of over \$2 million, which represented extra funding to restore deep cuts in the Technology program in the prior year. This year's request is in response to the Town Guideline of \$950,000 for all School Cash Capital. Originally the FF&E request was \$350,000, and the Technology request was for \$1.1 million.

	FY15 Actual	FY16 Actual	FY17 Appropriated	FY 18 Appropriated	FY 19 Request
FF&E	\$143,467	\$128,381	\$43,529	\$216,070	\$99,999
Technology	\$635,035	\$727,685	\$741,391	\$1,793,183	\$847,630
Total	<u>\$778,502</u>	<u>\$856,066</u>	<u>\$784,920</u>	<u>\$2,009,253</u>	<u>\$947,629</u>

Furniture, Fixtures & Equipment (FF&E) **\$99,999**

Items included in this portion of the budget have a limited life cycle but are not replaced annually.

In order to make up the decrease of \$250,000 in the FF&E request, the Schools will use \$145,266 from the Rental Revolving Fund. The Schools think that an average annual expenditure of \$250,000 is necessary to maintain appropriate replacement of furniture, musical instruments, Science/Industrial Technology equipment and annual copier leases and maintenance agreements.

This is a new use for the Rental Revolving Fund, which consists of fees collected for the rental of school building facilities for events, meetings, sporting events and various ceremonies. The School Department has spent a range of \$252,513 to \$324,594 per year in FY14-17 from this fund for necessary repairs to all school facilities including those that are rented, such as auditoriums at the Middle and High School. The School Department reviewed with the Massachusetts Department of Elementary and Secondary Education that these funds can be

used to replace infrastructure items that are not specifically in rentals, but in any school facility. At the end of FY17, there was \$619,901 in this revolving fund.

The copier leases alone are \$68,000. Remaining items within the \$99,999 budget include classroom furniture for grade 3 at Schofield, classroom area rugs at Fiske and Hardy, band instruments, and a vision screening machine. Items in the \$10,000-60,000 range anticipated to be funded from the Rental Revolving account include stage acoustical shells at the High School, an air filtration system for Industrial Tech at the High School, a kiln and art furniture for Schofield, classroom blinds for Bates, and fitness equipment at the Middle School. The School Committee believes approximately \$400,000 should be maintained in the Rental Revolving account for unexpected facility needs and will have to monitor how much it will be able to support in FF&E in future years.

Technology \$847,630

The technology piece of the capital budget consists of replacement hardware, new hardware, and installation/other expense. The bulk of the request, \$737,308, is for desktop and laptop replacement of devices that are at the end of their expected life cycle. New equipment is budgeted at \$102,822 and installation costs at \$7,500.

The School Department goals for the Technology program are to prepare students to use technology and to enhance the teaching and learning process. The State Guidelines for Technology moved to a 1:1 ratio (1 student per 1 computer) as of 2016, although this is not a funded guideline. The MCAS testing schedule is also transitioning to a computer-based testing program. For more detail on the goals, history and projections of the Technology program, please see Appendix G on page 244.

The major new items in the FY19 budget include:

- Laptops as loaners and for financial assistance at the High School with the rollout of the 1:1 initiative (BYOL – Bring Your Own Laptop), \$43,400
- Computers for Enrollment and Program changes, \$21,000
- Soundfield systems for all classrooms, \$25,200

The major replacement items in the FY19 budget include:

- iPad & Chromebooks, \$142,800
- Apple Laptops, \$59,000
- Desktop Macs, \$132,000
- Printers, \$17,930
- Network infrastructure, \$90,000
- Servers, \$84,000
- Projectors, \$147,333
- Soundfield systems at WMS, \$31,440

The High School Bring Your Own Laptop program is a 1:1 program that is laptop-based. Students can bring their own, but families also have the option to acquire a device through the Parent Partnership program by purchasing one through the District, lease-to-own through the District, school-use only, or have a device under financial assistance guidelines.

The 1:1 program in which each student has an iPad or laptop has been implemented across the district since FY13. In FY13 there was a pilot iPad 1:1 program in Grade 5 at Schofield funded

by a parent grant. In FY14 there was Town funding to expand the program to all Grade 5 elementary classes, plus a pilot in Grade 6. In FY15-17 there was Wellesley Education Foundation and Parent Partnership funding to complete implementation at Wellesley Middle School and have a pilot program at Wellesley High School.

Pilot projects

In response to questions raised both by Advisory and at the 2017 Annual Town Meeting, the School Department expanded its pilot using Chromebooks in the High School library and for TAs in the learning center. They used some Chromebooks for HS computers that are school-funded to test out where Chromebooks have efficiencies, delays or other issues. This will continue at the High School and Chromebooks will be put into each of the elementary libraries.

There has also been a delay in server replacement in order to pilot IaaS (Infrastructure as a Service) before moving to a 3 year lease in FY20.

Expected Future Technology Requests

The projected future Capital Technology Requests for FY20-23 are expected to range between \$919,343 and \$1,630,984, an average of \$1.125 million per year. The bulk of that will be for replacement of laptops, desktops and iPads. The larger amount in FY22 reflects the need to replace a higher number of laptops and iPads. However, as technology evolves over time, the District reassesses both needs and costs.

	FY2019	FY2020	FY2021	FY2022	FY2023
New	\$102,822	\$56,200	\$56,200	\$56,200	\$56,200
Replacement	\$737,308	\$855,643	\$898,850	\$1,567,284	\$925,350
Other	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500
Total	\$847,630	\$919,343	\$962,550	\$1,630,984	\$989,050

BOARD OF SELECTMEN – EMPLOYEE BENEFITS

	FY16	FY17	FY18	FY19	FY18-19
	Actual	Actual	Budget	Request	Change
Group Insurance	16,206,701	16,138,304	17,576,288	18,924,487	7.67%
Workers Compensation	517,860	517,860	517,860	287,700	-44.44%
OPEB Liability Funding	1,800,000	2,400,000	3,432,000	3,432,000	0.00%
OPEB Liability Funding Exclusion	1,200,000	600,000	0	0	0.00%
Retirement Contribution	6,150,755	6,390,114	6,621,863	7,056,425	6.56%
Unemployment Compensation	150,000	150,000	150,000	150,000	0.00%
Compensated Absences	8,690	90,000	90,000	120,000	33.33%
Non-Contributory Pensions	18,038	18,660	18,714	19,100	2.06%
TOTAL Employee Benefits	\$26,052,044	\$26,304,938	\$28,406,725	\$29,989,712	14.01%

Group Insurance

The Group Insurance budget covers the Town's share of annual health insurance premiums for active and retired employees. In addition, it includes life insurance, dental insurance, long-term disability insurance, an employee assistance program, and the Town's share of the Federal

Medicare tax. The tax-impact budget request is net of a reimbursement from the Enterprise Funds for their personnel.

Group Insurance benefits for active and retired Town and School employees continue to comprise a significant percentage of the total budget, with the health insurance component growing at a faster rate than revenues. In recent years, health insurance has been a major factor in the difficulty of balancing the Town's budget. In response, the Town has implemented a number of changes, many of which have been subject to collective bargaining.

In 2015, after negotiating with its unions, the Town implemented changes in its West Suburban Health Care plan offerings, which will expire on June 30, 2018. Recently the Town reached agreement with its unions, effective July 1, 2018, to replace the "Rate Saver Plans" purchased through the West Suburban Health Group with two "deductible" plans that are more cost effective for the Town. The change will moderate cost and continue to provide an excellent choice of health care and plans for employees and retirees.

Workers' Compensation

The Town self-funds its Workers' Compensation program and engages an outside firm to manage all claims and cases. The program includes the cost of reinsurance to protect against catastrophic cases. An actuarial analysis is performed annually to determine the adequacy of the self-insurance fund and to identify an annual appropriation amount. Because of several years of good claims experience, the Town has reached the balance recommended by its actuarial firm and has therefore been able to reduce the contribution to the fund for 2019.

OPEB Liability Fund

Other (than pension) Post-Employment Benefits (OPEB) liabilities are the cost of the Town's actuarially-determined obligation to subsidize a portion of retiree medical insurance for retired Town and School employees. Drivers of OPEB liability costs include health care costs, the size of the eligible population, and the level of benefits provided. Health care cost inflation, an aging population, consistent benefit offerings, and longer life expectancy have collectively served to increase OPEB costs in recent years.

Since 2006, the Town has been a leader in the Commonwealth in providing an aggressive strategy to fund its OPEB liabilities by 2037. OPEB contributions were increased annually over the course of a decade using a capital exclusion as part of the plan and eventually OPEB contributions were funded entirely within the levy. The current actuarial funding schedule recommends a level annual appropriation of \$3,432,000, which no longer adds a structural imbalance to the budget. The Retirement Board manages the OPEB fund and secures actuarial valuations every two years.

Pension/Retirement Contribution

The majority of Town employees participate in a defined benefit plan, the Wellesley Contributory Retirement System (WCRS). Public school teachers and certain administrators are members of the Massachusetts Teachers Retirement System, to which the Town does not contribute. WCRS members are required to contribute between 5% and 11% of annual covered compensation (depending on their hire date), and the Town is required to pay its share of the actuarially-determined contribution. Employees do not participate in Social Security and contribute significantly more of their income to their own retirement than private sector employees contribute to Social Security. A chart of the Town's pension contribution from FY13-FY19 is shown below:

	FY11 Actual	FY12 Actual	FY13 Actual	FY14 Actual	FY15 Actual	FY16 Actual	FY17 Actual	FY18 Budget	FY19 Request
Contributory Retirement Pension Contribution	\$2,000,000	\$3,125,026	\$3,813,574	\$5,940,854	\$7,040,036	\$7,285,678	\$7,562,273	\$7,835,775	\$8,350,000
Tax Impact Portion	1,732,000	2,630,273	3,209,844	5,008,205	5,943,377	6,150,755	6,390,114	6,621,863	7,056,425
Year-over-year increase in tax impact portion		898,273	579,571	1,798,361	935,172	207,378	239,359	231,749	434,562
Percentage increase in tax impact portion		51.86%	22.03%	56.03%	18.67%	3.49%	3.89%	3.63%	6.80%

From FY97 until FY09, the Town did not make contributions to the WCRS, because the system was fully funded and annual investment earnings were more than sufficient to cover the annual cost to the Town. Town employees continued to make their contributions during this period, however. Following the severe downturn in global financial markets in 2008, the Retirement Board made the prudent decision to resume appropriating Town contributions to the system. Beginning with \$1.0 million in funding for FY10 and ramping up quickly, the contribution increased each year for several years to achieve an actuarial funding schedule before leveling off at a rate in line with annual revenue increases. The 2019 appropriation of \$7,056,425 (up 6.6% from FY18) has been increased slightly to allow for a planned increase in the COLA (cost of living) base, which is discussed in more detail under Article 25, page 140. This schedule will achieve full funding by 2030. The MLP, Water, Sewer, and the Wellesley Housing Authority each contribute their share of the pension costs. The current amortization schedule is based on the conservative assumption that the average annual investment return for the pension assets will be 6.625%. As has been the case historically, the WCRS is one of the highest funded systems in the Commonwealth.

Unemployment Compensation

The Unemployment Compensation budget is used to reimburse the Massachusetts Division of Employment Security for actual claims paid on behalf of the Town. The Town has an option of paying a fixed percentage of payroll or actual expenses and has chosen the latter, less expensive approach. Qualified claims may be reimbursed for a period of up to 30 weeks.

Compensated Absences

The Compensated Absences budget provides funds to pay eligible employees for sick and vacation leave earned in prior years upon retirement, termination, or death; these payments are subject to the provisions of the respective collective bargaining agreements. Because these payouts cannot always be predicted or absorbed in smaller operating budgets, this appropriation serves as a reserve for non-school budgets. Any unused amounts at fiscal year-end revert to Free Cash. Non-union/non-contract employees are not compensated for unused sick time, and vacation carryover is limited by the Town's Bylaws and Human Resources policy. Article 7 requests a supplemental appropriation of \$30,000 for FY18 for the Town's Compensated Absences fund, which has been depleted due to a number of retirements of employees with significant accrued leave during FY18. The FY19 budget calls for an increase in funding for Compensated Absences to account for additional expected retirements in FY19.

Non-Contributory Pensions

The non-contributory pension budget provides retirement benefits for one surviving spouse of a retiree who elected not to become a member of the WCRS when it was established in 1937.

CASH CAPITAL AND DEBT SERVICE

Cash Capital is the routine annual purchase of capital assets (such as equipment or furnishings) or minor construction and/or capital projects that, due to their size and/or irregular occurrence, are not part of departmental operating budgets.

Debt service (principal and interest payments for bonded projects) is referred to as either “inside the levy,” meaning it is part of the Town’s annual operating budget subject to Proposition 2½ limits, or “outside the levy,” meaning it is debt service on projects that the voters have excluded from the limits of Proposition 2½.

The Board of Selectmen recently established a policy that keeps cash capital and inside the levy debt service spending within a range of 6.2% to 6.8% of operating revenue to avoid undue pressure on operating budgets. In recent years, the Town has elected to fund significant projects outside the levy (temporary) to avoid the need for permanent operating overrides.

DEPARTMENT CASH CAPITAL

	FY16	FY17	FY18	FY19	FY18-19 % Change
Public Works	1,528,000	1,954,000	2,173,000	2,026,000	-6.76%
Schools	856,066	784,920	2,009,253	947,629	-52.84%
Facilities - Schools	790,000	1,073,500	1,553,000	1,159,000	-25.37%
Facilities - Town	785,000	676,500	322,000	691,000	114.60%
Facilities - Total	1,575,000	1,750,000	1,875,000	1,850,000	-1.33%
Planning Board	30,000	80,000	-	25,000	-
Health		8,561	-	-	-
Selectmen	334,486	349,913	364,009	240,679	-33.88%
Library	115,700	131,300	100,612	76,800	-23.67%
Town Clerk	7,000	16,385	-	-	-
NRC	55,500	77,000	141,500	99,000	-30.04%
Morses Pond	-	-	40,000	40,000	0.00%
Total Cash Capital	4,501,752	5,152,079	6,703,374	5,305,108	-20.86%

Departmental Cash Capital is appropriated for the purchase of equipment, furnishings, technology, minor construction projects or other capital assets that are neither part of departmental operating budgets nor financed with bonds paid from debt service, but are instead paid for from cash on a current basis. Purchases are considered capital if they possess a multi-year useful life, are non-recurring budget items, or have a substantial cost compared to the size of the department’s operating budget. The complete Five-Year Capital Budget Program is provided in Appendix C on page 224.

Funds were applied on a one-time basis to reduce the capital spike in FY18 and departments voluntarily made significant reductions to FY19 requests so that the budget could be balanced. The Town is in the process of developing a better, more transparent, process for evaluating, prioritizing, and timing capital projects so that needs are met in an affordable way.

DEBT SERVICE

This budget provides funds to pay the FY19 debt service (principal and interest payments) due on all Town permanent and temporary loans, except those of the Enterprise Funds, which are paid from their respective budgets.

The capital plan shows the entire cost of projects in the expected year of appropriation. However, debt service budgets for these capital projects and their associated tax impact are based on estimates of the timing of cash flows (staggered vs. all at once). These cash flow needs evolve based on changing construction schedules. Debt service appropriations for debt that has been issued (existing debt) are more predictable than for debt that has not yet been issued. The Town Wide financial plan shows the projected average tax impact of the various projects to be funded with exempt debt.

The Town takes pride in maintaining its AAA bond rating, which enables it to borrow at favorable interest rates. Most debt is amortized using a conservative level-principal (rather than level-payment) approach. Shorter amortizations, which cause debt appropriations to decline quickly and minimize interest charges, are a hallmark of the Town's policy. In recent years the Town has saved significant amounts by refinancing existing debt at lower interest rates.

Debt Service	FY15	FY16	FY17	FY18	FY19	FY18-19
	Budget	Budget	Budget	Budget	Request	Change
Total Inside Levy Debt Service	3,728,096	3,970,125	3,649,455	4,000,000	4,002,083	0.05%
Outside the Levy Debt Service	9,142,965	13,383,348	12,873,498	12,740,608	12,552,089	-1.48%
TOTAL Debt Service	\$12,871,061	\$17,353,473	\$16,522,953	\$16,740,608	\$16,554,172	-1.11%

RECEIPTS RESERVED FOR APPROPRIATIONS

TRAFFIC AND PARKING – 4.6 FTE

	FY15	FY16	FY17	FY18	FY19	FY18-19
	Actual	Actual	Actual	Actual	Request	Change
Traffic & Parking Operations	\$651,948	\$761,295	\$862,924	\$1,548,950	\$1,046,336	-32.45%

Funds for Traffic and Parking expenditures are provided by parking meter receipts from on-street parking meters and the municipal parking lots, and are deposited into the Town's Traffic and Parking Fund. In FY19, receipts are projected to be \$921,196. This budget funds the Traffic Fines Processing Department; traffic and engineering services; meter maintenance; snow removal; sanding services for the Town's parking lots; and parking lot repair and maintenance.

One Parking Clerk, five part-time Parking Attendants and one part-time Meter/Sign Repair person are included in the budget. In addition, the fund is charged with half the salary of a new Police Lieutenant (the rest of this salary is budgeted in the Police Department); this 1.0 FTE is fully accounted for in the Police Department. This position replaces a Deputy Director that had been in the Executive Director's department.

In 2014, the Police Department hired an officer specifically to enforce traffic regulations, with this employee's salary split evenly between Traffic and Parking Operations and the Police Detail fund. This position therefore has no net tax impact to the Town.

CONCLUSIONS, CONSIDERATIONS AND RECOMMENDATIONS – ARTICLE 8, MOTION 2

The FY19 omnibus budget request is \$164,768,909, a 2.1% increase over the FY18 omnibus budget request of \$161,344,732. This report goes to press with a balanced budget for FY19 as required by Town Bylaws; the median tax bill is projected to increase by 1.42% to \$12,778 for FY19. This increase is comparable to the prior year increase of 2%.

The FY19 budget, similar to that of FY18, continues to include a commitment to fund both the pension and OPEB liabilities. Additionally, the Town continues to fund the FMD's building maintenance projects (\$1.850 million in Cash Capital for FY19). The Town has learned over time that it is prudent and less expensive in the long run to adequately maintain Town buildings. The same is true for funding future OPEB and pension liabilities.

Primary Budget Driver

Personal services will likely always be the largest driver of the Wellesley budget as it represents 65% of the cost of Total Operations. The cost structure of Wellesley's personal services is based on a high percentage of union employees whose contracts include annual increases that in recent years have exceeded the rate of inflation. One way to mitigate and contain this built-in overall increase is to maintain or potentially decrease headcount through greater efficiency while retaining our excellent level of service. Also, when long-term employees retire and are replaced with lower paid younger employees, this mitigates the overall personal services increase. It is the hope of Advisory that the efficiency of overall Town operations will be improved.

Long-Term Capital Spending

The largest, most costly project looming in the next few years is the Hardy/Hunnewell/Upham project, which is currently in the evaluation phase. This project will likely exceed \$116 million with the tax impact starting in FY20 and FY21 and extending well beyond. The good news is that the Town received notification that it would be invited into the State's Massachusetts School Building Authority (MSBA) program for the consolidation and replacement of the Upham and Hardy schools, with the MSBA expected to reimburse about 30% of the Town's costs for the school, or about \$17 million. Also on the horizon are a variety of major capital projects for the Middle School, totaling about \$15.5 million, to extend its life for an additional 25 years, along with extensive Town Hall interior renovations.

Use of Free Cash

The Town will use \$2.5 million in Free Cash to balance the FY19 budget, which is in line with the Town's history of allocating this amount annually. The Town's fiscally responsible, conservative budgeting leads to Free Cash being available at fiscal year end for the next year's budget without compromising the Town's reserve levels (currently at 9% within the Town's Financial Reserves Policy range of 8% - 12%). These additions to Free Cash come from prior year unused budgeted funds (i.e., turn backs) and greater than expected Town revenues.

Advisory continues to have a positive assessment of the Town's general financial health, including the current adequacy of reserves and the significant progress the Town has made toward funding pension and Other Post-Employment Benefits (OPEB) liabilities. Advisory is also pleased that the Executive Director and the BOS have been proactively working with the

unions to contain healthcare costs. The use of Free Cash as proposed for FY19 does not change this assessment.

FY19 School Cash Capital

For FY19, there is a decrease in School Cash Capital from \$2,009,253 in FY18 to \$947,629. Last year, an infusion of \$1.5 million of Cash Capital was a one-time boost for the Technology program. The expectation is that the School Cash Capital will be under \$1 million looking ahead.

Advisory commends the efforts of the Schools to explore alternatives and less costly approaches to the Technology budget. The Chromebooks pilot projects and the effort to move more storage to the cloud are meaningful steps.

FY19 School Budget

Advisory commends the School Department and the School Committee for meeting the Town guidelines of a 3.5% increase in operating expenses. The small increase of 1.38 FTEs to expand the Elementary Language Program and provide extra help for General Education students at the Middle and High Schools was a very restrained expansion.

Advisory noted that the General Education increase was 1.68% and the Special Education increase was 8.04%. Some members of Advisory are concerned that the budget restraint of the 3.5% guideline, coupled with continued increases in Special Education costs, could affect the General Education part of the budget even more negatively in the years ahead. To meet the guideline this year, there was a 6.23% decrease in the General Education expense budget.

With an anticipated decline in enrollment of 101 students for FY19, the Schools show a decrease of two elementary classrooms for the 2018-19 school year. As of now, enrollment is projected to continue to decline with 96 fewer students in FY20 and another 70 fewer students in FY21. Advisory recommends that the Schools continue to make appropriate FTE reductions if enrollments continue to decline.

Special Education is an underfunded mandate by the State and Federal governments. The cost of educating students with complex problems has great variability and unpredictability depending on both the number of students and the degree of complexity. Advisory discussed the question of the Town more aggressively funding the Special Education Reserve Fund for extraordinary Special Education costs to smooth out these unpredictable high costs.

For FY19, the School Committee projects an increase of 73% in Circuit Breaker funding from the state. Advisory thinks that this is a reasonable decision based on the five-year running average. The unexpected reduction in Circuit Breaker funding in FY18 has hurt school districts across the Commonwealth, leading to much protest at the State level.

Advisory commends the School Department and School Committee on their restraint in the FY19 budget. During the past year, the unexpected sharp increases in both the Special Education Out-of-District enrollment and tuition costs were a particular challenge for the School Department in managing the influx of complex students and the accompanying budgetary implications.

Advisory members agree that the School Department and School Committee demonstrated responsiveness to the Town's concerns, flexibility and clear prioritization of the most important needs of the children of Wellesley.

Conclusions and Recommendations

The Advisory Committee appreciates the number of hours the Finance Department, Town boards, staff for the boards and volunteers have spent on the annual budget. The report you are reading takes a significant amount of coordination and preparation. The Town and Town Meeting Members benefit by receiving complete, transparent and accurate budgets in a timely manner. One of Advisory's goals this year was to avoid the last-minute rush of budgets that we had in the past. All the boards were well-prepared this year. Advisory is always attempting to make the process more transparent, well-defined and more efficient.

Advisory members gave special consideration to the following points:

- 1) **Supportive/Unsupportive Votes:** As described earlier, this year Advisory introduced Supportive/Unsupportive voting on individual department budgets in Article 8. The criteria for taking a vote were objective, based only on a department exceeding Town guidelines or showing an increase in FTEs from the prior year budget. This year 13 departments met the criteria for taking a Supportive/Unsupportive vote. Most of the 13 departments had overwhelming support from Advisory; there was only one where the vote was split. Our hope is that the Supportive/Unsupportive vote provides Town Meeting with a more complete understanding of Advisory's concerns with individual board/department budgets.
- 2) **Mid-Year Adjustments:** Mid-year compensation increases such as adjustments in salary due to hires above the midpoint or job grade changes are funded primarily through departmental operating budgets. In the case where the mid-year compensation change is funded with unspent funds resulting from a vacancy from when a current employee leaves to when the replacement is hired, there is an impact on the following year's budget, as both the mid-year compensation increase and a full year of employment for the replacement hire need to be funded. This is confusing to Advisory when examining department budgets and difficult to explain to Town Meeting as to why there is a significant increase in the requested personnel budget without any corresponding increase in FTEs. Advisory is discussing with the HRB whether it makes better sense to increase the mid-year Salary Adjustment Reserve (currently at \$15,000 appropriated in Article 5, Motion 3) to fund unplanned compensation changes rather than funding them through the current year departmental operating budgets. As next steps, Advisory and the HRB plan to work with Town Finance to better understand the implications of making any changes to the current mid-year compensation approach. In addition, both Advisory and the HRB are looking into ways to make mid-year compensation changes more transparent to Town Meeting.
- 3) **Information Technology:** Last year we encouraged several departments to consider more cost-effective laptops versus currently-used products. We were pleased to hear that the School Department has begun using Chromebooks in the classrooms. In addition, like many corporate enterprises, IT departments across the Town are making increasing use of Cloud-based services rather than maintaining local computer servers. Advisory would like to see a greater adoption of Cloud-based services as a means for further long-term cost reduction in IT spending. Advisory appreciates that, in some cases, local servers are our best option (e.g., access card readers and video camera footage for school security).

- 4) **Capital Planning:** Advisory is pleased that the BOS, working through the Executive Director and Finance Department, is spearheading efforts around a more systematic approach to capital planning. The BOS began by establishing a new debt policy that sets a limit on spending for Cash Capital and inside-the-levy, debt-funded projects to a range of 6.2% - 6.8% of recurring annual revenues. This will result in more predictable spending on such capital items and ensure that funds available for operating budgets are not adversely affected by increased capital spending. This policy will work in conjunction with a new policy on capital spending (still being drafted by the BOS) that will objectively prioritize the Town's capital projects and make more transparent the process of deciding the scope and timing of new projects.
- 5) **Increase Efficiency:** Finally, as stated in prior reports, Advisory strongly believes that the Town must look for operational efficiencies wherever possible. The BOS together with the Executive Director should carefully consider outsourcing where it is more cost-effective and could reduce headcount, investing in software to improve workflow within and among Town departments, and potentially consolidating finance and IT functions among the various departments to reduce cost and improve efficiencies.

Advisory recommends favorable action, 12 to 0.

ARTICLE 8, MOTION 3

This Motion authorizes the Town to transfer the sum of \$2,500,000 from Free Cash to Available Funds in order to balance the FY19 tax-impact budget. In 2013, the Massachusetts Department of Revenue requested this specific action when the use of Free Cash is proposed as part of the budget approval process. Town Meeting action on this Motion is contingent upon passage of Motion 2. The Town has transferred Free Cash to reduce the tax rate (i.e., to balance the budget) in five of the last six years; this year's transfer is \$1,583,737 less than last year.

Advisory supports this transfer of funds from Free Cash to adequately fund the budget proposed in Article 8, Motion 2.

Advisory recommends favorable action, 12 to 0.

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: \$140,000.00
- g. Teen Center Program Revenues Fund: \$40,000.00
- h. Library Room Rental Fund: \$35,000.00
- i. Lost/Damaged Library Materials Replacement Fund: \$15,000.00
- j. Brookside Community Gardens Fund: \$3,000.00
- k. Weston Road Gardens Fund: \$7,000.00
- l. Library Copier Fees Fund: \$20,000.00

or to take any other action in relation thereto.

(Board of Selectmen)

In this article, the Board of Selectmen requests authorization to update the Article 55 Revolving Accounts. At last year's Annual Town Meeting (ATM), the bylaw language related to revolving accounts was updated to reflect changes required by the 2016 Massachusetts Municipal Modernization Act. This article requests permission to remove three funds and set FY19 spending limits for the remaining twelve revolving funds.

In the first part of this article, the Board of Selectmen requests that the Building Department Document Fees Fund be eliminated. Article 10 requests the transfer of the accumulated funds to a special purpose account, which will fund the implementation of online permitting. It is the intention of the Board of Selectmen, through the Executive Director, to modernize the permit process by purchasing and implementing an online permitting system across several departments (including land use and building permits as well as Health Department permits). Closing this fund and transferring the account balance in Article 10 will provide the funding mechanism for implementing this online permitting system.

Based on guidance from the Attorney General, the Recreation Commission is requesting that two 53E½ revolving funds – Recreation Summertime Revenues Fund and Recreation Scholarship Revenues Fund – be removed and the balances transferred to gift accounts. This type of account is better aligned legally with the source of funds. The change from 53E½ revolving funds to gift funds is technical in nature and will not have any impact on the use of the funds by the Recreation Commission.

The table below contains a summary of the changes proposed in the first part of this article, along with a history of each revolving fund:

Revolving Fund	Expended By	ATM Authorized	Annual Expenditure Limit (\$)	
			FY18	FY19 Action
Building Dept. Document Fees	Selectmen's Office	2006	50,000	Close & transfer in Article 10
Recreation Summertime	Rec. Dept.	2006	30,000	Close & transfer to gift account
Recreation Scholarship	Rec. Dept.	2006	15,000	Close & transfer to gift account

The second part of this article seeks Town Meeting approval for the annual authorization or reauthorization of the remaining twelve 53E½ revolving funds listed in Chapter 55 of the Town Bylaws. As noted in the article, these funds were established according to Section 53E½ of Chapter 44 of the Massachusetts General Laws and updated last year to remain in compliance with the changes implemented in the 2016 MMA. These revolving funds are sourced solely from departmental receipts received in connection with the programs supported by the funds. Expenditures may be made from these revolving funds without further appropriation; they have no tax impact on the Town budget. Annual expenditures may not exceed the revolving fund balance or the authorization limits. Any earnings on these revolving funds are returned to the Town's General Fund.

The table below contains an overview of the twelve revolving funds addressed in the second part of the article. The table includes the responsible board/department, the FY19 requested annual expenditure limit for the fund, and the history of past authorization levels:

Revolving Fund	Expended By	ATM	Annual Expenditure Limit (\$)			
			FY16	FY17	FY18	FY19
Street Opening Maintenance	DPW	2006	200,000	225,000	225,000	225,000
DPW Field Use	DPW	2006	200,000	200,000	200,000	200,000
Turf Field Fund	DPW	2011	25,000	25,000	25,000	25,000
Tree Bank	DPW	2011	75,000	75,000	75,000	75,000
COA Social & Cultural Programs	COA	2006	70,000	70,000	100,000	140,000
Teen Center Program	Rec. Dept.	2006	40,000	40,000	40,000	40,000
Library Room Rental	Library	2009	25,000	25,000	25,000	35,000
Library Lost/Damaged Materials	Library	2016	15,000	15,000	15,000	15,000
Brookside Community Gardens	NRC	2006	5,000	5,000	8,000	3,000
Weston Road Gardens	NRC	2017		8,000	8,000	7,000
Baler, Compactor and other RDF Equipment Repair Fund	DPW	2017		20,000	20,000	20,000
Library Copy-Print Fund	Library	2018	NA	NA	20,000	20,000

The authorized expenditure limit for each revolving fund in FY19 is the same as it was in FY18, except in the case of four of the funds: the Council on Aging Social & Cultural Programs Fund, which is increased from \$100,000 to \$140,000; the Library Room Rental Fund, which is increased from \$25,000 to \$35,000; the Brookside Community Gardens Fund, which is decreased from \$8,000 to \$3,000; and the Weston Road Gardens Fund, which is decreased from \$8,000 to \$7,000. These four fund balances have been adjusted to align with anticipated needs and funding levels in FY19.

Advisory Considerations

Advisory supports favorable action on both parts of this article. Advisory continues to support the management of these programs through revolving funds, as approved consistently at Town Meetings since 2006. For all these revolving funds, expenditures are paid from cash receipts collected from outside sources specifically for the purposes designated and without any expense to the Town. The total of all revolving funds may not exceed 10% of the prior fiscal year's tax levy and no single board or department may spend more than 1% of that levy amount. Updating revolving funds by removing or reclassifying them to be more appropriately aligned with their intended use is a practical way of reflecting the changes in the use of the revolving funds that periodically occur.

Advisory recommends favorable action, 12 to 0.

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, said funds to be made available for expenditure upon the adjournment of Town Meeting; or to take any other action in relation thereto.

(Board of Selectmen)

In this Article, the Board of Selectmen seeks to transfer \$170,000 from available funds held presently in the Building Department Document Fees Revolving Fund to the IT Department for the purpose of purchasing, installing, upgrading and implementing electronic permitting software.

The Town has recognized the need to improve the permitting process to ensure (1) increased efficiency and ease of use for the applicant and (2) awareness by the applicant of all permits required for the successful completion of a project. In addition to improving the customer experience, electronic permitting reduces the time required of Town employees. While the initial implementation of electronic permitting will focus on the Building Department and land use functions including the Planning Department, the Zoning Board of Appeals (ZBA), the Natural Resources Commission (NRC) and the Wetlands Protection Committee (WPC), it is anticipated that the system will expand to include the Fire and Health Departments, the Department of Public Works (DPW) (for water, sewer and street openings), the Town Clerk, (for dog licenses and birth, death and marriage licenses) and the Selectmen's Office. Electronic permitting will improve the record keeping, reporting and communication capabilities of those departments that are able to utilize it. Such improved communication will ultimately lead to a shorter "time-to-issue" for each permit, thereby reducing the frustration level for those departments' customers.

The FY18 capital budget included a \$50,000 appropriation to the IT Department to pay for the purchase of electronic permitting software. During the process of selecting a vendor, it became clear that the \$50,000 would be insufficient to cover the cost of the initial purchase, on-going usage fees and loading of historical data into an electronic system. To supplement the \$50,000, the Board of Selectmen recommends re-allocating \$170,000 from the Building Department Document Fees Fund, which will be eliminated as an ongoing revolving fund under Article 9 of this Warrant.

If approved, the new amount of \$220,000 would enable the IT Department to implement and operate an electronic permitting system through at least FY19 and FY20. This would allow the Town to determine whether the costs of operating the system should remain centralized or be allocated to the budgets for the individual departments that will use the system.

Advisory Considerations

This Article seeks authorization to transfer to the IT Department the \$170,000 that is currently in the Building Department Document Fees Revolving Fund that Article 9 proposes to terminate which, when added to the still unspent \$50,000 that was appropriated to that department by the FY18 capital budget, will provide it with a total of \$220,000 to establish an electronic permitting system for the Town's various building and land use functions and to operate that system throughout FY19 and FY20. The plan is to subsequently extend the electronic permitting system to all of the other Town departments and offices enumerated above that issue permits and licenses. Advisory believes that this is a sound investment in modern technology that will benefit

both the Town and its residents and others who have the need to interact with or to do business with the Town's various departments and offices.

Advisory recommends favorable action, 12 to 0.

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 Article 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.

(Board of Selectmen)

Through this Article and accompanying motion, the Board of Selectmen requests Town Meeting approval to transfer approximately \$88,000 from Free Cash to the Special Education Reserve Fund.

Last year, Annual Town Meeting (ATM) voted to create a Special Education Reserve Fund (the Reserve Fund) in accordance with Section 24 of the Municipal Modernization Act. This act allows a district to appropriate and transfer to the Reserve Fund money to be used to pay for unanticipated or unbudgeted costs of special education, out-of-district tuition or transportation. Funds may only be distributed or expended from the Reserve Fund after a majority vote of the School Committee and a majority vote of the BOS.

As presented to the 2017 ATM, monies received by the Town from federal Medicaid reimbursements would be held in the newly-created Reserve Fund to pay for unanticipated special education expenses, thereby mitigating the need for supplemental appropriations or mid-cycle budget cuts in other general education programs and services, as has occurred in the past.

The School Department is now a Medicaid provider and, as such, is able to bill for certain direct services it provides to special education students who qualify for Medicaid. The School Department contracts with a provider, New England Medical Billing, which files quarterly claims for reimbursements on the School Department's behalf. There are two types of claims and reimbursements: administrative claims and direct service claims. Reimbursements are received by the Town, not the School Department, and are deposited into the General Fund. In addition to establishing the Reserve Fund last year, Town Meeting also authorized the transfer of \$20,000 from free cash into the Reserve Fund in anticipation of an expected initial Medicaid reimbursement of administrative expenses.

As of the date this *Advisory Report* went to print, the Board of Selectmen proposed to transfer approximately \$88,000 from Free Cash into the Reserve Fund via this Article, consisting of (1) approximately \$11,000 received in Medicaid reimbursements in FY17 but not previously transferred, and (2) approximately \$77,000 in reimbursements received to date in FY18.

Advisory recommends favorable action, 12 to 0.

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	468,557
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	1,728,137
Total Sources of Funds	\$9,362,072

or to take any other action in relation thereto.

(Board of Public Works)

Under this Article, the Board of Public Works (BPW) requests the appropriation of the Water Enterprise Fund's ("Water Fund") FY19 receipts and cash on hand as of June 30, 2018, for payment of the Water Division operating and capital expenditures in FY19, provided that the total amount of expenditures in FY19 shall not exceed \$9,362,072.

Water Enterprise Fund	FY18	FY19	\$ Change	% Change
Sources of Funds				
Water Fund Receipts				
Water Use Charges	\$5,905,247	\$5,905,247	\$0	0.0%
Non-Operating Income	310,000	493,688	183,688	59.3%
Non-Operating Contribution to Capital	40,000	0	(40,000)	(100.0%)
Loan Proceeds	350,000	350,000	0	0.0%
Total Receipts	6,605,247	6,748,935	143,688	2.2%
Depreciation	875,000	885,000	\$10,000	0.0%
Retained Earnings	1,966,427	1,728,137	(238,290)	(12.1%)
Total Sources of Funds	\$9,446,674	\$9,362,072	\$(84,602)	(0.9%)
Uses of Funds				
Salaries	1,818,774	1,849,377	30,603	1.7%
Expenses				
MWRA Water	1,900,000	1,460,000	(440,000)	(23.1%)
Health Insurance/Retirement/Risk Management	517,134	545,476	28,342	5.5%
All Other Operating Expenses	1,453,626	1,431,346	(22,280)	(1.5%)
Subtotal - Expenses	3,870,760	3,436,822	(433,938)	(11.2%)
OPEB (Other post-employment benefits)	110,307	38,500	(71,807)	(65.1%)
Depreciation	875,000	885,000	10,000	1.1%
Total Personal Services and Expenses	6,674,841	6,209,699	(465,142)	(7.0%)
Non-Operating Expenses	320,000	512,115	192,115	60.0%
Non-Operating Expenses (Interest)	228,261	228,261	0	0%
Capital Outlay	858,000	1,130,000	272,000	31.7%
Non-Operating Capital Expenditures	40,000	-	(40,000)	(100.0%)
Debt	898,440	813,440	(85,000)	(9.5%)
Emergency Reserve	427,132	468,557	41,425	9.7%
Total Uses of Funds	\$9,446,674	\$9,362,072	\$(84,602)	(0.9%)

Overview

The Water Division provides water supply, storage and distribution to residential, commercial and institutional customers. The Town's water supply system includes wells, pumping stations, treatment facilities and a distribution system with two underground reservoirs. Water is supplied primarily from Town wells supplemented by the Massachusetts Water Resources Authority (MWRA). The principal expenses of the Water Division are for the maintenance and operation of the Town wells and distribution system, as well as for the purchase of supplemental water from the MWRA. In general, water purchased from the MWRA is more expensive than water produced from Town wells. The expenses of the Water Division are funded through the Water Fund, which is "non-tax impact." Revenues are received from rates charged to users. The

budget is designed to break-even on a cash flow basis in a “moderate” water usage year. Water usage is subject to unpredictable, weather-related variation, which can affect revenues and expenses. To offset this variability, the Water Division budget includes a substantial contingency. Overall, cash and equivalents in the Water Fund at the end of FY19 are projected to be \$2.33 million. Interest earned goes to the Town’s General Fund.

Sources of Funds

Total receipts in FY19 from rate-payers are projected to be \$6.749 million. This revenue is based on an estimated annual usage of 1.089 million CCF (or 815 million gallons) of Town water. The increase in non-operating income is for projected water service demolitions and installations that have been trending up in recent months. These fees are paid by the individual customers requiring service and do not affect water use rates. The BPW has not yet set water rates for FY19; the projected revenue assumes no increase for FY19.

Uses of Funds

The “Total Personal Services and Expenses” line in the Sources and Uses table above shows that total operating expenses for FY19 are projected to be \$6,209,699, a decrease of \$465,142 (or 7%) from the FY18 operating budget. Personal services costs are projected to be \$1,849,377, an increase of \$30,603 (1.7%) from FY18 costs, which is consistent with expected FY19 pay increases for the Series 40/50/60 and the union employees. Expenses are decreasing by 11.2%, primarily due to a reduction in MWRA water purchases.¹

FY19 Capital Budget

The BPW projects capital outlays of \$1,130,000 in FY19, including \$50,000 for well cleaning; \$100,000 for water treatment plant upgrades; \$400,000 for water distribution system improvements; \$70,000 for hydrant replacements; \$30,000 for meter maintenance; and \$480,000 for equipment replacement.

Outlook

The BPW expects that expenses of the Water Division will increase in future years, primarily because of expected increases in MWRA rates. The Water Division is continuing a number of steps to improve local well yields to reduce the Town’s reliance on MWRA water. The Water Division also expects to commence the town-wide replacement of water meters later this spring. New meters will be replaced over a period of at least two or three years. This project will increase meter reliability and provide more timely information to help identify water leaks and water losses.

Advisory Considerations

Advisory believes the operating and capital budgets proposed in this Article are appropriate. In a climate of escalating water rates from the MWRA, the BPW does an excellent job managing the Water Program and keeping costs low through a greater reliance on the Town’s own water sources. In addition to controlling costs, the BPW is constantly looking to improve the potential of the Town’s aquifers and to maintain and repair the miles of underground pipes to reduce water leakage and control storm water run off. Advisory supports the BPW request for the funds required to operate the Water Program for FY19.

Advisory recommends favorable action, 12 to 0.

¹ Since FY10, the percentage of water sourced from local wells has increased from 67% to 80% as a result of recharging existing wells and adding a new well in FY15.

ARTICLE 13. To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow the 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	620,000
Debt	282,298
Emergency Reserve	454,269
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	511,342
Total Sources of Funds	\$9,251,081

or to take any other action in relation thereto.

(Board of Public Works)

Under this Article, the Board of Public Works (BPW) requests the appropriation of the Sewer Enterprise Fund's FY19 receipts and cash on hand as of June 30, 2018, for payment of the Sewer Division operating and capital expenditures in FY19 provided that the total amount of expenditures in FY19 shall not exceed \$9,251,081.

Sewer Enterprise Fund	FY18	FY19	\$ Change	% Change
Sources of Funds				
Sewer Fund Receipts				
Sewer Charges	\$7,818,655	\$7,957,739	\$139,084	1.8%
Non-Operating Income	50,000	50,000	0	0.0%
Grant/Loan Proceeds	300,000	300,000	0	0.0%
Total Receipts	8,168,655	8,307,739	139,084	1.8%
Depreciation	427,000	432,000	\$5,000	1.2%
Retained Earnings	414,974	511,342	\$96,368	23.2%
Total Sources of Funds	<u>\$9,010.629</u>	<u>\$9,251.081</u>	<u>\$240.452</u>	2.7%
Uses of Funds				
Salaries	\$819,982	\$842,196	\$22,214	2.7%
Expenses				
MWRA Sewer	5,661,760	5,865,583	203,823	3.6%
Health Insurance/Retirement/Risk Management	343,724	350,930	7,206	2.1%
All Other Operating Expenses	273,719	277,719	4,000	1.5%
Subtotal - Expenses	6,279,203	6,494,232	215,029	3.4%
OPEB (Other post-employment benefits)	47,275	16,500	(30,775)	(65.1%)
Depreciation	427,000	432,000	5,000	1.2%
Total Personal Services and Expenses	7,573,460	7,784,928	211,468	2.8%
Non-Operating Expenses	50,000	50,000	-	0.0%
Non-Operating Expense (Interest)	65,111	59,586	(5,525)	(8.5%)
Capital Outlay	603,000	620,000	17,000	2.8%
Debt	269,816	282,298	12,482	4.6%
Emergency Reserve	449,242	454,269	5,027	1.1%
Total Uses of Funds	<u>\$9,010.629</u>	<u>\$9,251.081</u>	<u>\$240.452</u>	2.7%

Overview

The Sewer Division provides for the construction, operation and maintenance of the Town's sanitary sewer system including trunks, force mains and laterals and pumping and lift stations. Sewage is sent to the Massachusetts Water Resources Authority (MWRA) for treatment at the Deer Island Wastewater Treatment Plant. MWRA charges represent 75% of the Sewer Division's expenses.

The expenses of the Sewer Division are funded through the Town's Sewer Enterprise Fund ("Sewer Fund"), which is non-tax impact. Revenues are received through rates charged to users. Customer charges are based on indoor water use, which is subject to variation. To offset the resulting variability in revenue, the Sewer Division budget includes a substantial contingency. Overall, cash and equivalents in the Sewer Fund at the end of FY19 are projected to be \$1.7 million. Interest earned goes to the Town's General Fund.

Sources of Funds

Total receipts in FY19 are projected to be \$7,957,739. This revenue is based on a projected usage of 809,700 CCF (or 605 million gallons) in FY19, even with FY18 levels. The BPW has not yet set sewer rates for FY19 but the projected revenue assumes a 5% rate increase as of July 1, 2018.

Uses of Funds

Total Personal Services and Expenses shows that operating expenses are projected to be \$7,784,928 in FY19, which is an increase of \$211,468 or 2.8% compared to FY18. This increase is driven primarily by a \$203,823 increase in MWRA charges and a \$22,214 increase in salaries due to general, contractual and step increases.

MWRA charges constitute approximately 70% of overall operating expenses. The projected MWRA charges are based on information the BPW has received from the MWRA Advisory Board and are subject to change.

Capital Budget

Capital outlays for FY19 are projected to be \$620,000, an increase of \$17,000 from FY18. The FY19 capital program includes \$320,000 for sewer system and manhole rehabilitation and \$300,000 for ejector station improvements.

Outlook

The BPW expects that MWRA charges will continue to increase in future years, as the MWRA faces increasing expenditures for the rehabilitation of the Deer Island Treatment Plant and other MWRA infrastructure. These increased charges will result in periodic sewer rate increases.

Advisory Considerations

Advisory believes the operating and capital budgets proposed in this Article are appropriate. Despite rising costs from the MWRA for sewage fees, the BPW does a great job of minimizing the impact to the Sewer Enterprise Fund budget. Advisory is supportive of the BPW's request for the FY19 funding for the Sewer Program.

Advisory recommends favorable action, 12 to 0.

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

Operating Budget:*

Operating Salaries	\$1,147,700
Materials and Services	843,400
Health Insurance	223,300
FICA - Medicare	14,000
Contribution to Employee Retirement	231,200
Purchase Power	24,097,600
Transmission	5,700,000
Sub Total	32,257,200

Capital Outlays:

Salaries	544,800
Services/Materials	2,229,600
Vehicles	120,000
Health Insurance	267,500
FICA - Medicare	11,000
Contribution to Employee Retirement	<u>449,200</u>
Sub Total	3,622,100

Payments That Benefit The Town:**

Payment in Lieu of Taxes	1,000,000
Holiday Lights, Banners and Civic Events	44,000
Fiber Optic Network for Town	<u>83,000</u>
Total Benefits to Town	1,127,000
Emergency Contingencies	645,100
Total Fiscal Year 2019 Budget Request	<u>\$37,651,400</u>

To be paid for by electric revenues and retained earnings.

* Excludes depreciation expense in the amount of

* \$3,750,000.

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

Municipal Buildings (\$128,900); LED Retrofit savings (\$120,000) and Information Technology Support fees (\$43,000).

or to take any other action in relation thereto.

(Municipal Light Board)

Through this Article, the Municipal Light Board (MLB) requests the appropriation of revenues from ratepayers and other sources and cash on hand as of June 30, 2018, for payment of the Municipal Light Plant (MLP) operating and capital expenditures in FY19.

Overview

The MLP has been established and is governed by Massachusetts General Law Chapter 164 and operates as an independent, Town-owned electric utility. The MLP provides electricity to approximately 8,900 residential customers and 1,200 commercial customers. All operations are funded from the sale of electricity to customers during the current year and retained earnings from prior years. The MLP also generates non-operating income from various related services, including providing:

- Operations and maintenance to MassDevelopment-Devens¹
- Fiber connectivity for a Distributed Antenna System (DAS) for T-Mobile and Verizon Wireless
- Fiber connectivity for high speed internet for Lightower²
- Streetlight maintenance for the Town of Acton

¹ The MLP maintains the electric infrastructure and supply lines to the MassDevelopment real estate projects in Devens, a 4,400-acre former military base which was converted into a planned community in the late 1990s. The Devens contract generates the largest percentage of the non-operating MLP revenue.

² Lightower is a business-class internet access service provider that was purchased by Crown Castle, a Standard & Poor's 500 company, in November 2017.

The MLP's principal FY19 estimated expenses are the purchase of energy on the wholesale market (\$15.7 million), Forward Capacity Market (FCM) expenditures¹ (\$8.6 million), and transmission costs (\$5.7 million), which total approximately \$30.0 million or 83% of the MLP's operating budget. Although the MLP has been able to reduce energy costs for FY19 by more than \$2.8 million compared to FY15 by using favorable hedging strategies, ISO-NE regulated FCM costs have increased by more than \$4.7 million (118%) during that same period. The MLP's Five-Year Financial Forecast projects significant cost reductions for both energy purchases and FCM in 2020.

The MLP also owns and is responsible for the maintenance and improvement of the electric distribution system in Town as well as sub-transmission lines into Newton and Needham.

Revenues

The MLP has estimated that \$32.9 million of operating revenues, \$1.3 million of non-operating revenues and \$1.9 million of available cash would be required to cover all operating and capital costs in FY19. To date, the MLP has been able to absorb these higher costs by drawing down its cash reserves. Wellesley residents and businesses continue to enjoy electric rates that are well below those charged in surrounding communities. As of December 2017, residents in Newton, Needham and Natick using 750 kilowatt-hours per month were paying 50% more than Wellesley residents using the same amount of electricity.

The MLP continues to explore opportunities to increase non-operating revenues since it utilizes non-operating profits to reduce electric rates and fund energy conservation and renewable energy initiatives. See the *Report of the Municipal Light Board* on page 201 of this *Advisory Report* for more detailed information concerning the initiatives of the MLP to reduce greenhouse gas emissions.

¹ FCM revenues are set by the Independent System Operator-New England (ISO-NE) based on the MLP's demand at the time of the New England system peak from June 1 to May 31 and paid to generators to encourage the construction of new power plants. According to the MLP Operating Budget report, "Buyers of existing power plants are prematurely shuttering the facilities and taking advantage of poor ISO-NE policies to enrich themselves. Footprint Power's purchase and subsequent closing of the Salem Harbor Power plant will increase FCM costs by an estimated \$2.9 million in FY19. In addition, the deregulation of the electric industry has reduced the profitability of New England's investor-owned utilities (IOUs). Since IOU's are also the transmission owners and receive a guaranteed, risk-free return of 11% on all transmission investments, major projects are being proposed and approved at an unprecedented rate."

Operating Expenses

The FY19 Operating Expense budget of \$36.1 million is 2% below FY18, a decrease of \$0.8 million. The table below compares the MLP's historical and projected expenditures for FY15 to FY19:

Operating Expenses	FY15 Actual	FY16 Actual	FY17 Actual	FY18 Appropriated	FY19 Proposed
Administrative & General	\$633,200	\$679,000	\$705,700	\$695,900	\$708,700
Purchased Power	18,477,000	15,679,100	14,739,300	15,188,300	15,665,700
Forward Capacity	3,923,100	3,875,400	5,857,200	10,539,000	8,574,000
Transmission	4,478,500	4,930,400	5,384,400	5,167,700	5,700,000
Distribution	1,071,500	1,015,200	1,087,900	1,079,600	1,075,500
Customer Service	661,700	570,600	589,500	602,700	660,300
Depreciation	3,125,500	3,353,800	3,501,400	\$3,620,000	3,750,000
TOTAL	\$32,370,500	\$30,003,500	\$31,865,400	\$36,893,200	\$36,134,200

In addition to generating revenues required to meet the operating expenses outlined above, the MLP also uses revenues for other important purposes. For example, MLP revenues fund the \$1 million annual cash payment in lieu of taxes to the Town's General Fund, discussed on page 42 of this *Advisory Report*. In addition, in FY18 the MLB approved funding of \$512,700 for the retrofit of 3,100 high-pressure sodium streetlights with Light Emitting Diode (LED) fixtures. The LED retrofit will eliminate 930,000 kilowatt-hours and save Wellesley taxpayers \$125,000 annually beginning in FY19. It is also worth noting that the FY19 Capital Work Plan is funded entirely from the non-cash Depreciation operating expense category.

The MLP's biggest expense is the purchase of electricity on the wholesale market, delivered to Wellesley through ISO-NE, a regional electricity transmission organization servicing New England. In the past, the MLP systematically reduced its risk by locking in energy prices using a layered and staggered portfolio approach. Using this strategy, the MLP purchased blocks of energy over a rolling five-year period, typically hedging 80% of its projected energy requirements for the current year and reducing the hedged energy percentage proportionately down to a target of 20% by the fifth year. The remainder of the needed energy was then purchased on the spot market. In response to the increased volatility of wholesale electricity prices during the summer and winter months, the MLB revised its *Power Supply Policy* to systematically increase the MLP's hedged position. In FY18 and FY19 virtually all of the MLP's average monthly purchased power is hedged, dropping to 81% in 2020, 60% in 2021 and 48% in 2022.

The FY19 budget continues to reflect the negative financial impact that ISO-NE policies have on all New England electric utilities. In FY07, the MLP's transmission costs were \$1.3 million, but in FY19 they are projected to be \$5.7 million, an increase of 338% over this twelve-year period. ISO-NE and the Federal Energy Regulatory Commission have established policies that guarantee investor-owned transmission assets a risk-free 11% rate of return, passed on as transmission costs to all New England electric utilities. The MLP has attempted to reduce costs by uniting with other public power systems to oppose these various projects and policies through regulatory challenges.

The employee wages and benefits for the MLP's four functions – Administrative & General, Energy Purchases, Distribution, and Customer Service – are projected to increase by less than 2% over this two-year period. In FY18, wages and benefits were estimated to total \$1,629,000 compared to \$1,661,200 in FY19. As an Enterprise Fund, Other Post-Employment Benefits (OPEB), pension and medical insurance must be fully funded by the MLP. Based on the most recent valuation, the MLB expects to have fully funded its OPEB liability by FY22.

Capital Expenditures

Capital Budget	FY17	FY18	FY19
System Improvements	\$888,000	\$1,475,100	\$1,903,600
Upgrade Transformers	317,300	260,000	324,500
Overhead	127,500	127,500	127,500
Underground	127,500	127,500	127,500
Customer Related Work	405,000	200,000	200,000
Provide 200 AMP Services		360,000	360,000
Provide 400/600 AMP Services	258,400	330,000	330,000
Replace Vehicles	250,000	275,000	120,000
Maintain General Plant	40,000	27,300	75,000
Improve Technology/Other Projects	30,000	15,000	30,000
Street Lights	71,800	576,700	24,000
Total Capital Budget	<u>\$2,515,500</u>	<u>\$3,774,100</u>	<u>\$3,622,100</u>

The MLP has completed all past capital projects and is on schedule to complete all FY18 projects. The MLB continues to place the highest priority on providing reliable electric service to Wellesley residents and businesses. Long term reliability planning begins with the evaluation of the infrastructure required to serve the most residents and businesses and ends with service at the customer's meter. To meet these priorities, the FY19 Capital Plan focuses on reliability and cost.

Outlook

The MLP is well positioned to provide reliable electric service into the future with a well-maintained infrastructure, net plant assets of \$60 million and less than \$1 million in debt. Equally important, the MLB has been proactive in adopting an energy procurement policy that reduces market risks and price volatility by hedging a greater percentage of its wholesale electricity requirements. There are, however, increased operating costs on the horizon, all of which are beyond the MLP's control. As detailed above, transmission costs have increased by more than 300% since FY07 and ISO-NE's current policies suggest that this upward trend will continue. Based on FCM prices established by ISO-NE, all New England electric utilities have experienced significant increases in FCM costs, which will continue in FY19. This increase is primarily driven by Footprint Power's conversion of the Salem Harbor Plant to natural gas and the "rest of the pool" FCM charge increases to \$7.00/per kilowatt-month; Wellesley's annual FCM costs will exceed \$8.5 million in FY19. Transmission and FCM charges are regulated by ISO-NE, and all New England electric utilities will be required to pass these costs onto their customers.

The MLP continues to look for ways to reduce its costs. Since 1996, its workforce has been reduced from 46 employees to 30. Despite this workforce reduction, the MLP has expanded revenues by undertaking non-operating projects such as MassDevelopment-Devens, dark fiber

leases¹ and pole-mounted antennas for improved cellular communications. Since 2007, the MLP has installed and maintained a proprietary DAS network for T-Mobile. The DAS network provides wireless service to residents and businesses without the need to install large cell towers. The MLP hopes to expand its DAS network on the north side of Route 9 for a major carrier. Since American Tower Corporation designs DAS to accommodate multiple carriers, the MLP expects to have more than one carrier at each node location. To date, as with all non-operating profits, net income from DAS will be used to offset future increases in electric rates and/or fund energy conservation initiatives for MLP customers. In October 2017 the MLP initiated a 5% rate increase. This increase along with the MLP's allocation of available cash allowed the MLP to establish a \$3.6 million rate stabilization fund (RSF). The MLP plans to draw down the RSF in FY18 and FY19 in an attempt to maintain Wellesley's electric rate advantage.

The overall good condition of the distribution infrastructure along with a significantly hedged power supply portfolio should ensure Wellesley's electric rates remain among the lowest in New England for the foreseeable future.

Advisory Considerations

Advisory believes that the MLP's operating and capital budgets are appropriate and that the MLP has taken a prudent and proactive approach to managing its costs. The MLP has continued to gain economic efficiencies while facing an uncertain power market. Advisory is also pleased that the MLP continues to look for non-operating revenue opportunities, including the expansion of its Distributed Antenna System and improving the Town-wide cell phone service. The MLP provides reliable electric service to the Town at rates that compare very favorably to those paid in our neighboring cities and towns. In addition, as referenced in the discussion of Article 8 on page 42 of this *Advisory Report*, the MLP makes an annual payment in lieu of taxes in the amount of \$1,000,000, which is well in excess of what would be received in taxes if our electric service was provided by an investor-owned utility.

Because of a difference in the accounting method that the Town is required to use by the Massachusetts Department of Revenue and the accounting method that the MLB is required to use by the Federal Energy Regulatory Commission, some of the line items, dollar amounts and the bottom line dollar amount that appear in the shaded area that heads this article do not align with some of the language and with the financial tables that appear in the above narrative. A motion will be made at Town Meeting to conform the MLP's budget request to what is set forth in the above narrative and financial tables. All of this has been fully explained to and vetted by the Advisory Committee, which recommends favorable action on the budget request that the MLB will move at the Town Meeting.

Advisory recommends favorable action, 12 to 0.

ARTICLE 15. 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, as follows:

¹ A dark fiber is an unused optical fiber, typically installed as extra capacity when developing fiber networks to provide for future expansion and/or network redundancy. Electric utilities have routinely added additional fibers, which they then make available for lease to other carriers.

	<u>Open Space</u>	<u>Historical</u>	<u>Housing</u>	<u>Undesignated</u>
	<u>Open Space</u>	<u>\$160,000</u>	<u>\$160,000</u>	<u>(\$65,000)</u>
		<u>Historical</u>	<u>Housing</u>	<u>Undesignated</u>
Reserve revenues for Specific Purpose and Administrative Appropriations from Reserves				
Morses Pond beachfront and bath-house study				
DPW reconstruction of tennis courts at Sprague Field/MS				(\$150,000)
Phase II HS Track and Field				
Restoration-installation of bathroom facilities				(\$175,000)
NRC-Construction of vernal pool boardwalk and observation area				(\$50,000)
NRC-Gas leak detection equipment and training				(\$2,500)
NRC-Construction of fish ladder at Fuller Brook				(\$5,000)
NRC-Phase I of duck pond bridge				(\$38,500)
Planning Department- Sub-Area Land Use Study and Plan				(\$25,000)
Wellesley Historical Society- Continuation of business, club and organization archiving project **				(\$36,000)
FMD/WHC-Fells Branch Roof Replacement				(\$31,000)
Softball Field Improvement Committee - Improvements to landscaping, drainage and safety at two softball fields in town**				(\$500,000)
Wellesley Housing Authority-Analysis of Wellesley Housing Authority Sites at Barton Road and Morton Circle/Washington Street				(\$200,000)
TOTAL	(\$136,000)	(\$67,000)	(\$225,000)	(\$825,000)

** These projects have not yet been voted on by the CPC
 North 40 Debt service \$550,244 appropriated from Open space reserve and Undesignated funds and applied to Article 8 Omnibus Budget.

or to take any other action in relation thereto.

(Community Preservation Committee)

This Article contains motions that seek Town Meeting approval to make the appropriations from the Community Preservation Fund recommended by the Community Preservation Committee (CPC) as described in the *Report of the Community Preservation Committee* on page 188. Please refer to the Report for a more complete understanding of the Community Preservation Act (CPA) and the proposals CPC recommends for approval.

Based on estimated FY19 revenues of \$1,543,816, the CPC requests Town Meeting support of the following:

- Motion 1: An appropriation of \$65,000 for administrative purposes to the CPC and an appropriation of \$160,000 to both the Historic Resources and the Community Housing designated reserve funds;
- Motion 2: An appropriation of \$40,000 from the Open Space Reserve to the Recreation Department to conduct a complete design and feasibility analysis of the Morses Pond bathhouse and beachfront;
- Motion 3: An appropriation of \$150,000 from Undesignated Funds to the Department of Public Works (DPW) for the reconstruction of the Sprague Field Complex tennis courts;
- Motion 4: An appropriation of \$175,000 from Undesignated Funds to the DPW for Phase II of the Hunnewell Track and Field Rehabilitation Project/installation of bathroom facilities;
- Motion 5: An appropriation of \$50,000 from the Open Space Reserve to the Natural Resources Commission (NRC) for the construction phase of the Boardwalk and Observation Area Project at the North 40 Vernal Pool;
- Motion 6: An appropriation of \$2,500 from the Open Space Reserve to the NRC for the acquisition of gas leak detection equipment and training;
- Motion 7: An appropriation of \$5,000 from the Open Space Reserve to the NRC for the installation of a stone fish ramp at the Fuller Brook Park;
- Motion 8: An appropriation of \$38,500 from the Open Space Reserve to the DPW for Phase I, engineering and design, of a new footbridge at the Duck Pond;
- Motion 9: An appropriation of \$25,000 from the Community Housing Reserve to the Planning Department to conduct a sub-area land use study;
- Motion 10: An appropriation of \$31,000 from the Historic Resources Reserve to the Facilities Management Department (FMD) for the cost of a wood shingle replacement roof for the Fells Branch Library;
- Motion 11: An appropriation of \$200,000 from the Community Housing Reserve to the Wellesley Housing Authority (WHA) to undertake a complete analysis of WHA sites at Barton Road and Morton Circle/Washington Street;
- Motion 12: An appropriation of \$36,000 from the Historic Resources Reserve to the Wellesley Historical Society to complete the processing and preservation of the Wellesley Business, Club and Organization archival collections; and
- Motion 13: An appropriation of \$100,000 from Undesignated Funds to the DPW for the design and construction document phase of the project to improve Lee Field and Hunnewell II fields.

Favorable action under these Motions would have no tax impact but would reduce the balance in the Community Preservation Fund available for future projects. The CPA Financial Plan for FY19 also includes the estimated yearly \$550,244 CPC debt service payment on the North 40 appropriation of \$10 million approved at a Special Town Meeting in January 2015 and by Town residents on March 3, 2015. See the *January 2015 STM Advisory Report* on pages 5-6 and 15-16 for more details about this appropriation.

Assuming the CPC-approved appropriations recommended in the Motions in this Article, totaling \$1,788,244, are approved by Town Meeting, the net available fund balance as of June 30, 2018, is projected to be about \$4 million.

ARTICLE 15, MOTION 1: Administrative Expenses and Appropriations to Reserves

- 1. Administrative Expenses.** The CPA permits the appropriation of up to 5% of estimated annual revenues in the Community Preservation Fund for administrative purposes. The CPC has requested an appropriation of \$65,000 (approximately 4.21% of estimated FY19 revenues) for this purpose. The CPC uses these funds for consultants and other support services to better define, shape and analyze potential projects. Any funds that are not expended are returned to the Community Preservation Fund.
- 2. Appropriations to Designated Reserves.** In each fiscal year, the CPA requires the Town to appropriate or reserve for future appropriations a minimum of 10% of the estimated annual revenues in the Community Preservation Fund for each of three designated purposes: Historic Resources, Open Space and Community Housing. The CPC has requested that \$160,000 (approximately 10.36% of estimated FY19 revenues) from the Community Preservation Fund be reserved for each of Historic Resources and Community Housing, for a total of \$320,000. The required appropriation to Open Space is being satisfied by the annual debt service payment for the North 40. FY19's debt services payment is \$550,244.

Advisory recommends favorable action, 12 to 0.

ARTICLE 15, MOTION 2: Recreation Department Appropriation

The CPC recommends that \$40,000 be appropriated to the Recreation Department from balances on hand in the Open Space Reserve as of June 30, 2017, to begin a Morses Pond beachfront and bathhouse study. This appropriation will provide the Recreation Department with a complete analysis of the programmatic and facility needs at Morses Pond, including financial projections to support the planning, redesign and construction of the beachfront and bathhouse at Morses Pond.

Advisory recommends favorable action, 12 to 0.

ARTICLE 15, MOTION 3: Department of Public Works Appropriation

The CPC recommends that \$150,000 be appropriated to the DPW from balances on hand in Undesignated Funds as of June 30, 2017, to reconstruct the tennis courts at the Sprague Fields, located between the Middle School and the Sprague School. This appropriation will allow for safe tennis courts which will benefit both students and the general public.

Advisory recommends favorable action, 12 to 0.

ARTICLE 15, MOTION 4: Department of Public Works Appropriation

The CPC recommends that \$175,000 be appropriated from balances on hand in Undesignated Funds as of June 30, 2017, to allow the School Committee, Recreation Department and the Playing Fields Task Force to begin Phase II of the High School Track and Field Restoration, and construct restroom facilities at the recently renovated complex under the supervision of the DPW. Advisory believes that the need for the bathroom was well-demonstrated during Phase I

of the restoration and that many citizens of Wellesley will benefit from this project. Please see Article 17 on page 118 of this *Advisory Report* for a more detailed discussion of the project.

Advisory recommends favorable action, 13 to 0.

ARTICLE 15, MOTION 5: Natural Resources Commission Appropriation

The CPC recommends that \$50,000 be appropriated from balances on hand in the Open Space Reserve as of June 30, 2017, to allow the NRC to construct a boardwalk and observation area in the North 40 vernal pool. CPA funds were appropriated at the 2017 Annual Town Meeting (ATM) for a feasibility study and schematic designs for the construction of a boardwalk and an overlook area with educational signage to allow pedestrian access to the pond while protecting the habitat. Regardless of what plans may develop for the use of the North 40, vernal pools are protected under State law and this portion of the property must remain undeveloped.

Advisory recommends favorable action, 11 to 1.

ARTICLE 15, MOTION 6: Natural Resources Commission Appropriation

The CPC recommends that \$2,500 be appropriated from balances on hand in the Open Space Reserve as of June 30, 2017, to assist the NRC with the purchase of gas leak detection equipment and allow for equipment usage training by both the NRC and the DPW. The equipment will help identify and collect data on trees and lawns lost due to gas leaks.

Advisory recommends favorable action, 12 to 0.

ARTICLE 15, MOTION 7: Natural Resources Commission Appropriation

The CPC recommends that \$5,000 be appropriated from balances on hand in the Open Space Reserve as of June 30, 2017, to assist the NRC with the construction of a stone fish ramp at Fuller Brook. This is part of the original Fuller Brook project, but never moved forward due to funding constraints. The fish ramp will allow alewives to travel up a stone spillway to get to State Street Pond. This appropriation will provide an educational experience to Fuller Brook visitors.

Advisory recommends favorable action, 12 to 0.

ARTICLE 15, MOTION 8: Department of Public Works Appropriation

The CPC recommends that \$38,500 be appropriated from balances on hand in the Open Space Reserve as of June 30, 2017, for Phase I of the Duck Pond bridge reconstruction. This appropriation will allow for detailed structural assessments of the footbridge, as well as design and permitting of a new bridge with construction bid documents. This project will also bring the bridge into ADA compliance.

Advisory recommends favorable action, 12 to 0.

ARTICLE 15, MOTION 9: Planning Department Appropriation

The CPC recommends that \$25,000 be appropriated from balances on hand in the Community Housing Reserve as of June 30, 2017, to allow the Planning Department to begin the development of a Sub-Area Land Use Study and Plan. The Town's Housing Production Plan, currently underway, will identify locations in Town for potential development or redevelopment with the goal of adding to the Town's affordable housing stock. Together with equal funding from the Planning Department, this appropriation will allow the Town to take the next step with respect to a particular site identified in the Housing Production Plan, and examine in detail the feasibility of developing affordable and diverse housing opportunities, transportation options, sustainability and economic development at that site. Advisory is pleased that CPC funding is being used to assist the Town in meeting its affordable housing goals.

Advisory recommends favorable action, 12 to 0.

ARTICLE 15, MOTION 10: Facilities Management Department Appropriation

The CPC recommends that \$31,000 be appropriated from balances on hand in the Historic Resources Reserve as of June 30, 2017, to allow the FMD to replace the Fells Branch Library roof. This library is the oldest public building in Town and the Historical Commission believes that the asphalt shingle roof should be replaced with a more historically accurate material, wood shingles. This will allow the roof to be preserved appropriately for future generations.

Advisory recommends favorable action, 12 to 0.

ARTICLE 15, MOTION 11: Wellesley Housing Authority Appropriation

The CPC recommends that \$200,000 be appropriated from balances on hand in the Community Housing Reserve as of June 30, 2017, to allow the WHA to perform an analysis of WHA properties at Barton Road and Morton Circle/Washington Street. This analysis will include title searches, Phase I Environmental Survey, Site Surveys with wetland flagging, fiscal feasibility analyses and density/engineering analyses. Advisory supports this undertaking as a necessary preliminary step to the potential redevelopment and modernization of these two WHA properties. Advisory is pleased that CPC funding is being used to assist the Town in determining what kind of developments would be feasible and what the Town's preferred scheme for redevelopment of the properties might be, an analysis that would not be possible if a developer came forward seeking approval for a specific plan.

Advisory recommends favorable action, 12 to 0.

ARTICLE 15, MOTION 12: Wellesley Historical Society Appropriation

The CPC recommends that \$36,000 be appropriated from balances on hand in the Historic Resources Reserve as of June 30, 2017, to allow the Wellesley Historical Society to complete the processing and preservation of its Business, Club and Organization archival collections. While a majority of Advisory members believe that this is an important effort worthy of completion, others believe that, going forward, the Wellesley Historical Society should look into volunteer support for activities of this type.

Advisory recommends favorable action, 12 to 1.

ARTICLE 15, MOTION 13: Department of Public Works Appropriation

The CPC recommends that \$100,000 be appropriated from balances on hand in Undesignated Funds as of June 30, 2017, to allow the DPW to begin the full development of schematic designs and construction drawings for a project to bring the two main softball fields in town, Lee Field and Hunnewell II Field, up to accepted safety and Massachusetts Interscholastic Athletic Association (MIAA) standards. Advisory believes that improving these softball fields will further important Town goals of equity, safety and handicapped accessibility.

Advisory recommends favorable action, 12 to 0.

ARTICLE 16. 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), or any other sum, to be expended under the direction of the Facilities Management Department to obtain one or more feasibility studies for four Middle School projects which include: (1) exterior façade repairs, (2) replacement of the HVAC system, (3) replacement of interior doors and (4) replacement of kitchen equipment; and for any other services in connection therewith and, for the purpose of meeting such appropriation, to authorize the Town Treasurer, with the approval of the Board of Selectmen, to borrow said sum in accordance with Chapter 44, Section 7(1) of the Massachusetts General Laws, or any other enabling authority and to issue bonds or notes of the Town therefor, and that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of the issuance of such bonds or notes, may be applied to payment of costs approved by this vote in accordance with Chapter 44, Section 20 of the Massachusetts General Laws, thereby reducing the amount to be borrowed to pay such cost by a like amount; or to take any other action in relation thereto.

(Board of Selectmen)

This Motion asks Town Meeting to appropriate \$125,000 to be expended under the supervision of the Facilities Management Department (FMD) to complete one or more feasibility studies for four projects at the Wellesley Middle School (WMS or Middle School).

The goals of the feasibility studies are to develop plans to complete work at the Middle School identified in FMD capital plans and a 2014 study done by Symmes, Maini & McKee Associates (SMMA). The projects under consideration were also contemplated to be part of the 2006-2008 Middle School major renovation project, but were removed when the budget for that project was reduced from \$38 million to \$26 million. Completion of this work should provide the Town with a “25-year school,” similar to the recently renovated Schofield and Fiske schools. By 2043 the Town will likely need to review whether to replace what will then be a 91-year-old structure.

Background and Process

- Since 2006, \$33,301,000 in capital improvements have been made to the Middle School
- Middle School Debt-Funded Projects 2006-2017
 - Major Building Renovation (FY07-09) \$26,000,000 (\$38M orig. est.)
 - Classroom Renovation (FY12) \$1,500,000
 - Auditorium Seating (FY13) \$365,000
 - Donizetti Plaza (FY13) \$350,000
 - Window Replacement (FY16) \$3,600,000
 - Subtotal = \$31,815,000
- Middle School Cash Capital Projects (FY10-18)

- Thirty (30) Projects \$1,486,000
- Total Investment = \$33,301,000
- While a significant amount of work has been done at the Middle School since the 2006-2008 Major Renovation Project, there are six remaining major capital projects. Three of these projects were recommended in 2014 by SMMA. Other projects have been in FMD's capital plan:
 1. Piping project (the subject of Article 21 in the Warrant for this Annual Town Meeting (ATM))
 2. Paving project (initially planned for 2017, but deferred to give priority to other needed work)
 3. Heating, ventilation and air-conditioning (HVAC) replacement in the gyms, kitchen and auditorium (2014 SMMA report)
 4. Interior doors and cabinetry in the North/South wings and connectors (2014 SMMA report)
 5. Exterior façade repair (2014 SMMA report)
 6. Kitchen equipment replacement (FMD capital plan)

Key Components and Considerations

This proposed WMS Study will include a comprehensive study of items 3 through 6 immediately above and will yield sufficient level of cost information and scope of work detail to help the Town proceed to a request for design funding at the 2019 ATM.

- The HVAC equipment was installed in the 1952 construction and has exceeded its service life. Replacement of that equipment was removed from the 2006-2008 renovation project due to budget limitations. The work areas include Gyms A and B, the kitchen and the auditorium.
- The kitchen equipment has exceeded the projected 20 years of service life. The Middle School kitchen services the elementary schools as well as the students in the building. The equipment to be replaced includes, among other items, ovens, ranges, broilers and refrigerators.
- The exterior façade, repair of which was also removed from the 2006-2008 renovation project due to budget limitations, has had no known repairs since the 1952 construction. The scope includes the replacement of all caulking at joints, some brick repointing (about 20% of total bricks), and limestone repairs.
- The classroom doors and cabinetry are original to the 1966 wings and connectors and have exceeded their service life. This work was also removed from the 2006-2008 construction for budget reasons. The scope includes replacement of approximately 181 classroom doors, built-in cabinetry, 21 corridor doors with magnetic hold-opens and art room casework.

Budgetary Cost Estimates

The total project cost estimates for all of the projects under consideration, as included under the FMD capital plan for the Middle School, are listed below:

Projects Under Consideration

• Piping & Heating (Article 21)	\$4,611,000
• Paving & Site Work	\$1,510,000
• Limited HVAC Replacement	\$1,510,600
• Door & Cabinetry Replacement	\$4,022,200
• Exterior Façade Repair	\$3,367,000
• Kitchen Equipment Replacement	<u>\$500,000</u>
Total =	<u><u>\$15,520,800</u></u>

On a square-foot (sf) basis, the cost of these six improvements is approximately \$68/sf (228,000 total sf) as compared to new construction, which would cost between \$600-700/sf.

Other Capital Projects in the FMD Middle School Capital Plan

• Roof Replacement (FY26)	\$2,500,000
• LED Lighting Replacement (FY21-23)	\$810,000

Advisory Considerations

Advisory thinks these feasibility studies are important next steps in addressing failing infrastructure at the Middle School. The \$68/sf cost is much preferable to the \$600-\$700/sf cost of new school construction. This study and the completion of the projects will provide at a minimum 25 years of further useful life for the Middle School.

Some Advisory members wondered whether the Town can manage so many major projects at once over the next ten years in addition to the HHU projects, the Town Hall envelope and interior projects and the WMS piping project.

Passage requires a 2/3 vote.

Advisory recommends favorable action, 12 to 0.

ARTICLE 17. To see if the Town will vote to raise and appropriate, transfer from available funds, including Community Preservation Funds, or borrow \$525,000.00 (FIVE HUNDRED TWENTY-FIVE THOUSAND DOLLARS), or any other sum, to be expended under the direction of the Board of Public works for design, architectural and engineering services, bid documents, construction services and associated costs related to the construction of the High School track and field facility including: (a) construction and installation of appurtenant structures and site enhancements; and (b) professional or other services in connection therewith; said funds to be raised as follows:

- \$175,000.00 (ONE HUNDRED SEVENTY-FIVE THOUSAND DOLLARS) transferred from Gifts;
- \$175,000.00 (ONE HUNDRED SEVENTY-FIVE THOUSAND DOLLARS) from Community Preservation Undesignated Reserves as approved pursuant to Article 15 of the Warrant; and,
- and the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow the sum of \$175,000 (ONE HUNDRED SEVENTY-FIVE THOUSAND DOLLARS) in accordance with Chapter 44, Sections 7(1), of the Massachusetts General Laws, or any other enabling authority and to issue bonds or notes of the Town therefor, and that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of the issuance of such bonds or notes, may be applied to payment of costs approved by this vote in accordance with Chapter 44, Section 20 of the Massachusetts General Laws, thereby reducing the amount to be borrowed to pay such cost by a like amount.

or to take any other action in relation thereto.

(Playing Fields Task Force/School Committee)

This Article requests funding for Phase II of the Wellesley High School (WHS) Track and Field project.

Background

Phase I of the WHS Track and Field project, approved by the 2016 Annual Town Meeting (ATM) and completed in the fall of 2017, brought WHS and the Town a new, already highly utilized turf field, a new track and paths, landscaping and lighting. (See the *Advisory Report* for 2016 Annual Town Meeting, pages 96-98, for a detailed discussion of Phase I.) Phase II will continue this effort, adding three modular restroom facilities, a modular team room building with two locker rooms and additional landscaping and tree plantings.

Current restroom facilities near the site consist of two “porta-potties” located at the State Street parking lot. Neither is handicapped accessible and they are insufficient for field users on “event days.” Phase II will place two 12 x 33 feet restroom buildings near the concession stand. The other restroom, measuring 12 x 37 feet, will be sited near the new team room building at the State Street entrance. All will have Americans with Disabilities Act (ADA)-compliant ramps and safety railings. While state law requires 58 total stalls, the Town has filed an appeal with the State Plumber, currently under review, to reduce that number by fifty percent. One restroom building will remain accessible during non-event hours for the general public using nearby fields or the Fuller Brook Path. The DPW plans to coordinate the installation of the separate restroom facility at Hunnewell Field, approved by last year’s Annual Town Meeting, with this project. It is anticipated the restroom facilities will be in place by the spring of 2019.

Placing a modular team room building onsite is intended to address the current overcrowding and insufficient locker room space issues at WHS. While the old WHS building had approximately 3,000 square feet of locker room area and 360 lockers, shared by about 380 athletes per season, the current 2016 as-built structure has only 1,037 square feet of locker room area and 160 lockers, but is shared by about 545 athletes per season. The modular team room building will have two 24 x 30 feet rooms with benches and lockers and is estimated to free up around 100 lockers for additional athlete use. The team rooms will be available for dressing, meeting, half times and as a respite from inclement weather. The building is expected to be available for any Wellesley High School sports team having use of the field on a particular day, including lacrosse, football, soccer, field hockey and track. It will not be available for use by youth sports, or private leagues or teams. The DPW will be doing the prep and pad work, with anticipated building placement this fall.

Modular building construction has many advantages. It is significantly less expensive than stick construction; construction will take place off-site, reducing impacts on the surrounding area; no Town project manager will be needed for construction oversight; and the buildings will have an estimated 30-40 year life span. The modular team room building and restroom buildings will also look similar, with peaked rooflines and T-1 wood exterior siding. Originally estimated at \$1.5 million, the cost of Phase II has decreased by two-thirds to \$525,000, due primarily to the use of modular construction. The funding model is the same as Phase 1: one-third (or \$175,000) private (gift from the Field Fund), one-third (\$175,000) Community Preservation Committee (CPC) and one-third (\$175,000) Town. The three motions presented under this Article ask Town Meeting to: (1) authorize the transfer of the private funds from the Town’s Gifts fund to the project, (2) recognize the CPC appropriation made under Article 15 of the Warrant, and (3) authorize the borrowing of the Town’s share of the project cost inside the levy. The Board of Selectmen (BOS), Natural Resources Commission (NRC), and CPC – in addition to the Playing Fields Task Force (PFTF) and the School Committee, as proponents of this Article – all support the project.

Advisory Considerations

Advisory lauds the efforts of the many volunteers and committees that have worked collaboratively to shepherd this much-needed project to completion. Advisory appreciates the work of the PFTF, the School Committee, Wellesley Public Schools (WPS) and the DPW to identify a cost-effective solution that will accomplish all the project goals. Advisory understands that those groups are working with the Facilities Management Department (FMD) to develop a staffing and budgetary plan for future maintenance of the new facilities, but that, in the meanwhile, FY19 maintenance will be performed by FMD. After a two-year pilot, a decision to outsource the maintenance or keep it within FMD will be determined by WPS, FMD, and BOS. The cost in FY19 (minimal since the facilities will not be installed or opened until spring 2019 at the earliest) will be absorbed by either the WPS rental revolving fund or the PFTF.

Passage requires a 2/3 vote.

Advisory recommends favorable action, 13-0.

ARTICLE 18. To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow \$2,000,000.00 (TWO MILLION 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 street, sidewalk and/or drainage repairs and improvements and, for the purpose of meeting such appropriation, to authorize the Town Treasurer, with the approval of the Board of Selectmen, to borrow said sum in accordance with Chapter 44, Section 7(1) of the Massachusetts General Laws, or any other enabling authority and to issue bonds or notes of the Town therefor, and that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of the issuance of such bonds or notes, may be applied to payment of costs approved by this vote in accordance with Chapter 44, Section 20 of the Massachusetts General Laws, thereby reducing the amount to be borrowed to pay such cost by a like amount; or take any other action in relation thereto.

(Board of Public Works)

This Article seeks an appropriation and authorization for the Town to borrow \$2,000,000 for the reconstruction of Grove Street from Wellesley Square at the intersection of Washington Street and Central Street to the Needham town line, a distance of approximately 1.4 miles.

Grove Street is a major north/south arterial route through Wellesley. The street was last resurfaced in 1993 and a leveling top course of pavement was placed on portions of Grove Street between Benvenue Street and Pembroke Road in 2017. The street has undergone numerous resurfacings resulting in reduction of the curb reveal on both sides of the street in some locations. This results in the roadway and sidewalk being at the same elevation at those locations, creating safety issues and concerns for pedestrians. The condition of the sidewalk at certain locations is also poor. From a technical engineering perspective, the sidewalk and curbing issues are best addressed at the same time the roadway reconstruction is performed.

It is anticipated that cold planing of the roadway will be performed and that sidewalks will be removed and replaced where warranted. Pavement coring samples have commenced and roadway borings will be performed to determine existing pavement thicknesses and soil conditions under the existing pavement. There are some known drainage issues that will be further investigated and corrected during the design process. As with all Department of Public

Works (DPW) capital street projects, a “Complete Streets” assessment will be undertaken to consider the comments and concerns of all abutters and users in identifying other improvements that may be warranted. Safety and maintenance of the residential character of the neighborhood (even though the road is a significant north/south commuting route) will, as far as possible and practical, be important considerations during design.

This project will provide a new roadway surface, replacement of sidewalks and storm drainage system improvements, and signs and pavement markings as required.

If this project is approved, the DPW will develop construction plans and specifications to solicit bids this spring so that actual construction can take place during the late summer and possibly early fall of 2018.

Advisory Considerations

This article seeks Town Meeting approval to borrow \$2,000,000 to fund the reconstruction of Grove Street from Wellesley Square to the Needham town line, a distance of approximately 7,400 feet. The DPW has a ten to fifteen year program for the reconstruction of the Town’s major arterial roadways such as Grove Street. Since Grove Street was last reconstructed in 1993, this project, which is scheduled to begin in the late summer of 2018, is long overdue. In addition to the reconstruction of the roadway itself, the DPW also plans to resolve certain drainage and sidewalk safety issues that currently exist on Grove Street. One member of Advisory questioned whether there would be any problems resulting from the fact that the already-approved reconstruction of Cliff Road is scheduled to get underway shortly after the Marathon in April. The DPW answered that there will not be any problems resulting from the overlap of these two road reconstruction projects because they are taking place at opposite ends of the Town. Another member inquired about possible traffic issues on Grove Street because of its proximity to the schools and summer camps in the area. The DPW responded by indicating that although some traffic problems were inevitable in any major road reconstruction project, they would coordinate with the schools and camps in an effort to minimize any such problems. If this article is approved by the requisite two-thirds vote, the entire \$2,000,000 cost of this reconstruction project will be funded by inside-the-levy borrowing.

Passage requires a 2/3 vote.

Advisory recommends favorable action, 13 to 0.

ARTICLE 19. To see if the Town will vote to raise and appropriate, transfer from available funds, accept gifts, or borrow a sum or sums 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 and, for the purpose of meeting such appropriation, to authorize the Town Treasurer, with the approval of the Board of Selectmen, to borrow said sum in accordance with Chapter 44, Section 7(1) of the Massachusetts General Laws, or any other enabling authority and to issue bonds or notes of the Town therefor, and that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of the issuance of such bonds or notes, may be applied to payment of costs approved by this vote in accordance with Chapter 44, Section 20 of the Massachusetts General Laws, thereby reducing the amount to be borrowed to pay such cost by a like amount; or take any other action in relation thereto.

(Board of Library Trustees)

In this Article, the Board of Library Trustees (the Trustees) requests Town Meeting approval to appropriate funds for architectural/engineering services and the preparation of plans, specifications and bid documents for the reconstruction, remodeling, rehabilitation and/or renovation of the Wellesley Free Library (WFL) facility located at 530 Washington Street (the Main Library). The funds would be expended under the supervision of the Facilities Management Department (FMD) and the Permanent Building Committee (PBC). The funds are expected to be appropriated through short-term borrowing. At the time this *Advisory Report* went to print, the exact amount of the requested appropriation was not yet available, but will be provided at or before Annual Town Meeting.

Background

The WFL opened its current Main Library building in 2003 following a planning process which started prior to 1997. The building contains an auditorium which was state-of-the-art for its time, meeting rooms, study rooms, a technology classroom, and dedicated spaces for children and young adults, as well as underground parking.

The Trustees note that, in the ensuing 20+ years since the design process started, the types of library services desired by the community have evolved significantly. Following national trends, library usage and material circulation have grown substantially, the demand for library spaces and services has radically changed, and there have been considerable advances in technology, such as the introduction of the smart phone and tablet. All of these factors have altered the needs of library users, as well as the manner in which library services are provided by professional staff. As part of developing the latest strategic plan (WFL Strategic Plan 2019-2023), the Trustees and the Library undertook a variety of outreach efforts—including focus groups, interviews with the other Town boards and departments, a patron study with over 1,000 respondents, a computer usage study and an observational study—that identified several areas in which the Main Library building at 530 Washington Street no longer meets the needs of residents. These areas include: group study/meeting space,¹ informal gathering spaces,² and

¹ Room utilization is over 80% on evenings and other busy times; 58% of survey respondents said they would use the Library more frequently if they could book a room.

² 53% of survey respondents asked for an informal meeting area and 49% asked for a café/snack area; social interaction is the second most common behavior in the library.

technology infrastructure.¹ To meet these identified needs, the Trustees worked with FMD to initiate a space utilization study after feasibility funds were approved as part of the FY16 capital budget. FMD engaged Johnson Roberts Associates, Inc. (JRA) in April 2017 to prepare a space utilization study (the feasibility study) for the Main Library. JRA worked closely with the Library Director, the Trustees and FMD's Design & Construction Manager over the spring and summer of 2017 to review various possibilities for reconfiguring existing spaces to enhance usage within the Main Library building and to support its future as a community gathering place, a cultural destination and a place for students to participate in project-based learning after school. JRA and the working team also made a visual inspection of the existing condition of the Main Library building, assessed existing uses and evaluated the adequacy of spaces to support current and proposed functions. JRA was joined by the mechanical, electrical and fire protection engineering firm of Garcia Galuska DeSousa to review the existing building systems and the modifications to building systems necessitated by the proposed renovations. A total of \$54,480 was appropriated in the FMD capital budget for the space utilization study.

A preferred scheme emerged which adds a “Commons” area and nine new study/meeting rooms; increases popular material browsing in the “Welcome” area; and updates the Children’s room for today’s needs. The new plan specifically includes the following:

First floor

- Commons Area
 - Create new “Commons” area for informal gathering, consuming refreshments purchased off-site, reading and wifi usage
 - Relocate AV Collections to the second floor
 - Add two new meeting/study rooms
 - Add furnishings appropriate for the new use of space, as well as a visual element, potentially a fireplace
- Children’s Room
 - Reconfigure the entrance to the Children’s Library to provide more visibility and more efficient use of space (shift service desk, reconfigure stacks, add book bins)
 - Add two interactive learning areas for promoting early literacy skills, creativity and exploration
 - Reconfigure the Story and Craft area to accommodate current programming needs
 - Reconfigure the Youth Room to improve circulation and include a game area
- Welcome Area/ New Materials/Circulation Desk
 - Replace the original long desk with a smaller desk that is more patron and staff-friendly
 - Reconfigure and enlarge the New Materials area to improve visibility and circulation
 - Identify self-check area and holds area
- Large Print/Periodicals/Reading
 - Reconfigure the table seating and shelving to accommodate added Large Print/
- Reading use
- Book Sorting/Deliveries
 - Install an automated materials handler to enable quicker, accurate material turnaround and redeployment of staff to high-value patron services.

¹ Computer usage is the most common activity in the Library, with roughly 60% of those patrons using a mobile device.

Second floor

- North Quiet Study Area/Computer Carrels
 - Relocate the computer carrels to the south side of the main stair to create a unified computer study area – add needed outlets to support increased technology usage.
 - Utilize existing comfortable seating
- South Quiet Study/Meeting Room Area
 - Add seven study rooms to accommodate various group sizes
- Large Print/Reference/AV Collections
 - Relocate Large Print collection to first floor and reconfigure stacks to accommodate relocated AV collections
- East Quiet Reading Area
 - Relocate books to create additional seating space
 - Add more soft seating and add/replace power provisions in the floor

The proposed design also takes advantage of sustainable materials and methods.

Following both (1) a project estimate and budget process and (2) a critical review and value engineering of the proposed scope of the project by the working group, consideration was given to completing the project in a phased approach within a two-year time frame. After reviewing this approach in meetings with the Trustees in early 2018, the PBC suggested that an accelerated approach would be preferable, saving on project phasing costs as well as appealing to more potential contractors. In this approach, the Main Library would be closed to the public for approximately 13 weeks so that the renovation could proceed as quickly as possible. In addition to a shorter construction schedule, there would be no need for interim moves or temporary wall partitions and the project would require only a single furnishing installation period at the end of construction. PBC recommended this approach as leading to a safer, easier and more cost-efficient project. The Library Director and the Trustees support this approach and believe that many library services could be maintained during this period of closure with advance planning and creative thinking.

The figures developed during the feasibility study suggested that the renovation project would have an approximate total cost of \$3.4 million, which includes \$2.8 million in design and construction costs and \$600,000 in project execution costs. Also included within the total \$3.4 million figure is an estimated \$245,000 in design fees that are the subject of this Article. (As of the date this *Advisory Report* went to print, the Trustees were awaiting updated estimates of the design costs. Those figures will be provided at or before Annual Town Meeting.) However, there are also \$805,500 in offsets to this total estimated project cost including \$415,000¹ and \$390,500² in the Library's and FMD's cash capital budgets, respectively.

The Trustees made significant reductions to the project as originally conceived, which had been estimated at approximately \$4.4 million. During value engineering, the working group reviewed proposed schemes, considered the importance of different design elements and how they aligned with the WFL's Strategic Plan, and also conducted a cost-benefit analysis. As a result, the following scope reductions were implemented:

- Reduce number of interactive play spaces from three to two
- Eliminate book stack rotation from second floor

¹ Consists of \$350,000 for the Automated Materials Handler (AMH) that is the subject of Article 20 and will not be moved if this article is approved, as well as \$65,000 for relocating the stacks for carpet installation.

² Covers painting, lighting and carpet in the affected areas.

- Eliminate Reference Desk replacement
- Reuse existing furniture where possible
- Reuse existing book shelves where possible
- Eliminate Staff Conference Room
- Manage project by FMD where possible

The Trustees expect to offset a portion of the construction cost of the Main Library renovations through private funding. The Wellesley Free Library Foundation is committed to engage in significant fundraising efforts prior to the Trustees returning to Town Meeting for construction funding. The Trustees believe that the cost of this project, while not insignificant, is a reasonable investment to update the Main Library to meet the evolving needs of residents after close to two decades of extraordinarily successful use. They appreciate the partnership with FMD in keeping the Library at maximum functionality to be able to provide excellent services to Wellesley residents. The proposed project is, in the Trustees' view, a stellar example of the way Town departments can work together to go beyond simply maintaining buildings in order to proactively provide for Wellesley's future.

Advisory Considerations

Advisory met with the Library Trustees and the Library Director three times during this year's (FY19) budget process. FMD's Design & Construction Manager was also present for one of the meetings.

Although Advisory has declined to take a formal vote on this Article pending submission by the Trustees of a final number for the actual design funds sought, Advisory has discussed the Article and the project at length. Some Advisory members expressed the opinion that the difference between the final design cost and the estimate obtained during the feasibility study was unlikely to be significant enough to affect their views about the Article.

At different points throughout the year, many Advisory members expressed the view that the project has overall merit, is exciting, will attract private donors and/or will enhance the programs and mission of the Library into the future.

Some Advisory members favor approving an appropriation of design funds for the Library renovation project in FY19 on the ground that a window of opportunity exists before larger projects, including the Hunnewell and Hardy/Upham projects and the Town Hall interior renovation, are ready for execution. These members feel that it will be possible to complete the Library renovations, at a relatively modest cost, within the next two years, before resources must be directed to other projects. They note that other capital projects, such as Grove Street reconstruction (Article 18) and schematic design for softball field renovations (Community Preservation Committee appropriation under Article 15), have received a favorable recommendation for approval this year. These members further note that the birth of the Internet and the explosion of technology occurred after completion of the current Main Library and they believe that the Town should follow the lead of other communities by continuing to invest in one of its most valuable and utilized core assets. These members stress that, although the Library is still in good condition, the new types of services needed by both current patrons and future generations justify a Library renovation at this time.

Other Advisory members feel that the project should not go forward this year, citing the high number of pressing capital projects that the Town has been contemplating for a substantially longer period of time. These members consider it significant that the Board of Selectmen will be developing a capital planning policy/process this spring which is intended to provide a framework for analyzing, prioritizing and scheduling projects. These members believe that the

Library project should be viewed through such a framework and they are hopeful that any capital planning policy the Town ultimately adopts will include the ability to prioritize and ultimately move forward on valuable, non-emergency projects such as a library renovation.

Nonetheless, many Advisory members cannot ignore the urgency of other specific projects in Town, such as the Hunnewell and Hardy/Upham replacements/consolidation, replacement of the steam pipes and other infrastructure at the Middle School and the renovation of the interior of Town Hall, all of which will result in significant future costs to the Town. To these Advisory members, the concerns underlying these projects—e.g., failing infrastructure, potential lost school or work days and health and safety issues—require that they take priority at this time over the proposed Library renovation.

Several Advisory members believe that, as a policy matter, the Town should not appropriate design funds unless the Town is also prepared to appropriate construction funds the following year; they note that designs become stale within a relatively short period of time. One Advisory member does not see a link between design funds and inevitable construction the following year, and notes the value of doing design work to enable quick action when a project is ready to begin. Another member notes that the final costs for the Library renovation have yet to be determined and may turn out to be higher than originally anticipated. Several Advisory members point out that the Library is functional and attractive in its current state and see no immediate need for renovations.

Finally, Advisory addressed the possibility of private funding for a portion of the Library renovations. While the Trustees anticipate that the Wellesley Free Library Foundation (the Foundation) will garner significant private support for the project, as evidenced by their experience with the original Main Library project and, more recently, with the reopening of the branch libraries, the Trustees were not able at this time to provide an estimate of private contributions. Several Advisory members suggested that the Trustees and the Foundation begin the process of talking to potential donors, establish some commitment through pledges and then return to the Town with a better idea as to how the costs of the renovation project might be split among funding sources.

Passage requires 2/3 vote.

Advisory will make its recommendation at or before the Annual Town Meeting.

ARTICLE 20. 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), 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 and, for the purpose of meeting such appropriation, to authorize the Town Treasurer, with the approval of the Board of Selectmen, to borrow said sum in accordance with Chapter 44, Section 7(1) of the Massachusetts General Laws, or any other enabling authority and to issue bonds or notes of the Town therefor, and that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of the issuance of such bonds or notes, may be applied to payment of costs approved by this vote in accordance with Chapter 44, Section 20 of the Massachusetts General Laws, thereby reducing the amount to be borrowed to pay such cost by a like amount; or take any other action in relation thereto.

(Board of Library Trustees)

The Board of Library Trustees (the Trustees) requests funding from Town Meeting in the sum of \$350,000 to purchase and install an Automated Materials Handler (AMH) for the Wellesley Free Library (WFL or the Library). This appropriation, expected to be funded through short-term borrowing inside the levy, will be expended under the direction of the Trustees and the Facilities Management Department (FMD) for building, site work and installation.

Overview

Through Article 19 of this Warrant, the Trustees are requesting design funds for a Main Library interior space renovation. If Town Meeting approves Article 19, the Trustees expect that the request for the \$350,000 AMH, comprised of \$250,000 for the machine and \$100,000 to renovate the surrounding area, would be included as part of the construction funding requested for the Main Library project at a subsequent Town Meeting. If, however, Town Meeting does not approve Article 19, the Trustees seek a stand-alone appropriation for the AMH through this article. An AMH has been on the Library's capital plan for multiple years. The Library's FY17 budget, approved at the 2016 Annual Town Meeting, included \$10,000 in funding for a cost/benefit analysis of an AMH installation at the Main Library. Consultants from the Edward J. Collins Center for Public Management at the University of Massachusetts, Boston, were engaged and the study was successfully completed in FY17 for \$8,000.



original Library construction project in 2001-2003.)

An AMH is an automated machine that sorts books as they are returned by patrons to the Library. Books are placed on a conveyor, with check-in occurring instantaneously as radio frequency identification (RFID) tags on the books are read by the AMH. The books are then sorted into categorized bins for return to shelves or other libraries. Materials in the Library's collection already have these tags, which are currently utilized in the self-check process. (This initial investment in RFID technology was funded through the private donations remaining in the Library's Building Fund from the

The Collins Center study found that circulation rates are the key driver in the decision to invest in an AMH. The WFL already has one of the highest circulation rates per capita in the state, with a circulation of 760,434 materials in FY17. Libraries circulating over 500,000 items annually often use an AMH and, since 2010, it has been common for new or renovated libraries to include an AMH. By way of example with a neighboring community, the Trustees note that Wellesley's circulation per capita is 43% higher than Newton's, yet Newton has recently installed an AMH. The Trustees maintain that the purchase of an AMH supports the Town's values of "Excellence in Service Delivery" and "Best-Practice Implementation," as described in the Unified Plan, by enabling library services to be provided to residents in a more efficient and fiscally prudent manner. The study found that the AMH will increase productivity by saving 2,156 hours (estimated value, \$44,780) per year in circulation staffing, plus an additional 131 hours (estimated value, \$2,600) in custodial staff time. The yearly maintenance for the AMH is in the range of \$8,000 to \$15,000 depending on the specific machine chosen. Taking into account the initial purchase, the renovations to install the AMH within the Library building and annual maintenance, the Collins Center study estimates that the return on investment for the AMH in terms of the total time saved, which is estimated to be 2,287 circulation and custodial hours per year, is roughly 5.1 to 7.8 years. The study also showed that less time will be spent checking in library materials; sorting will be more accurate; material turn-around times will be faster; and the Library staff should experience fewer repetitive stress injuries.

The Trustees point out that the savings in circulation hours afforded by the AMH would enable the WFL to redeploy staff to more direct patron service and would also reduce the need to add staff in the future. The Trustees report that the Library has been critically understaffed for a number of years, as circulation has risen by 45% and the number of programs has tripled, while staffing has remained level.

Comparison of Library Statistics from FY04 to FY17

Metric	FY04*	FY17	% Change FY17 over FY04
FTE** (non-custodial library staff only)	37.9	37.2	-2%
Circulation	525,245	760,434	+45%
Visitors	335,220	359,246	+7%
Reference questions	33,791	106,089	+214%
Programs	541	1,503	+178%
Attendees	16,809	36,452	+117%
Volunteer hours	4,225	10,846	+157%

*New Main library building opened 6/03

**FTE metric is for FY19, not FY17. An additional 3.61 FTE custodians were part of the Library's FY04 budget and these FTEs were moved to the FMD budget in FY12 after the establishment of FMD.

The Trustees indicate that there are several important areas where staff hours could be shifted with the installation of the AMH: Technology, Young Adults, and direct patron assistance. Currently, there is no technology coverage during the evening and weekend hours that the Library is open. Shift hours could be reconfigured to gain an additional part-time person in Information Technology, a high priority of the Director and Trustees given the ever-increasing use of technology by Library patrons and Library staff. The Library also does not currently have a Young Adult Librarian to serve the needs of middle/high school students, a position that is standard at many libraries. In addition, redeployed employees could also serve patrons more directly through activities such as staffing the information desk and assisting with computer and internet use.

Advisory Considerations

Advisory met with the Library Trustees and the Library Director three times during this year's (FY19) budget process. FMD's Design & Construction Manager was also present for one of the meetings.

During those meetings, one Advisory member questioned whether the Trustees' preferred path of installing the AMH as part of a Main Library renovation was due to a need for further study to determine where the AMH will be located within the Library. The Trustees replied that the location for the AMH -- near the current book drop -- is clear, but that since there will be some construction in conjunction with the AMH, it makes sense to do all construction at the same time. Another Advisory member questioned whether the Trustees would ask for the AMH separately from the interior renovation project at Town Meeting; the Trustees replied that, while their preferred goal is to execute the renovation project in its entirety, the AMH could be done as a discrete project. Another Advisory member asked the Trustees whether they had considered seeking alternative funding sources for the AMH; the Trustees explained that they do not believe that the acquisition of an AMH, unlike a renovation project, is something they can specifically fundraise for. Advisory and the Trustees discussed a number of other issues related to the AMH, including the costs, return on investment and maintenance. On several occasions, Advisory members questioned whether the Library would reduce staffing and personnel costs in the future given the significant productivity gains associated with the AMH. The Trustees replied that, rather than reduce staffing, the Library would redeploy personnel to meet increasing demands for services. An Advisory member responded that the Trustees would

need to demonstrate what demands for services the Library currently does not meet in order to justify maintaining staffing levels after an AMH is installed.

Prior to voting, several Advisory members stated that they believe that the installation of the AMH is best undertaken as part of a larger capital project, rather than as a stand-alone appropriation. In their view, inclusion of the AMH within a renovation project would be the more effective and economical approach. One Advisory member expressed the opinion that the AMH is more of an operating expense and that, as such, it is not a high priority expenditure given other Town-wide cuts that are being made during this budget season. This member would also prefer to see the AMH included in an overall library renovation project.

Passage requires a 2/3 vote.

Advisory recommends unfavorable action, 7 to 6.

ARTICLE 21. To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow the sum of \$391,575.00 (THREE HUNDRED NINETY ONE THOUSAND FIVE HUNDRED SEVENTY-FIVE 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 the replacement of the Middle School Steam Pipe system, and for any other services in connection therewith and, for the purpose of meeting such appropriation, to authorize the Town Treasurer, with the approval of the Board of Selectmen, to borrow said sum in accordance with Chapter 44, Section 7(1) of the Massachusetts General Laws, or any other enabling authority and to issue bonds or notes of the Town therefor, and that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of the issuance of such bonds or notes, may be applied to payment of costs approved by this vote in accordance with Chapter 44, Section 20 of the Massachusetts General Laws, thereby reducing the amount to be borrowed to pay such cost by a like amount; or to take any other action in relation thereto.

(School Committee)

This Motion asks Town Meeting to appropriate \$391,575 to be expended under the supervision of the Permanent Building Committee (PBC) to complete the design and bidding processes required for selective replacement of the heating distribution piping and systems at the Wellesley Middle School (WMS or the Middle School).

This project addresses immediate and serious problems in the steam piping system, in particular the condensate return pipes that return the used steam and hot water from classrooms to the system located in the crawl spaces under the Middle School. The steam *supply* piping has been deemed to have suitable remaining service life; however the *condensate return* piping does not. Several major leaks in the condensate return piping have occurred over the past two to three years and resulted in lost heat in the building and potential cancellation of school, so the project is of an urgent nature. A comprehensive evaluation of the system, including significant destructive and non-destructive testing, has identified systemic areas of corrosion, failed piping and obsolete equipment throughout the system. The evaluation also identified the two original (circa 1952) heat exchangers that serve the 1957 South Administrative wing and the 1966 North and South Classroom wings as having greatly exceeded their service lives.

The goals of the project are to: help provide a “25-year school” (similar to the recently-renovated Schofield and Fiske schools); replace failing infrastructure; avoid costly future repairs; and ensure a reliable source of heat so as to minimize potential cancellation of school due to lost heat.

Background and Process

- In 2006-2008, significant scope reductions were made to the Middle School Renovation Project in order to meet budget limitations (\$38 million original budget reduced to \$26 million), including the removal of repairs to the steam piping and other heating, ventilation and air-conditioning (HVAC) items. In 2004, engineers had estimated approximately 20-30 years of remaining life on the condensate return piping based on ultrasonic testing, resulting in a tentative replacement date of 2024-2034.
- In 2012, the firm Symmes, Maini & McKee Associates (SMMA) performed a comprehensive conditions assessment for all the elementary schools and the Middle School, which resulted in the establishment of a School Facilities Master Plan (SMFP) Committee. A limited follow-up study in 2014 by SMMA evaluated six potential projects at the Middle School, including the replacement of heating distribution piping and hot-water boilers, among others. This report recommended that the Town consider replacing selected condensate return piping within ten years (2024) at a projected cost of \$880,000 (FY18 dollars).
- There were two major steam leaks in 2015 and 2016, either of which could have forced school cancellation. On Easter Sunday 2015, there was a leak below the locker rooms. In December 2016, heat in the building was lost for most of the day.
- The project timetable for this work (assumed 2024 replacement) was revised due to the urgency of the need.
- R.D. Kimball Engineers (RDK) was engaged to do an Existing Conditions Evaluation and make recommendations. Their investigation included:
 1. visual inspection of the steam and condensate return pipes;
 2. inspection of the crawl space and tunnel;
 3. ultrasonic testing of the pipes to identify areas of corrosion;
 4. extraction of piping samples;
 5. evaluation of heat exchangers; and
 6. review of all the original design documents (1950, 1957, 1966, 2005) and an extensive list of heating-related work orders at the WMS.
- Interim measures were taken by FMD to minimize the risk of school cancellation. These included the installation of 11 new steam isolation valves in the spring/summer 2017 that will limit the extent of a system shutdown should a problem arise. In addition, FMD identified a repair facility for 24-48 hour turnaround on the heat exchangers, as well as a temporary heating vendor if necessary.

Key Components and Considerations

- The scope of the project includes replacement of approximately 8,000 linear feet (1.5 miles) of condensate return piping located in basement and crawl spaces that range from three to nine feet in height. Ultrasonic pipe testing at almost 100 locations, which was corroborated by destructive sampling, indicated the remaining service life for the horizontal condensate return piping at zero years
- The project also includes replacement of the heat exchangers with new condensing boilers that are 95% efficient (vs. the former 68%) to heat the 1957 South Administrative and 1966 North/South Classroom wings. The expected service life of heat exchangers is 25 years, and the existing units are 50+ years old. The replacement of the heat exchangers with new boilers will eliminate the need for 2,175 linear feet of hot water

piping and will extend the life of the three existing steam boilers installed during the 2006-2008 renovation. The payback on boilers is estimated to be eight years without anticipated utility rebates and incentives.

Timeline

Project work will be phased to minimize disruption of all functions at the WMS, utilizing summer recess and second-shift (after school) to accomplish the work. If design/bidding funds are approved by this Annual Town Meeting (ATM), then it is anticipated that construction funding will be sought at the 2019 ATM. Construction could proceed in June-August 2019, followed by second-shift construction between September 2019 and June 2020, and more summer construction in 2020 if needed.

Costs

The total project cost is currently estimated to be approximately \$4.6 million, including the request for design and bid funds sought under this article. This preliminary estimate is based only on the results of the study, and will likely change as the project moves through detailed design to bidding. PBC expects to come to the 2019 ATM with “bids-in-hand,” as is its protocol for major building projects.

The amount requested of Town Meeting is for the design and bidding phase and is \$391,575 as shown:

Engineering & professional services	\$274,500
Other professional services (OPM, legal, etc.)	\$56,000
Other general supplies & services	\$11,500
15% contingency	\$49,575
TOTAL	\$391,575

Advisory Considerations

Advisory recognizes that replacement of the condensate return pipes is an unanticipated capital expense for the Town, as the piping was expected to last until 2024-34. Advisory recognizes, however, that a reliable heating system is an essential part of Middle School operations. The recommended repairs are needed to ensure the consistent and safe operation of the school and to prevent possible closures.

One Advisory member raised the concern that the work will replace the condensate return pipes, but not the steam pipes. Although RDK thinks the steam pipes have at least 25 years of remaining service life, the Advisory member is concerned with being “pennywise” and leaving the Town with larger bills down the road. He noted the benefits of a “once into the basement” approach.

Passage requires a 2/3 vote.

Advisory recommends favorable action, 14 to 0.

ARTICLE 22. To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow a sum or sums 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 of the Town Hall exterior including handicap accessibility accommodations and, for the purpose of meeting such appropriation, to authorize the Town Treasurer, with the approval of the Board of Selectmen, to borrow said sum in accordance with Chapter 44, Section 7(1) of the Massachusetts General Laws, or any other enabling authority and to issue bonds or notes of the Town therefor, and that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of the issuance of such bonds or notes, may be applied to payment of costs approved by this vote in accordance with Chapter 44, Section 20 of the Massachusetts General Laws, thereby reducing the amount to be borrowed to pay such cost by a like amount; or take any other action in relation thereto.

(Board of Selectmen)

The Wellesley Town Hall is in urgent need of repair and renovation. Under this Article, the Board of Selectmen (BOS) requests construction funding to complete the much-needed exterior work, and interim accessibility upgrades at select interior locations. This work consists of comprehensive exterior repair to address deferred maintenance and deterioration, as well as the restoration of specific architectural elements. Since the building is on the National Register of Historic Places, all work will conform to the Secretary of the Interior's standards for the treatment of historical properties.

At the time this *Advisory Report* went to print, the estimated construction costs for this project were \$6,600,000. The actual construction costs will be established once bids are received and processed in late March, and will be included in the final motion under Article 22.

History of the Building

Town Hall was constructed in two phases. The first phase, the east end of the structure, was constructed between 1881-83 and designed as a free-standing library. The Town Hall portion of the building was added to the library in 1885. Local benefactor H.H. Hunnewell commissioned the firm of Shaw and Hunnewell to design the building. The building was gifted to the Town by Mr. Hunnewell in 1886. The building is listed with the Massachusetts Historical Commission (MHC) and was placed on the National Register of Historic Places in 1976.

Historical Materials and Repairs

The building was constructed with granite rubble and red sandstone (or "brownstone") from a quarry in Longmeadow, MA. The roof is red slate and lead-coated copper with an irregular roofline that includes a hip roof, gables, ridges and round towers. In addition, there are numerous porticos, balustrades, columns, copper finials and a large clock.

In 1985, the Town undertook comprehensive exterior renovation and restoration work, which included the perimeter drain and foundation waterproofing, masonry cleaning and repairs, and window restoration. At this time, an elevator was also installed. In 1997, some of the brownstone was replaced, significant brownstone patching was done, and much of the red mortar at lower elevations was repointed. The red slate, copper flashing and copper roofing were completely replaced.

2016 Feasibility Study

At the 2016 Annual Town Meeting (ATM), a feasibility study, to be managed by the Facilities Management Department (FMD), was approved as part of the FY17 cash capital budget. A Request for Proposals (RFP) to conduct a feasibility study was issued in the spring of 2016. Among the items listed in the RFP were the following:

- Meet with FMD personnel;
- Review as-built and/or design drawings, photographs and other Town documents;
- Perform interior and exterior investigations of the building, including:
 - inspection and material sampling of the roof using an aerial lift and/or scaffolding;
 - inspection of the finials, gutters, downspouts, granite façade, walls, chimneys, dormers, window wells, balustrades, cornices, parapets, eaves, joints, stairs and sidewalks, metal handrails, below-grade foundation damp-proofing, windows including wood trim, glazing, flashing and storm windows, and exterior wall insulation systems;
 - performance of laboratory analyses on all samples obtained;
 - performance of limited water testing to determine source and locations of observed interior moisture damage;
 - performance of nighttime infrared imaging to identify areas of significant energy loss; photographic documentation of the investigation;
- Review all state building codes, MAAB regulations, and the Stretch Energy code;
- Review Historical Commission restrictions and/or requirements associated with any potential repairs or restorations;
- Summarize all findings;
- Analyze findings and make recommendations; and
- Prepare project costs, project schedule, and a final report.

Following a qualifications-based selection process under Massachusetts General Laws (M.G.L.) Chapter 7, McGinley Kalsow & Associates (MKA) was selected to perform the study. MKA's extensive field investigation during the summer of 2016 included inspections using aerial lifts, infrared scanning of the envelope, and a three-dimensional laser scan of the building which was later used in computer modeling.

The investigation revealed that the deterioration of the exterior envelope was far worse than what was estimated from limited, ground-level observations. The major findings from the feasibility study were:

- There has been extensive moisture infiltration into the building;
- The flat copper roof has failed and needs replacement, and the roof should be insulated;
- Many of the gutters are damaged and are in need repair or replacement;
- All mortar and sealant joints should be replaced;
- Many brownstone elements need to be repaired or replaced, including the decorative panels over the west entrance;
- The stairs and metal handrails show significant wear and need repair or replacement;
- Although most of the wood windows are acceptable and need only be repaired, new, operable storm windows should be provided. The metal replacement windows in the basement need to be replaced;
- The wooden doors and hardware at the two main entrances need complete restoration and/or replacement, and a significant amount of exterior wood window trim needs to be repaired and repainted;

- The foundation sheet membrane waterproofing needs to be repaired and flashed at the top.

Because the estimated cost of the project exceeds 30% of the fair market value of the building, full compliance with the Massachusetts Architectural Access Board (MAAB) regulations governing disabled access is required. The feasibility study was amended to add a preliminary assessment of MAAB requirements, and the resulting findings were divided into three categories:

- **Permanent variance items:** items for which a permanent variance would be sought from the MAAB because of the impracticable nature of the repairs or the detrimental effect the changes would have on an historic building. These include ramps at the south and west entrances, a recessed door into the stairwell from the Great Hall, and replacement of the circular stairs;
- **Full-compliance items:** items which could be readily incorporated into the envelope project at modest cost and were relatively uncomplicated. These included lowering service counters to accommodate disabled patrons, lowering passageway threshold heights and adding several automatic door openers. The estimated budget for this work is \$125,000;
- **Time-variance items:** items for which the Town would seek a five-year extension/variance. These are items which would be expected to be addressed during an interior renovation project to follow the exterior work and are more significant in cost. These items include the complete renovation of all five bathrooms to make them accessible; changing the exterior sidewalk and accessible parking to meet MAAB accessibility standards; elimination of floor slopes and ramps throughout the building; and relocation of three offices to meet MAAB accessibility standards. Should the Town not proceed with the interior renovation project within five years, the Town would be required to make the necessary improvements. The FMD's preliminary estimate for this work if performed separately is \$1.25-1.75 million.

MKA recommended that a comprehensive repair and renovation project be undertaken within two years (i.e., by 2018) to avoid further active water infiltration and other costly damage to the building. They also recommended that the permanent and time-variances listed above be sought from the MAAB and that the full-compliance items be included within the exterior project's scope of work.

MKA presented an *Exterior Envelope Conditions Assessment Study* (available on the FMD's website) recommending the following scope of work:

- Repair slate roofing and related items, and replace flat copper roofing;
- Repair and restore the masonry façade;
- Repair and restore windows and doors;
- Repair and restore entry stairs and railings
- Add roofing insulation where feasible;
- Repair foundation waterproofing; and
- Make interim MAAB accessibility upgrades at certain interior locations

2017 Schematic Design and Design Development

Design funds in the amount of \$895,505 were appropriated at the 2017 ATM. On July 1, 2017, final design work and the MAAB variance study and application processes began under the direction of the Permanent Building Committee (PBC). The original feasibility architect, MKA,

continued as the project designer. During the design process several issues beyond the original study recommendations were discovered and addressed, including: failing urns on the west portico, deteriorated relief sculpture panels on the west elevation, historically inaccurate replacement of the west and south entrance doors, and structural issues with the west gable end. Additionally, further research was undertaken to determine the original mortar color and urn details. It was discovered during design that the six gabled ends of the building are inadequately tied to the roof structure.

Schematic design and meetings with the MAAB were completed in 2017. Design development and the preparation of construction documents began in November and were presented to the PBC on February 15, 2018.

To date the following approvals have been obtained:

- the MAAB has granted the requested variances;
- the Design Review Board (DRB) has approved minor construction design review;
- the NRC has granted a permit of land use for construction access, and
- the Fire and Police Departments have approved traffic flow and safety during construction.

On February 21, ads were placed in the Central Register to solicit bids for the exterior restoration work. Filed sub-bids were due on March 7 and general contractor bids on March 21. At the time this *Advisory Report* went to print, bids had not yet been received or reviewed. The PBC and BOS will provide specific cost details at Town Meeting. Should Town Meeting approve this Article, the sum will become available upon this motion becoming final following the dissolution of this ATM. This will enable the contract to be awarded in mid-May, with construction to begin on June 1, 2018.

Advisory Considerations

Advisory recognizes the need to repair the exterior of Wellesley's historic Town Hall in a timely manner. The photographs of existing conditions and the interior damage that has resulted from various leaks provided a compelling case for the work proposed. The importance of improving disabled access to the building and the Town services housed there was also acknowledged.

As they did last year at the time the feasibility study was proposed, some Advisory members raised questions about the functions and costs associated with certain project roles, including the Owner's Project Manager (OPM), the Clerk of the Works and the Commissioning Agent. Advisory members encouraged the project's proponents to consider ways in which the costs of those positions might be mitigated, including increasing the Town's in-house capabilities.

Another Advisory member asked how the exterior envelope work would be integrated with the anticipated future interior redesign work, and questioned whether the exterior work should be deferred until the feasibility study on the interior work is completed. It was explained that the state of deterioration of the envelope requires immediate action, and for that reason the Town Hall work has been divided into two phases. The interior work that will be completed as part of this Town Hall Envelope Project addresses disabled accessibility needs.

Passage requires a 2/3 vote.

Advisory will make its recommendation at or before the Annual Town Meeting.

ARTICLE 23. 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, and, for the purpose of meeting such appropriation, to authorize the Town Treasurer, with the approval of the Board of Selectmen, to borrow said sum in accordance with Chapter 44, Section 7(1) of the Massachusetts General Laws, or any other enabling authority and to issue bonds or notes of the Town therefor, and that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of the issuance of such bonds or notes, may be applied to payment of costs approved by this vote in accordance with Chapter 44, Section 20 of the Massachusetts General Laws, thereby reducing the amount to be borrowed to pay such cost by a like amount; or take any other action in relation thereto.

(Board of Selectmen)

In this Article, the Board of Selectmen (BOS) seeks Town Meeting approval to accept Granite Street as a public way and appropriate funds necessary for its reconstruction.

In late 2016, the residents of Granite Street petitioned the BOS to accept Granite Street as a public way. Pursuant to the Street Acceptance Policy that was adopted by the BOS in 2007, such petitions must be signed by at least 75% of the abutters. The BOS and DPW reviewed the abutters' request and determined that the acceptance of Granite Street as a public way would require that it be widened and repaved.

Granite Street is approximately 700 feet long and lies between Crown Ridge Road to the east and Sunset Road to the west. Granite Street is also intersected by Summit Road. All of those streets are accepted ways except for Sunset Road. Granite Street abuts the boundary lines of fourteen parcels, six of which are corner lots. Although the entire length of the street is paved, the pavement is in very poor condition except for an 88-foot section that was recently repaved. While drainage structures do exist, the concrete drainage pipes will require inspection to evaluate their condition. The required widening of the road may require tree removal, relocation of several utility poles, and the reconstruction of a stone wall that is currently within two to three feet of the existing roadway.

Under the BOS Street Acceptance Policy, Granite Street is classified as a Type 2 Private Way, which means that it is a private way with a significant level of public usage by people who are not abutters. The cost of bringing Type 2 private ways into compliance with the Town's standards for public ways is shared on the basis of 75% by the Town and 25% by the abutters. Unless otherwise determined by the BOS, the abutters' 25% share of the cost is assessed on a "unit" basis: i.e., each abutter is assessed an equal share of the total cost of the betterment of the roadway without regard to the size of each abutter's property or the length of their frontage.

The acceptance of Granite Street as a public way was included in the Warrant for the 2017 Annual Town Meeting. However, due to budget constraints, the project did not move forward at that time. This year, it is included in the budget at a total cost of \$250,000, which includes a 25% contingency. The Town's share will be up to \$195,000, with the abutters being responsible for the rest.

In order for the project to move ahead, 75% of the abutting owners must confirm that they wish to proceed and a recommendation from the Planning Board is required. Prior to such confirmation by the abutters, copies of the preliminary cost and betterment estimates are sent to each of them, and the Selectmen's Office must reconfirm that 75% of the abutters continue to support the proposed acceptance; this has already been done with 93% of the abutters (13 out of 14) having confirmed their desire to proceed. If Town Meeting approves the acceptance, the abutting property owners can either pay their share of the cost in a direct one-time payment to the Town or they can elect to have their share added to their tax bills to be paid over a period of time of up to ten years in duration. Should they elect the latter option, the abutters' payments will include interest at the same rate as that which the Town will pay on the money that it borrows to fund the upgrading of Granite Street to bring it into compliance with the Town's standards for public ways.

Advisory Considerations

At least 75% of the property owners on Granite Street petitioned the BOS in 2016 to have their street, which is a private way, accepted as a public way. The BOS agreed and included an article in support of that petition in the warrant for the 2017 Annual Town Meeting. However, because of the fiscal constraints in the budget for FY18, no motion on that article was brought before last year's Town Meeting. But this year there are sufficient funds in the budget for FY19 to enable Granite Street to be brought up to the Town's standards for public ways, which is a requirement for the acceptance of a private way. All of the procedural steps that are required for the acceptance of a private way under the BOS Street Acceptance Policy have been followed in this case and the need for the acceptance and upgrading of Granite Street has been demonstrated to the Advisory Committee.

Passage requires a 2/3 vote.

Advisory recommends favorable action, 12 to 0.

ARTICLE 24. 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 in relation thereto.

(Board of Public Works)

In this Article, the Board of Public Works seeks Town Meeting approval to abandon certain utility easements that are no longer required for any public purpose.

Acceptance or abandonment of easements occurs regularly at Town Meeting. Some easements are required by the Town to access private property to maintain, repair or replace water, sewer or drain lines, electrical conduits or electrical transformers, or for the construction of new sidewalks. In other instances, easements are requested by landowners seeking to get utility services to their property. Before any easement is presented to Town Meeting, it is reviewed and approved by Town Counsel and the Town's Engineering Department. It is then submitted to Town Meeting, where it must be approved by a 2/3 vote. The same process must be followed before any existing easement can be abandoned. Upon Town Meeting approval of an abandonment, a Declaration of Abandonment is then recorded at the Registry of Deeds, which is the final step in the process of extinguishing an existing easement

The easements to be abandoned under this article were granted to the Town in 1959 by the developer of the Westgate Subdivision. The current property owners initiated the request to abandon the easements, and, after review, the DPW has determined that these easements no longer serve their original intended purpose. The area is fully developed and the easements are no longer necessary for any public purpose.

Abandoning these easements does not involve any expense to the Town.

Advisory Considerations

The easements covered by this article were granted to the Town in 1959 by the developer of the Westgate Subdivision in anticipation of what was then thought to be their potential need for drainage, water or sewer purposes either in that or in nearby developments. However, that entire area has been developed over the course of the intervening six decades without the Town having to utilize the easements for these or any other purposes. The owner of the affected property has requested that the easements be removed and the DPW has exercised the required due diligence in order to confirm that the Town has no present or future need for these easements. All of the preliminary steps that are required by state law to abandon existing

easements have been followed in this case and a 2/3 vote of Town Meeting is now required to approve the abandonment. Assuming that that approval occurs, the Town's action will then be recorded at the Registry of Deeds, which will be the final step in the process.

Passage requires a 2/3 vote.

Advisory recommends favorable action, 12 to 0.

ARTICLE 25. 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.

or take any other action in relation thereto.

(Contributory Retirement Board)

Retirees and beneficiaries of the Wellesley Contributory Retirement System, who are in payment status, may be eligible to receive an annual cost of living adjustment (COLA) each July 1st. The amount of this annual adjustment is based on increases in Consumer Price Index (CPI), up to a maximum of 3% per annum, as published by the Social Security Administration each October. The COLA adjustment applies only to a limited portion of the retiree's pension. This limited portion is called the COLA base and is currently \$15,000 for the Town of Wellesley retirees and beneficiaries.

Under this Article, the Contributory Retirement Board (the Retirement Board) proposes to raise the COLA base by \$1,000 a year, for three consecutive years, effective July 1 of each year, bringing the COLA base from \$15,000 to \$18,000 by 2020 as follows:

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

Background

In 2010, legislation was enacted allowing municipalities the ability to increase the COLA base in \$1,000 increments. Wellesley last increased its COLA base in 2013, when Annual Town Meeting (ATM) approved raising the base to \$15,000, from \$12,000.

Most of the Town's retirees (72%) have an annual COLA increase of less than the full COLA percentage, because the increase is only paid on the COLA base. Twenty-eight percent of retirees receive a full COLA benefit because their annual allowance is \$15,000 or less, equivalent to the current COLA base. An additional 7% of retirees would benefit fully from an \$18,000 COLA base, meaning they would receive the full COLA adjustment because their annual allowance is \$18,000 or less. The maximum dollar increase for any single retiree is \$90 per year if the COLA base is increased to \$18,000 (3% times \$3,000 increase in base).

Example: Retiree annual allowance equals \$25,000 and COLA = 3%

- Maximum annual increase equals \$450 (3% of \$15,000 = \$450)
- "Effective COLA" in this example equals 1.8% (\$450 divided by \$25,000)
- The effective rate decreases over time, as demonstrated in the following table:

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

Although Town employees are not eligible for Social Security benefits, those benefits are a useful point of comparison. Social Security benefits for private sector employees do not have any limits applied to annual COLA (there is no cap on the CPI and no cap on a benefit amount). The Retirement Board calculates that a comparable “COLA base” for Social Security recipients is about \$20,900 today based on the average salary of our Town’s employees. (“COLA base” in this context means the hypothetical Social Security benefit for an average town employee.)

As of today, 12 Massachusetts Retirement Systems, including 33 towns in the Norfolk County and Bristol County Systems, have approved increases in the COLA base over \$15,000, with \$18,000 being the highest base.

In making its recommendation, the Retirement Board considered the following factors:

- Wellesley has not adjusted the COLA base since 2013.
- Most of the Town’s retirees do not receive a full increase due to the COLA base limit and, in higher inflationary times, the 3% maximum annual CPI limit.
- The Retirement Board believes that it has shown fiduciary responsibility in not automatically increasing the COLA by 3% during periods of low inflation. In three of the last seven years, the Retirement Board has applied a COLA increase of only 1.5%, rather than the 3% allowable under law. This fiscal prudence resulted in a savings of over \$2.5 million to the Town.
- Our retirees continue to face increased medical premiums and expenses.
- The Retirement Board believes that raising the COLA base incrementally to \$18,000 balances both its fiduciary and fiscal responsibilities to the Town’s retirees and the taxpayers.
- The updated 2017 valuation report assumes the COLA base will incrementally increase by \$1,000 per year for the next three years. The COLA increase is reflected fully in the Town’s budget, including appropriations and related liabilities.
- Raising the COLA base from \$15,000 to \$16,000 adds approximately \$125,000 to the FY19 appropriation. Adding an additional \$1,000 to the COLA base in each of FY20 and FY21 will result in an increase of \$250,000 to the FY20 appropriation and \$375,000 to the FY21 appropriation. This is because each \$1,000 increase raises the annual appropriation by \$125,000. Once fully implemented, the annual appropriation is \$375,000 until 2030, at which time the Board has projected that the Town will reach fully funded status.
- Raising the COLA base incrementally over three years instead of all at once avoids a large, initial year jump in the FY19 appropriation of approximately \$375,000 and results in lower total appropriations over that three-year period. Further, it results in permanent savings to the Town since COLAs for FY19 and FY20 are lower than they otherwise would have been if the adjustments were made up front in one large payment.

Advisory Considerations

Advisory appreciates the fiscal prudence the Retirement Board has demonstrated with its measured COLA increases and thoughtful COLA base adjustments. Advisory further agrees that raising the COLA base for our Town's retirees in conjunction with prudent COLA awards is fair and equitable.

Advisory recommends favorable action, 13 to 0.

ARTICLE 26. 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.

(Board of Selectmen)

In this Article, the Board of Selectmen requests authorization to re-establish a "receipts reserved for appropriation" special revenue fund designated for parking meter receipts and to transfer parking meter receipts that have been collected by the Town into this fund.

The Town has historically maintained parking meter receipts in a separate fund as allowed under Massachusetts General Laws Chapter 40, Sections 22A, 22B, and 22C. The Massachusetts Municipal Modernization Act of 2016 (the "MMA"), which became effective November 7, 2016, requires municipalities to accept the provisions of the statute and establish a special revenue fund for parking meter receipts in order to continue this practice. If this special fund is not re-established, parking meter receipts received after the effective date of the law become unrestricted and unreserved general revenue funds.

This Article first asks Town Meeting to accept the new statutory provisions so that parking meter receipts collected after the date of the vote may go directly into the special revenue fund, as had been Town practice prior to the passage of the MMA. The Article then asks Town Meeting to transfer the amount of money collected from parking meter receipts between July 1, 2017, and the start of Annual Town Meeting into the re-established fund. As of the date this *Advisory Report* went to print, that figure was approximately \$290,000; the Board of Selectmen will provide an updated figure at the start of Town Meeting. It is important to recognize that all parking receipts that had been deposited into the Town's parking meter revenue fund prior to November 7, 2016 (\$2,149,869.45) continue to be considered special purpose funds and transfer by operation of law into the re-established fund.

The re-establishment of this special purpose fund and the transfer of FY18 parking meter receipts into the fund will not change how the Town uses its parking meter receipts. Those uses are governed by the statutory provisions cited above and include costs related to parking meters and enforcement, the acquisition and maintenance of parking lots, and transportation improvements.

Advisory Considerations

This Article implements a financial update required by the MMA. Its passage will allow the Town to continue existing practices with respect to the treatment of parking meter receipts. Future receipts will once again be credited to a special purpose fund instead of unrestricted general

revenue funds; receipts received prior to the enactment of the MMA will automatically transfer to the new fund; and FY18 receipts received to date will be deposited into the fund.

Advisory will make its recommendation at or before the Annual Town Meeting.

ARTICLE 27. 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 January 1, 2010 totaling \$163,765.00 (ONE HUNDRED SIXTY-THREE THOUSAND SEVEN HUNDRED SIXTY-FIVE DOLLARS), or take any other action in relation thereto.

(Board of Selectmen)

This Article asks Town Meeting to authorize the Board of Selectmen to purge and forgive all unpaid and uncollectible parking fees assessed on or before January 1, 2010.

Although efforts to collect unpaid parking fines are ongoing and vigorous, with the passage of time a portion of the fines levied have become uncollectible for a variety of reasons, including: incorrect or incomplete information on the ticket, sale of the car, cancellation of plates, non-renewal of a driver's license or the violator moving out of state.

It has been decades since the Town has taken action to purge outdated and uncollectible parking ticket fines. A recent analysis of the Town's outstanding parking fines and accumulated penalties showed that \$732,732.50 was outstanding, with some tickets dating back as far as the early 1980s. The portion of this amount attributable to the original fines is approximately one-third of the total, and the remainder reflects the penalties accrued.

It is the opinion of Town Counsel that the Board of Selectmen may waive the accumulated penalties associated with unpaid parking tickets, but that Town Meeting action is required to waive the original parking fines. The vendor that handles the Town's collection process recommends that the Town purge all tickets issued prior to 2010, except those issued to drivers with out-of-state plates for which there is an agreement between Massachusetts and that state to send such tickets to a collection agency. (The Commonwealth has agreements with 33 states.) The vendor estimates that approximately 8% of unpaid tickets can be pursued in this manner.

The total fines for all uncollected tickets issued prior to 2010 is \$179,895. Of that total, \$16,130 is eligible to be sent to collections. This Article asks Town Meeting to authorize the Board of Selectmen to purge the remaining \$163,765 in parking ticket fines not eligible to be sent to collections. The amount of corresponding penalties on those tickets, \$366,300, may be waived by a separate vote of the Board of Selectmen.

It should be noted that the Town has a very strong collection rate, averaging 95% annually over the past 13 years. When tickets are not paid within the time stipulated, a series of notices are sent to the car's owner. After a period of time, uncollected tickets are marked by the Massachusetts Registry of Motor Vehicles, so that payment of the ticket(s) is required in order for drivers to renew either their license plates on a two-year cycle or their driver's licenses on a five-year cycle. Unfortunately, this tool is limited to tickets issued on cars registered in the Commonwealth.

The Town will continue to take advantage of all available means to collect unpaid parking fines and the penalties associated with them, and will continue to evaluate best practices.

Advisory Considerations

Advisory recognizes the Town's need to write off uncollectible parking fees. Advisory questioned whether there are chronic offenders who could be pursued, but was informed that the Town believes, after careful review, that such offenders have likely moved away, sold their car, stopped driving, or passed away.

Advisory recommends favorable action, 11 to 0.

ARTICLE 28. 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 Affecting 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)

The Board of Selectmen seeks Town Meeting approval to amend the Zoning Bylaws to prohibit recreational marijuana establishments.

Background

At the 2017 Annual Town Meeting (ATM), the Town voted to add a new Section XXIIIE to the Town's Zoning Bylaws to establish a temporary moratorium through December 31, 2018 on the use of any land or structure in Wellesley as a "Marijuana Establishment" (defined to exclude Registered Marijuana Dispensaries). At the time of last year's ATM, the effects of the November 2016 statewide referendum vote (so-called "Question 4") legalizing the possession, use and sale of recreational (i.e., non-medical) marijuana were not fully understood, the newly-created state agency (the Cannabis Control Commission) had not yet issued any regulations, and the state legislature had recently acted to delay the opening of any recreational marijuana establishments under Question 4 until after July 1, 2018. The Board of Selectmen proposed the temporary moratorium through the end of 2018 to allow the Town sufficient time to consider further actions, and the 2017 ATM voted the required two-thirds support.

In the summer of 2017, the state enacted legislation that, among other things, established a two-tiered system for the local prohibition of recreational marijuana establishments. As amended, Section 3(a)(2) of Chapter 94G of the Massachusetts General Laws allows communities where voters *rejected* Question 4 (i.e., where voters opposed legalizing the possession, use and sale of recreational marijuana) to ban recreational marijuana establishments through their standard ordinance or bylaw process, so long as they act before

December 31, 2019. Communities where voters *approved* Question 4, on the other hand, must hold a special election before they can enact any ordinance or bylaw, and significantly, even communities that rejected Question 4 must hold a special election if they wait to act until after December 31, 2019. In Wellesley, 58.3% of the voters (8,507) voted “no” on Question 4, while 41.7% (6,074) voted “yes.”

The proposed amendments will add “Marijuana Establishment” to the list of definitions in Section 1A of the Zoning Bylaws. That definition would make clear that “Marijuana Establishments” do not include Registered Marijuana Dispensaries. The amendments would also add “Marijuana Establishments” to the list of prohibitions contained in Section XVI (“Restrictions Affecting All Districts”) of the Zoning Bylaws. The Chief of Police, Board of Health and the Planning Board all support the proposed amendments.

Advisory Considerations

Given that (1) the state has now established procedures for local prohibition of recreational marijuana establishments, (2) the Town’s voters spoke clearly against legalizing the possession, use and sale of recreational marijuana via Question 4 in November 2016, (3) the state’s Cannabis Control Commission will begin issuing recreational marijuana establishment licenses later this year, (4) the Town’s temporary moratorium on recreational marijuana establishments will expire at the end of December 2018 and (5) the Town has a limited window of time (until December 31, 2019) in which to enact a prohibition without first holding a potentially costly and/or burdensome referendum election, Advisory supports amending the Zoning Bylaws to prohibit recreational marijuana establishments.

Although voting in support of the Article, one Advisory member wondered whether the Board of Selectmen might have chosen to enact something short of a total prohibition. Another Advisory member noted that residents’ views about marijuana establishments may still be evolving and that future amendments easing the prohibition may at some point be warranted.

Passage requires a 2/3 vote.

Advisory recommends favorable action, 11 to 0.

ARTICLE 29. To amend the Zoning Map to rezone properties owned by the Natural Resources Commission.

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 and the Business 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 77,551 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)

The Natural Resources Commission (NRC) and the Planning Board (PB) seek Town Meeting's approval to amend the Town's Zoning Map by rezoning 18 parcels from the Single Residence District (and the applicable Area Regulation Districts), and in one instance the Business District, to the Parks, Recreation, and Conservation District. Each parcel is owned by the Town and under the control of the NRC.

The affected properties are listed individually in the Warrant. For ease of understanding, they can be grouped geographically as follows:

- Morses Pond including Morses Pond itself; Morses Pond Beach; Bird Island Sanctuary (at the northeast corner of the pond and adjacent to the aqueduct); and Pine Point (on the eastern side of the pond near Russell Road and Bay View Ave.);
- Warren Park,
- Hunnewell Field;
- Schofield Tennis Courts,
- Farms Station Pond, Indian Springs Park and adjacent parcels including Farms Station Pond South, The Waterway (which runs from Glen Road to Hillside Avenue) and Yotz Meadow (at the northwest corner of Springdale Avenue and Hillside Avenue);
- 16R Brookdale Avenue, known as Sinoff Gift, located at the rear of various parcels fronting on Brookdale Avenue, Manor Avenue, Mayo Road, and Woodfield Road;

- 10 Greenwood Road, known as Devil's Slide, located at the rear of various parcels fronting on Greenwood Road, Bradford Road, and Sawyer Road; and
- Undeveloped parcels at certain intersections in Town, including (i) 215 Grove Street, known as Problem Rock, at the junction of Dover Road and Grove Street; (ii) Sawyer Park at the junction of Forest Street and Wellesley Avenue; (iii) Peabody Park South at the junction of Abbott Road and Livermore Road; and (iv) Ware Park at the junction of Routes 9 and 16 next to the Hills Branch Library.

As noted, the properties are currently zoned in the Single Residence District and in one instance the Business District (a portion of Morses Pond adjacent to Worcester Street). The current zoning is not consistent with the current and intended use of the properties as parks, conservation or open space, or active or passive recreation areas. Placing these properties in the Parks, Recreation, and Conservation District is more appropriate for their current and long-term intended use. While the level of protection regarding the use of these properties does not necessarily change, it is best practice for the zoning of properties to match the actual and intended use of the properties. Further, this rezoning is a recommendation of the Comprehensive Plan of 2007 and the 2015 Open Space and Recreation Plan; the Comprehensive Plan of 2007 recommends that a "way to strengthen the status of all park and conservation land is to ensure that it is zoned 'Conservation.'"

This Article is the third and final phase of a multi-year effort. The 2016 Annual Town Meeting (ATM) and the 2017 ATM have previously approved the rezoning of 45 parcels of land owned by the NRC to the Parks, Recreation, and Conservation District.

Advisory Considerations

Advisory supports and commends the NRC and the PB for working together to clarify and update the Zoning Map according to the current and intended use of the properties in this Article.

Passage requires a 2/3 vote.

Advisory recommends favorable action, 12 to 0.

ARTICLE 30. 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:

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# 10-69), 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;

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:

- v. 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;
- w. 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:

- x. 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;
- y. 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;
- z. 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;
- aa. 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;
- bb. 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;
- cc. 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;
- dd. 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;
- ee. 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;

ff. 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)

This Article would amend the Zoning Map to resolve assorted issues in the Zoning Map discovered by the Town Planning Department and GIS Division staff.

In 2003, Town Meeting adopted a digital Zoning Map that was intended to simply reproduce, in digital format, the existing manually produced Zoning Map. In recent years it was discovered that, due to the vagaries of converting to a digital format, the 2003 Zoning Map did not conform in some places to the zoning adopted by Town Meeting prior to 2003. To resolve this matter and prevent future uncertainty over proper zoning districts for parcels, the Planning Department conducted a multi-year effort to exhaustively review the Zoning Map. Last year's Annual Town Meeting (ATM) approved amendments to correct the zoning of 25 parcels in nine areas. This year's motion will address an additional 41 parcels in 14 areas.

While the intent of the proposed actions is to correct errors in the 2003 Zoning Map, the Planning Board determined in the course of its review that, in some cases, it is more appropriate to ratify the changes made by the 2003 Zoning Map. Additionally, the Planning Board determined that in conjunction with the correction of errors, it was also preferable in some areas to correct instances of split zoning to ensure that the current zoning conforms to the existing uses of the property.

The Planning Department notified by mail all owners of the affected properties that are the subject of this Article. The Planning Department also notified by mail abutters within 300 feet of the affected properties. The staff has fielded numerous calls from property owners and abutters. The proposed actions were also described and discussed at a well-attended public hearing. The Planning Department staff believes that these owners and abutters understand the basis for the Planning Board's proposed action and do not object to the initiative.

The following discussion groups the affected properties geographically, consistent with the proposed motion. For reference, the Article was configured based on the intent of the action and many of the affected parcels were referenced in more than one part of the Article. Advisory understands that properties located at 36 Pleasant Street, 7 Crown Ridge Road, 9 Crown Ridge Road, and 11 Crown Ridge Road, although included in the Article, will not be included in the motion presented to Town Meeting.

SR10 means the Single Residence District and 10,000 Square Foot Regulation District; SR15 means the Single Residence District and 15,000 Square Foot Regulation District; and SR20 means the Single Residence District and 20,000 Square Foot Regulation District.

1. 12 Shelley Road, described in "a" of the Article, is proposed to be rezoned to SR10 and 30 Thackeray Road, described in "n" of the Article, is proposed to be rezoned to SR15.

Prior to 2003, 12 Shelley Road was in the SR15 district and was erroneously placed in the SR10 district by the 2003 Zoning Map. The Planning Board believes that the 2003 Map should be ratified for this parcel. It is 10,010 square feet in size and is on the

boundary between the SR10 and SR15 districts. Placing it in SR10 will make it a conforming lot.

2. 30 Thackeray Road is 23,200 square feet in size and was in SR15 before the 2003 Map erroneously placed the parcel in SR10. Planning believes that the pre-2003 zoning should be reinstated.
3. The Dana Hall and Tenacre campuses, described in "b" and "y" of the Article, are proposed to be rezoned entirely to the Educational District. Prior to 2003, portions of both campuses were located within the Educational District and SR20 district; however, adoption of the 2003 Map erroneously altered the location of the boundary between the districts. The proposed action corrects this error, but also proposes to rezone the entirety of both campuses to the Educational District
4. A portion of the Sudbury Aqueduct west of Comeau Street totaling 14,130 square feet, described in "c" of the Article, is proposed to be rezoned to the Parks, Recreation, and Conservation District. Prior to 2003, this area was in SR15, but the 2003 Map included it in the Conservation District. This article will ratify the 2003 Map.
5. Portions of Babson College's campus at 231 Forest Street, described in "d," "e," "f," "g," and "h" of the Article, are proposed to be rezoned to either the SR30, Educational District, or Educational A District. Adoption of the 2003 Map altered the previous configuration of the zoning districts as applied to the western portion of the campus. The proposed action memorializes the depiction on the current Zoning Map as there is no effect on the use of the campus.
5. Portions of Town-owned land at 150 Worcester Street, Hurd Brook Reservation, described in "i" of the Article, are proposed to be rezoned to the Parks, Recreation, and Conservation District. Prior to 2003, portions of this parcel were in SR15, or the zoning was unclear because of the location of paper street right-of-ways. The 2003 Map included all of the parcel in the Conservation District despite previous Town Meeting action. However, since 2003, streets have been abandoned and the proposed action will ratify the 2003 Map.
6. Portions of the MassBay Community College campus at 40 Oakland Street, described in "j" and "ee" of the Article, are proposed to be rezoned to the Educational District. Prior to 2003, the zoning boundary between the Educational District, the SR20 and the SR30 districts was depicted in several different ways. Further, while portions of the campus were intended to be zoned within the Single Residence District given the use and ownership of the property, the proposed action rezones the entirety of the campus to the Educational District.
7. Portions of four parcels located along Hollis Street/Westerly Street, Pleasant Street, Oak Street and Oakencroft Road, described in "k" and "u" of the Article, are proposed to be rezoned to the General Residence District, and portions of eight parcels located along High Meadow Circle, Oak Street, Oakencroft Road and Pleasant Street, described in "l" of the Article, are proposed to be rezoned to the SR10 District. The proposed rezoning intends to correct the boundary between the SR10 and General Residence District in this area, but also to affix the boundary to property lines, ensuring that the zoning of properties is consistent with the actual and intended use of the properties. This rezoning will result in the properties at 12-18 Hollis Street, 21 Westerly Street, 33-35 Pleasant Street, and 46 Oak Street being entirely in the General Residence District, and the

properties at 15 Oakencroft Road, 23 Oakencroft Road, 26 Oakencroft Road, 12 High Meadow Circle, 15 High Meadow Circle, 40 Pleasant Street, 43 Pleasant Street, and 50 Oak Street being entirely in the SR10 District. While included in the Article, no action is being sought at ATM as it pertains to 36 Pleasant Street; additionally, three properties along Crown Ridge Road (7, 9, and 11) were also referenced in the Article but are not being included in the motion as it was determined that no action is needed at this time.

8. A portion of the Department of Public Works property at 20-30 Municipal Way, described in "m" of the Article, is to be rezoned to the SR15 District. The 2003 Map erroneously extended the Business District into this parcel. The Article proposes to correct the zoning, rezoning the parcel entirely into the SR15 district.
9. The parcels at 204 and 214 Worcester Street in the Cedar Terrace Business area, items "o" and "x" in the Article, are to be included in their entirety in the Business District. Prior to 2003, all of 204 Worcester Street was in the Business District. The 2003 Map placed part of the parcel in SR15. The proposed action will correct the mistake in the 2003 Map. Prior to 2003, 214 Worcester Street was split between the Business District and SR15. The 2003 Map increased the portion of the parcel in SR15. The proposed action will resolve the split zoning of the parcel.
10. A portion of the Sisters of Charity property at 125 Oakland Street, described in "p" and "z" of the Article, is proposed to be rezoned to the Educational District. The 2003 Map altered the zoning boundary between the Educational District and SR30 district. Given the actual and intended use of the property, the Article proposes to rezone the property entirely to the Educational District.
11. Portions of Linden Square, as described in "q" and "cc" of the Article, totaling approximately 409,492 square feet, are proposed to be rezoned to the Business District, and portions of two parcels located at 1 Oak Street and 5 Oak Street, as described in "w" and "bb" of the Article, are proposed to be rezoned to the General Residence District. The property at 162-200 Linden Street, on the north side of Linden Street, is split between the Business and Industrial Districts. The 2003 Map incorrectly increased the amount of this property in the Industrial District. The proposed rezoning will restore the intended zoning, but will also rezone the entirety of the northern parcel of Linden Square to the Business District consistent with its actual use. The parcels at 1 Oak Street and 5 Oak Street are currently split between the Industrial District and the General Residence District. The proposed action will place the parcels entirely in the General Residence District.
12. Portions of three parcels on the south side of Linden Street, as described in "r" of the Article totaling approximately 16,626 square feet, are proposed to be rezoned to the Business District, and a portion of a parcel located along Linden Street, as described in "s" of the Article totaling approximately 11,282 square feet, is proposed to be rezoned to the Transportation District. Current zoning shows that a portion of certain parcels south of Linden Street are zoned in the Industrial District between the Business District that fronts on Linden Street and the railroad right of way in the Transportation District. The proposed rezoning will allocate this property between the Business District and the Transportation District and eliminate the Industrial District on these parcels.
13. Portions of various properties located along Bow Street, Prospect Street, and River Street, as described in "t" of the Article, are proposed to be rezoned to restore the boundary between SR10 and the Industrial District in that area as it existed prior to the

2003 Map. Portions of residential properties located at 18 Bow Street, 50 Prospect Street, 54 Prospect Street, 60 Prospect Street and 62 Prospect Street will be rezoned from the Industrial District to SR10 so that such parcels are entirely in SR10. A portion of 57 River Street is to be moved from the Industrial District to SR10 to be consistent with the rear line of the properties on Prospect Street, but the property will remain split zoned. Small portions of the properties at 30-34 Washington Street and 53 River Street are being rezoned to the Industrial District from the Single Residence District so that 30-34 Washington Street will be split between the Business and Industrial Districts (with the boundary between such districts remaining unchanged) and 53 River Street will be entirely in the Industrial District.

14. A portion of the Sudbury Aqueduct adjacent to Nehoiden Golf Course, described in "v" and "aa" of the Article, is proposed to be rezoned to the Parks, Recreation, and Conservation District in its entirety. Prior to 2003, the property was located in the SR20 district, but was erroneously placed in the SR40 district. Given the use of the property, the Planning Board believes the parcel should be in the Parks, Recreation, and Conservation District.

All of the above parcels that are in an overlay district will remain in such overlay district.

Advisory Considerations

Advisory agrees with the Planning Board that it is essential that the Town ensure that the Zoning Map is accurate. Advisory also agrees with the Planning Board's decision to ratify the 2003 Zoning Map when that map is more consistent with the current and intended use of certain properties. Advisory further agrees with the Planning Board's decision to place entirely in the Education District certain properties that are currently split between single residence districts and the Education District as the Education District is consistent with the current, intended, and expected use of such properties. Advisory commends the Planning Board and GIS staff for their careful review of the Zoning Map and for undertaking the painstaking work involved with this Article.

Passage requires a 2/3 vote.

Advisory recommends favorable action, 11 to 0.

ARTICLE 31. 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.

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 or 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 or 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)

Advisory expects no motion under this Article.

ARTICLE 32. 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. Deleting Section 2.5, Remote Participation, in its entirety and reserving said Section 2.5 for future provisions;
2. Combining Sections 2.4 and 6.20 by: (i) deleting Section 6.20 in its entirety; and (ii) inserting at the end of Section 2.4 the sentence "In addition to posting by the Town Clerk, the agenda for each meeting shall be posted on the Town's website.";
3. Deleting Section 4.6, Annual Report of Contracts, in its entirety;
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.5 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";
11. Amending the list of appointments set forth in Section 19.7, Appointments, by: (i) deleting existing 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) amending existing item 17 by inserting after the words "Inspector of Gas" the words "and Plumbing"; (iv) deleting the word "dog" from existing item 23 and replacing it with the words "Animal Control"; (v) deleting the words "Wellesley Cable Access Board (three members)" from existing item 26 and replacing them with the words "Wellesley Media Corporation (three members); (vi) adding a new item 27, "Sustainable Energy Committee (four

members"); (vii) adding a new item 28, "Retirement Board (one member)"; and (viii) adding a new item 29, "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;
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 Section 19.42, by inserting a space between the comma and the section symbol in the first sentence;
15. Amending Section 19.43, by: (i) inserting a hyphen between the words "three" and "year" in the first sentence thereof; and (ii) deleting from Section 19.43.a, the words "Department of Public Works" and inserting in place thereof the words "Municipal Light Plant";
16. Deleting Article 20, Telecommunications Advisory Committee, in its entirety and reserving said Article 20 for future provisions;
17. Amending Article 20A, Wellesley Cable Access Corporation, by deleting the words "Wellesley Cable Access Corporation" in each place they appear and inserting in place thereof the words "Wellesley Media Corporation";
18. Amending Section 22.3 by deleting the words "fire fighting" and replacing them with the word "firefighting";
19. Amending Section 23.1 by: (i) inserting after the words "Inspector of Gas" the words "and Plumbing"; and (ii) deleting the final sentence thereof;
20. Amending Article 24, Facilities Maintenance Department, by replacing the words "Facilities Maintenance" anywhere they appear in the Article with the words "Facilities Management";
21. 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.;"
22. 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";
23. 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";
24. 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."

25. 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.;"
26. 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;
27. Amending Article 42 by deleting the words "Assistant Assessor" in each place they appear and inserting in place thereof the words "Chief Assessor";
28. Amending Section 44.6 by deleting the number "45" from the fourth paragraph and inserting in place thereof the number "21";
29. 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";
30. 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";
31. Amending Section C (2) of Article 46C by inserting a hyphen between the words "two" and "year";
32. Amending the heading for Section 49.9A by adding after the word "Firearm" the words "and Air Guns";
33. Amending Section 49.2 by capitalizing the word "Vicualler" in each place it appears;
34. Amending Article 49 by deleting the words "fire fighting" in each place they appear and inserting in place thereof the word "firefighting"; and,
35. Amending Article 49 by deleting Sections 49.24 through 49.26, inclusive, and renumbering subsequent sections accordingly.

A redlined copy of the General Bylaw showing said amendments shall be made available on the Town's website for inspection.

or to take any other action in relation thereto.

(Board of Selectmen)

Through this Article, the Board of Selectmen seeks to amend the Town Bylaws, as outlined below, to achieve the following objectives:

- correct formatting and word usage;
- make minor edits to correct errors and omissions;
- combine sections to better align content;

- update the Bylaws to conform with current Town practices, including employee titles and department names;
- make changes in certain official duties, appointment authority, and committee composition.

A “redlined” version of the proposed changes is available on the Town’s website, <http://wellesleyma.gov/DocumentCenter/View/>.

The Board of Selectmen has put forward the proposed changes in a series of five motions that correspond to the groupings above. To assist Town Meeting Members in reviewing the proposed changes, the description of each individual change below includes an explanation or additional information as needed. Advisory’s considerations and recommendations on the five motions are presented at the conclusion of this write-up.

ARTICLE 32, MOTION 1: CORRECTIONS TO FORMATTING AND WORD USAGE

1. Amend section 5.6.b.iii.5 by deleting the extra word “the”;
2. Amend Section 11.4 concerning the purview of the Advisory Committee by deleting the entire first sentence, which is a *verbatim* repetition of a sentence in section 11.3;
3. Amend Article 12 by removing the bold font from section headings;
4. Amend Section 12.3 by inserting a hyphen between the words “Town” and “wide” in the last sentence;
5. Amend Section 18.3 by replacing the word “effects” with “affects”;
6. Amend Section 19.42 by inserting a space between the comma and the section symbol in the first sentence;
7. Amend Section 19.43 by inserting a hyphen between the words “three” and “year” in the first sentence;
8. Amend Section 22.3 and Article 49 by replacing the words “fire fighting” with the word “firefighting” wherever they appear;
9. Amend Section 49.2 by capitalizing in each place it appears the word “Victualler”;

ARTICLE 32, MOTION 2: MINOR EDITS TO CORRECT ERRORS AND OMISSIONS

1. Under Section 19.7, the list of Board of Selectmen appointments, insert the words “and Plumbing” after the words “Inspector of Gas” in existing item 17 (renumbered item 16);
2. Under Section 19.7, the list of Board of Selectmen appointments, add the following items to reflect appointment powers expressly granted elsewhere in the Bylaws:
 - a. New item 27 (after renumbering), “Sustainable Energy Committee (four members),” to reflect the appointment authority described under Article 12;
 - b. New item 28 (after renumbering), “Retirement Board (one member),” to reflect the appointment authority described under Article 32;
 - c. New item 29 (after renumbering), “Veterans Advisory Board,” to reflect the appointment authority described under Article 39.
3. Amend Section 19.11 by adding the word “Meeting” after “Town” to clarify the actual source of authority for settlements over \$5,000;
4. Amend Section 19.43a by replacing the words “Department of Public Works” with the words “Municipal Light Plant” to correct the name of the department that prepares and mails utility bills;
5. Amend Section 23.1b by inserting the words “and Plumbing” after “Inspector of Gas” and deleting the final sentence;
6. Amend Section 38.3, General Duties of the School Committee, by deleting the struck-through words “These include controlling and managing the public schools of the Town”;

7. Amend Section 46A.2, Definitions of Neighborhood Conservation Districts, by:
 - a. under the definition of "Guidelines," inserting the word "District" before the word "Commission";
 - b. under the definition of "Temporary Structures," deleting the comma following the word "time";
8. Amend Section C(2) of Article 46C, Damage and Reconstruction, Historic Preservation Demolition Review, by inserting a hyphen in the last sentence between the words "two" and "year."
9. Amend the heading for Section 49.9A, Use of Firearms, by adding after "Firearms" the words "and Air-Guns" to reflect the fact that the provision expressly applies to air-guns.

ARTICLE 32, MOTION 3: CHANGE TO BETTER ALIGN WITH ARTICLE CONTENT

Combine Section 2.4 (filing and posting of notice required under Open Meeting Law) and Section 6.20 (posting the agenda on the Town website) by deleting Section 6.20 and inserting the entire contents of that section ("In addition to posting by the Town Clerk, the agenda for each meeting shall be posted on the Town's website") at the end of Section 2.4. The posting requirement more appropriately belongs under Article 2, which outlines the rules for Open Meetings, than under Article 6, which contains general provisions applicable to the conduct of Town boards.

ARTICLE 32, MOTION 4: CHANGES TO CONFORM WITH CURRENT TOWN PRACTICES

1. Delete Section 2.5 "Remote Participation" in its entirety as it is not currently an allowed method of meeting participation;
2. Delete Section 4.6 "Annual Report of Contracts" in its entirety regarding the submission of all signed contracts to the Town Clerk for filing. This has not been the Town's custom for some time and each department retains its own records on contracts;
3. Amend Section 5.2 "Copies of Policies and Procedures" to insert the word "electronic," indicating that documents requested may be provided in electronic format; qualify the term "reasonable fees" by inserting, "To the extent permitted by the General Laws"; and specifying that fees may be charged if paper copies, not electronic copies, are requested;
4. Amend Section 19.7, the list of Board of Selectmen Appointments, as follows:
 - a. Replace "Civil Defense Director" in existing item 15 (renumbered item 14) with "Emergency Management Director";
 - b. Replace the word "Dog" in existing item 23 (renumbered item 22) with the words "Animal Control," per recent updates by the Board of Selectmen to the Animal Control policy;
 - c. Replace "Wellesley Cable Access Board (three members)" in existing item 26 (renumbered item 25) with "Wellesley Media Corporation (three members)";
5. Replace the word "Maintenance" in Section 19.33 with the word "Management" to reflect the new name of the FMD and the words "Network and Information Systems" with the acronym "IT" (Information Technology);
6. Delete Article 20, Telecommunications Advisory Committee, in its entirety. No appointments have been made to this Committee since 2005. The prior work of the Committee, including reviewing and analyzing cable TV licenses, is currently conducted by staff within the Selectmen's office, with final review by the Board of Selectmen;
7. Amend Section 24, Facilities Maintenance Department, by replacing the words "Facilities Maintenance" with "Facilities Management" wherever they appear;
8. Amend Article 35 by replacing the words "Community Affairs" with the words "Housing and Community Development" wherever they appear;

9. Amend Section 38.3, General Duties of the School Committee, by replacing the word "Maintenance" with the word "Management";
10. Amend Section 39.5, Veterans' Grave Officer, by deleting the words "preferably a veteran" and inserting after the first sentence a new sentence that reads: "The veterans' grave officer shall be a veteran as defined by M.G.L. Ch. 4, §43";
11. Amend Article 42 by replacing the words "Assistant Assessor" each place it appears with the words "Chief Assessor";
12. Amend Section 44.6 by replacing, in the fourth paragraph, the number "45" with the number "21," to correct either an error or historical relic and accurately reflect Town practice regarding how soon a hearing will commence after receipt of a completed application under the Wetlands Protection Act. The 45 days between receiving an application and holding a hearing is inconsistent with the Wetlands Protection Committee's own regulations. Hearings shall commence 21 days from receipt.
13. Amend Section 45.5, Annual Report of Planning Board, by replacing the words "Division of Community Services of the Massachusetts Department of Community Affairs" with the words "Massachusetts Department of Housing and Community Development";
14. Amend Article 49 by deleting Sections 49.24 through 49.26, having to do with the frightening, bridling and control of horses, and renumbering subsequent sections accordingly. The deleted provisions are now obsolete.

ARTICLE 32, MOTION 5: CHANGES IN OFFICIAL DUTIES, APPOINTMENT AUTHORITY, AND COMMITTEE COMPOSITION

1. Amend Section 26.3, Duties of the Town Clerk, by inserting 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." Granting the Town Clerk this authority will any enable non-substantive errors that are discovered to be corrected in a timely manner without the need to seek Town Meeting approval;
2. Amend Section 39.3, Director of the Department of Veterans' Services, by replacing the word "Selectmen" with the words "Executive Director" and deleting the words "The Director shall hold office at the discretion of the Selectmen." The Executive Director is the Chair of the regional Veteran's District for which the Director of Veterans' Services works. The regional district collectively interviews and chooses a Director, and thus appointment by the Executive Director is more appropriate than appointment by the Board of Selectmen, which is not involved in the interview or selection process;
3. Delete existing item 10, "Director of Veterans' Services," from Article 19.7, the list of Board of Selectmen appointments. Removing this position from the list of BOS appointments follows directly from the preceding change in appointment authority;
4. Amend Section 40.1, Membership of the Youth Commission, by replacing the word "seven" with the word "five." In addition, delete the words "provided one each shall be appointed upon the recommendation of the Council on Aging, the Chief of Police, the Recreation Commission and the School Committee, respectively." The Youth Commission has experienced difficulty recruiting and retaining seven members given that school parents are constantly in transition. It is the opinion of the Youth Director, endorsed by the Board of Selectmen, that reducing the size of the board to five members would eliminate time spent recruiting members without compromising the Commission's mission and work. Although the listed boards and departments work collaboratively with the Youth Commission (and the Youth Director), they have not been exercising their recommended appointment authority for some time, and the proposed change would align the bylaw with current practice. It is anticipated that, in addition to

the five commission members, the Wellesley Police Department Youth Officer will participate in an informal advisory role.

Advisory Considerations

Advisory acknowledges and appreciates the considerable time and effort expended by the Executive Director and Town Counsel, with the assistance of the Town Clerk, in undertaking this review and update of the General Bylaws. Advisory has, in turn, worked closely with the Board of Selectmen to understand and review all the proposed changes and explanations. Advisory believes that the proposed changes are sensible and justified. Ensuring that our Bylaws are clear and accurate and that they conform with existing Town practices provides an important notice function for all citizens and instills confidence in our Town government.

Advisory recommends favorable action on Motion 1, 12 to 0.

Advisory recommends favorable action on Motion 2, 12 to 0.

Advisory recommends favorable action on Motion 3, 12 to 0.

Advisory recommends favorable action on Motion 4, 12 to 0.

Advisory recommends favorable action on Motion 5, 12 to 0.

ARTICLE 33. To see if the Town will vote to amend the Town Bylaws Article 47 Animal Control Regulations, by deleting the Article 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. 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.
- 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)

In this Article, the Board of Selectmen requests approval to replace the existing language of Town Bylaws Article 47, “Animal Control Regulations,” in its entirety. This bylaw was last modified at Annual Town Meeting (ATM) in 1995 and has become outdated in several key areas. Most importantly, in 2012 the state enacted Chapter 193 of the Acts of 2012, which amended various provisions of Massachusetts General Laws Chapter 140, Sections 136A through 174E, governing animal control. The revised Article 47 will bring the Town’s bylaws into compliance with current state law.

The most significant updates from the Town’s existing animal control bylaw include:

1. Contemporizing the language: Outdated terms like “Dog Officer” and “miscreant dogs” have been modernized to “Animal Control Officer” and “nuisance dogs” or “dangerous dogs,” as defined by state law;
2. Documenting the specific fee and fine schedule the Town will follow for licensing and penalties, as recommended by the Attorney General;
3. Updating and clarifying the regulations and procedures around each type of dog-related situation (e.g., “nuisance and dangerous behavior,” “confinement orders,” etc.) to be consistent with state law;
4. Designating the Executive Director as the Hearing Officer rather than the Board of Selectmen;
5. Defining and addressing the licensing of kennels, as kennels are not addressed under the existing bylaw; and
6. Incorporating supporting references to state law consistently throughout the bylaw.

Overall, these revisions are intended to bring Wellesley’s bylaw on animal control up-to-date. Areas covered by our existing bylaw that are not mandated by the state and continue to be left to local control have been retained, with no substantive changes. Specifically, the revised bylaw keeps in place Wellesley’s existing leash laws as well as the provisions allowing each Town property “owner” (e.g., Natural Resources Commission, Wellesley Public Schools, Board of Public Works, Municipal Light Plant, Board of Library Trustees) to establish specific rules of animal behavior on the property under its control.

Advisory Considerations

Advisory supports updating the Town Bylaws to make them consistent with state law and believes that the additional clarification around enforcement provides greater transparency to the residents about the specific rules and regulations the Town enforces.

Advisory recommends favorable action, 12 to 0.

ARTICLE 34. 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 dollars (\$50) for such offense.

or take any other action in relation thereto.

(Board of Selectmen)

This article requests Town Meeting approval to replace Town Bylaw 49.19 with new language that provides the Board of Selectmen (BOS) authority to issue temporary special licenses to non-profit organizations for the service of alcohol inside of non-School Town buildings.

The current bylaw prohibits the service or consumption of alcohol in or on any Town property. For several years, other boards have asked the BOS to propose a bylaw change enabling the service of alcohol in Town buildings via the issuance of temporary special licenses. This is a relatively common practice in the towns in our immediate area and peer group; the Chief of Police is supportive of this change and has seen no reports of issues in other towns. Service of alcohol in municipal buildings is not prohibited by state law (specifically, Massachusetts General Laws Chapter 138 and Chapter 635 of the Acts of 1982), but has been prohibited in the current Town bylaw for several decades.

The BOS and staff held meetings with several boards (e.g., Board of Library Trustees, Recreation Commission, School Committee, Natural Resources Commission (NRC)) and the Chief of Police; they also contacted area towns to understand their policies and experiences. The BOS believes that easing the prohibition on alcohol is appropriate at this time, and will allow

non-profit organizations, as well as Town departments, to run events in Town buildings. The building “owner” would sponsor the organization’s application for a temporary special license, and the application in turn would be reviewed and approved by the Board of Selectmen. Types of events that would be possible if this bylaw change is approved include: fundraisers at the Wellesley Free Library hosted by The Wellesley Free Library Foundation, wine- or beer-tasting classes sponsored by the Recreation Department at the Warren Building, socials or fundraisers at the Tolles Parsons Center, and retirement celebrations for Town officials or employees at Town Hall, the Department of Public Works (DPW) or the Municipal Light Plant (MLP).

Based on input from various Town boards and the Chief of Police, the new bylaw will not change the existing prohibition on the service and consumption of alcohol in School buildings and outside on Town land, including all NRC land.

No other changes have been made to the existing bylaw. It is important to note that Chapter 635 of the Acts of 1982 allows the BOS to issue temporary special alcohol licenses only to non-profit organizations; this would not change if the new bylaw is adopted. As such, private individuals (e.g., those seeking to hold weddings, etc.) or for-profit organizations will continue to be prohibited from obtaining temporary special alcohol licenses in Wellesley.

Should Town Meeting approve this Article, the BOS will promulgate regulations addressing matters such as required liquor liability policies, police details, and the like.

Advisory Considerations

Advisory supports the Board of Selectmen’s request to revise Article 49.19 of the Town Bylaws to permit the issuance of temporary special licenses to non-profit organizations for the service of alcohol in non-School Town-owned buildings. By easing the current prohibition in the limited manner proposed here (non-profit organizations only, no service in School buildings or outdoors), the BOS has, Advisory believes, accommodated the demonstrated interest of Town boards and residents to allow some alcohol service on Town property without compromising public safety.

One Advisory member expressed concern about potential liability to the Town as a result of this bylaw change. Other members noted their understanding that, should Town Meeting adopt this change, the BOS, with the assistance of Town Counsel, will promulgate additional regulations as part of its “Rules and Regulations Governing Alcoholic Beverages” to address liability and other issues before any licenses will be granted under the new provision.

Advisory recommends favorable action, 12 to 0.

ARTICLE 35. 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:

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 three hundred dollars (\$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, twenty dollars (\$20).
- (e) Temporary and Transient Vendor Bylaw (Article 49.33).
 - [1] Enforcement agents: Board of Selectmen.
 - [2] Fine schedule: first offense, one hundred fifty dollars (\$150); second and subsequent offenses, three hundred dollars (\$300).
- (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 offence, 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.

- [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 offence, 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 offence, 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)

Under this Article, the Board of Selectmen requests Town Meeting approval to delete existing Article 52 of the Town Bylaws and replace it with a new Article 52 to better align with the uniformity and specificity requirements of state law.

The setting and levying of municipal fines for violations of local bylaws, rules or regulations are governed by Massachusetts General Laws (MGL) Title VII, Chapters 39-49A, "Cities, Towns and Districts." Chapter 40, Section 21D grants towns the authority to make non-criminal dispositions insofar as their bylaws or regulations contain "specific" penalties. Chapter 40U defines and sets out procedures and schedules for these municipal fines. In particular, Chapter 40U, Section 11 provides that:

The municipality shall, by ordinance or by-law, establish a schedule of fines for violations subject to this chapter committed within the municipality; provided, however, that *all such fines shall be uniform for the same offense committed in the same zone or district*, if any. A fine established under this chapter shall not exceed the maximum allowable amount under the relevant sections of the housing or sanitary code or municipal snow and ice removal requirement, excluding late fees (emphasis added).

As interpreted by the Commonwealth's Attorney General, the specificity and uniformity provisions of MGL Chapter 40, Section 21D and Chapter 40U, Section 11 require that the fines for civil infractions be for exact amounts. In an opinion issued last fall, the Attorney General determined that a fine established as "up to \$100" is invalid.

Article 52 of the Town Bylaws currently sets forth procedures for the non-criminal disposition of violations of Town bylaws, rules or regulations. However, Article 52 itself does not currently specify any fines; the fines are found elsewhere, within the substantive bylaws or regulations themselves. Indeed, Article 52.2 provides that "[t]he civil assessment for any violation shall be the amount(s) set forth in the law, bylaw, order or regulation being enforced."

Various provisions of the Town Bylaws and regulations contain fine schedules for different offenses. For example, Article 34 establishes fines for smoking in a non-smoking area (Article 34.5A (IV)(c)) or violating the plastic bag ban (Article 34.5C). Article 47 sets forth the penalties for failing to comply with animal control regulations (Article 47.9(d)). Article 49 of the Town Bylaws, the so-called "Police Regulations," contains a variety of fines for offenses including

placing traps on public property (Article 49.9C), failing to replace a utility pole within a specified period of time (Article 49.11A), violating water supply restrictions (Article 49.12b.9) or consuming marijuana in public (Article 49.19A). Still other fines are contained within regulations promulgated by various Town boards, such as the Board of Health.

Following a question raised by the Health Director earlier in the year regarding municipal fines, it became apparent that several of Wellesley's fines may not be specific and uniform amounts, as required by state law.

For example, Article 49.11A(b) provides that:

Any distribution company, telephone company or user violating this section (regulation of utility poles/replacement of existing poles) shall be subject to a fine of *not less than Three Hundred Dollars (\$300.00)* for each offense, each day constituting a separate offense (emphasis added).

Similarly, Section 15 ("Fine for Violation") of Chapter XIX of the Board of Health regulations, governing Body Art Establishments, provides that:

The fine for a violation of any provision of these Rules and Regulations shall be *not less than \$100.00* per offense. Each day that a violation continues shall be deemed to be a separate offense (emphasis added).

The Selectmen's office conferred with each board that levies a fine to verify the exact dollar amount that should accompany each violation of a bylaw or regulation. The revised Town Bylaw Article 52, as set forth in Article 35 of this Warrant, now contains a specific dollar amount for each fine proposed by the responsible board. All Town fines will now be described and included in this one bylaw provision. To continue with the examples above, the fine for violating Article 49.11A(b), the utility poles, will be listed under the revised Article 52B(1)(b)(2) as "first and subsequent offenses, three hundred dollars (\$300)," and the fine for violating Chapter XIX of the Board of Health regulations will be listed under revised Article 52B(2)(v)[2] as "first and subsequent offenses, one hundred dollars (\$100)." In addition to specifying the fine for each violation, the revised Article 52 also clearly specifies which town officials are charged with the provision's enforcement.

Advisory Considerations

Advisory supports the Board of Selectmen's efforts to continually review the Town's Bylaws for conformity with state law. Deleting current Article 52 and replacing it with the proposed language – which now clearly sets forth the exact amount of the fine for violating each bylaw and regulation – will better align the Town Bylaws with the uniformity and specificity requirements of the MGL, as interpreted by the Commonwealth's Attorney General.

Advisory recommends favorable action, 12 to 0.

ARTICLE 36. 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;

Or, take any action relative thereto.

(Citizen Petition)

This Article is a Citizen Petition asking Town Meeting to amend the Zoning Map to rezone neighboring properties at 170-184 Worcester Street and 7 Burke Lane. Under the Article, 170-184 Worcester Street (Assessor's Parcel ID# 15-1), totaling approximately 32,986 square feet, would be rezoned from the Business District and Single Residence District and 15,000 Square Foot Area Regulation District to the Business District in its entirety. The parcel located at 7 Burke Lane (Assessor's Parcel ID# 10-43), totaling approximately 19,116 square feet, would be rezoned from the Business District and Single Residence District to the Single Residence District A.

Currently, 170-184 Worcester Street is occupied by a multi-tenant building, including parking-intensive uses such as a restaurant and medical offices. The property at 7 Burke Lane is vacant, formerly occupied by a single-family home that was demolished as part of resolved environmental remediation efforts.

If adopted, this Article would convert all of 7 Burke Lane to the Single Residence District A. As part of the Single Residence District A, the parcel could be used for uses permitted in single residence districts and for "the temporary open surface parking of passenger cars of employees, customers, or guests of establishments...on which it abuts...provided said cars are not serviced or held for sale or lease on such land." Single Residence Districts A are located adjacent to many business districts in the Town, where they may be used for parking for adjacent businesses but not for other business uses involving the development of actual buildings or structures.

In addition, this Article would rezone the entirety of 170-184 Worcester Street to the Business District. Currently, 99.9% of 170-184 Worcester Street is in the Business District, with the small remainder in the Single Residence District 15,000 Square Foot Area Regulation District. The intent of rezoning 170-184 Worcester Street to the Business District, in its entirety, is to remove an instance of split zoning, where a small portion of this property is inexplicably located within the Single Residence District despite the property being used commercially. The Article would also rezone the 8.3% of 7 Burke Lane that is in the Business District, rezoning the entire parcel as Single Residence District A. As of the date this *Advisory Report* went to print, it was anticipated that the motion to be presented to Town Meeting under this Article would confirm that 7 Burke Lane will remain part of the 15,000 Square Foot Area Regulation District, as a safeguard in the event the property is ever used again for a single family home.

The adoption of the proposed rezonings would enable additional parking to be created at 7 Burke Lane to be used for businesses at 170-184 Worcester Street. The proponent of the citizen petition presented a conceptual plan for the development of parking at 7 Burke Lane, which will include appropriate screening and mitigation measures. Any such development would require compliance with the Off-Street Parking Bylaw, which requires screening and other design requirements, including increased setbacks for parking from residentially zoned property. Further, such a proposal would likely constitute a Major Construction Project, requiring a Site Plan Review application to be made to and approved by the Zoning Board of Appeals with a recommendation by both the Design Review Board and Planning Board.

The Planning Board voted to support the rezonings proposed under this Article.

Advisory Considerations

Advisory believes this Article represents an appropriate use of the Single Residence District A to enhance local businesses while protecting surrounding residential areas. Advisory also supports the elimination of split zoning on the properties.

Passage requires a 2/3 vote.

Advisory recommends favorable action 13 to 0.

ARTICLE 37. 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)

In the motion put forward under this Article, the petitioner asks Town Meeting to authorize the Moderator to appoint a committee to study and evaluate electronic voting at Town Meeting and to report back to Town Meeting with the Committee's recommendations and findings concerning the options, costs and steps necessary for future implementation of electronic voting.

The petitioner argues that electronic voting systems are used successfully in many other towns and would yield a variety of benefits, including: saving considerable time at Town Meeting that is currently spent conducting votes; providing a more accurate and more detailed record of every Town Meeting vote, which would be useful to both the Town Moderator in ensuring a consistent voting quorum and to the Town Clerk in compiling necessary data from Town Meeting; and that all votes, not just the loudest, are counted equally.

Advisory Considerations

Advisory invited Town Counsel to speak to the legality of electronic voting under the Town Bylaws. Electronic voting is not currently permitted under Articles 8.20-8.22, which governs the conduct of voting at town meeting; implementation of electronic voting would require amending the bylaws. Although the Moderator may, as petitioner points out, seek assistance in counting votes per Article 9.5, Town Counsel opines that the Moderator may not use a method of voting that is not approved under the bylaws.

Advisory Committee members acknowledged the potential benefits of electronic voting at town meetings and many expressed support for an electronic voting solution. Advisory recommends

that the study committee formed under this Article conduct a detailed analysis of the financial implications of leasing vs. buying, as well as identifying potential software problems.

Advisory recommends favorable action, 13 to 0.

ARTICLE 38. To see if the Town will vote to rescind authorized and unissued loans, to authorize the transfer of unused proceeds from previously issued loans to one or more eligible appropriations, and/or 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, as follows:

1) Amounts to be rescinded:

<i>Town Meeting Vote</i>	<i>Project</i>	<i>Total Debt Authorization</i>	<i>Amount to be Rescinded</i>
Art. 15, March 27, 2014, ATM	Fuller Brook	\$970,205.00	\$169,039.54
Art. 21, March 21, 2012, ATM	Bacon Street	\$480,000.00	\$380,000.00
Art. 5, October 27, 2014, STM	Middle School Windows	\$4,909,300.00	\$28,325.00
Art. 16, March 27, 2014 ATM	Police/Fire HVAC	\$1,403,280.00	\$18,280.00

2) Unused proceeds to be transferred and to rescind a like amount of debt in project to be supplemented:

<i>Town Meeting Vote</i>	<i>Original Project</i>	<i>Amount to be Transferred</i>	<i>Project to be Supplemented</i>	<i>Town Meeting Vote</i>
Art. 15, 2014 ATM	Fuller Brook	\$100,000.00	Cliff Road	Art. 20, 2017 ATM
Art. 21, 2012 ATM	Bacon Street	\$63,983.69	Cliff Road	Art. 20, 2017 ATM
Art. 5, 10/20/08 STM	High School	\$230,243.82	Tolles-Parson	Art. 24.1, 2016 ATM
Art. 2.1, 6/13/12 STM	St. James	\$473,766.95	Tolles-Parson	Art. 24.1, 2016 ATM
Art. 4, 6/13/12 STM	Morse Pond	\$66,924.69	School Security	Art. 18, 2017 ATM

or to take any other action in relation thereto.

(Board of Selectmen)

In this Article, the Board of Selectmen seeks Town Meeting approval to (1) rescind debt that was previously appropriated at various Annual and Special Town Meetings in the past but never issued; and (2) transfer funds that were borrowed but unused on five projects to three other projects similar in duration.

The chart below displays the items in the first category, the unused debt that is to be rescinded:

Project	Authorized Date	Rescind Unissued
Fuller Brook	Art 15, ATM 2014	\$169,040
Bacon Street	Art 21, ATM 2012	\$380,000
MS Windows	Art 5, STM Oct. 2014	\$ 28,325

The Town reviews annually the status of all debt-funded projects. The Town was able to complete two of these three projects under budget and did not have to borrow the full amount

authorized. The Bacon Street project will not take place because the replaced overlay is in good condition. This portion of the Article therefore rescinds the borrowing authority for the unneeded funds associated with these projects.

The chart below displays the items in the second category, funds that were borrowed but unused on five projects that will be transferred to three projects similar in duration. The chart shows the original project and its Town Meeting approval date, the amount of the proposed transfer, and the project (and its approval date) to which the funds will be transferred:

Project	Authorized Date	Transfer Unused Funds		Project	Original Authorization	Rescind the Same Amount
Fuller Brook	Art 15/ATM14	\$100,000	to	Cliff Road	Art 20/ATM17	Cliff Road
Bacon Street	Art 21/ATM12	\$63,984	to	Cliff Road	Art 20/ATM17	Cliff Road
High School	Art 5/STM Oct. 08	\$230,244	to	Tolles Parsons	Art 24.1/ATM16	Tolles Parsons
St James	Art 2.1/STM June 12	\$473,767	to	Tolles Parsons	Art 24.1/ATM16	Tolles Parsons
Morses Pond	Art 4/STM June 12	\$66,925	to	School Security	Art 18/ATM17	School Security

At times the cash-flow needs of a project slow or change and the Town borrows too much money. The (over) borrowed funds then need to be reassigned to another project in accordance with the borrowing provisions of Massachusetts General Law. This portion of the Article transfers unused funds to five projects and reduces the corresponding amounts to be borrowed on those same projects.

Advisory Considerations

Advisory is pleased that the projects in the first category were completed under budget and that the specified debt can be rescinded. Similarly, Advisory is pleased that excess funds that were borrowed on the five projects in the second category can be applied to reduce the borrowing for other projects of similar duration. Advisory views the actions in this Article to be housekeeping matters.

Advisory recommends favorable action, 13 to 0.

ARTICLE 39. 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 (ONE MILLION DOLLARS), 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)

Advisory expects no motion under this Article.

ARTICLE 40. 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)

Advisory expects no motion under this Article.

ARTICLE 41. 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 \$10,000 (TEN THOUSAND DOLLARS), on such terms as it may deem advisable, or to take any other action in relation thereto.

(Board of Selectmen)

Advisory expects no motion under this Article.

ARTICLE 42. 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)

This Motion authorizes the Board of Selectmen (BOS) to appoint one or more of its members as Fire Engineer. When dealing with administrative matters within the Fire Department, the BOS is required to convene as the Board of Fire Engineers. Examples of these administrative matters are hiring and termination of Fire Department personnel and review of major policy issues. It is Town custom for all of the Selectmen to be appointed to act in this capacity.

Advisory recommends favorable action, 13 to 0.

REPORT OF THE BOARD OF HEALTH

As described in the Board of Selectmen's proposed Warrant Article 35, the rewrite of the Town of Wellesley's Article 52 bylaw entitled "Bylaw, Rule or Regulation Violations, Non-Criminal Dispositions" specifies areas of enforcement by the Board of Health (BOH) that if violated could result in escalating monetary fines. Several areas monitored by the BOH for potential violations are cited under this proposed bylaw including abrasive blasting, animals, food services, housing, nuisances, pools, summer camps, rubbish, hazardous waste, tobacco, sewage, wells, illegal dumping and refuse disposal, lead paint, body art and plastic bags in addition to many other areas applicable under Massachusetts General Law (M.G.L.). This report summarizes the BOHs regulatory obligations and provides some recent metrics describing BOH services in monitoring these activities as well as other BOH services that impact public health.

Regulatory Obligations and Jurisdictional Authority

In 1948, the World Health Organization defined 'health' as "*a state of complete physical, mental and social well-being and not merely the absence of disease or infirmity*". Under M.G.L., state and local regulations, local boards of health perform many important and crucial duties relative to the protection of public health. These duties involve control of diseases, promotion of sanitary living conditions by monitoring the safety of food, housing and water and the protection of the environment from damage and pollution. These requirements reflect the legislature's understanding that many critical health problems are best handled by the involvement of local community officials familiar with local conditions. The Wellesley Board of Health functions as the local authority for enforcement and services that cut across several health and social services departments at the state level including the Massachusetts Departments of Public Health, Environmental Protection, Social Services and Mental Health. The specific language of the Wellesley BOH regulations (General Provisions and Chapters I through Chapter XIX) as mentioned in Warrant Article 35 can be found at <http://wellesleyma.gov/210/Regulations>.

Trends in Wellesley BOH Surveillance, Monitoring and Services

BOH surveillance, monitoring and services in Wellesley have been rapidly escalating over the past several years and are projected to increase even further based upon town projects approved and planned during fiscal years 2018 and 2019. There are several metrics that reflect the BOH service demands and trends as summarized below.

Revenues and Expenditure Offsets: The BOH has been increasing fees resulting in annual revenues as follows: 2014 - \$68,946; 2015- \$70,250; 2016 - \$75,540 and 2017 - \$78,860. The BOH increased fees in FY18 and are expected to be approximately \$6,000 higher than FY17, and an additional \$16,000 higher in FY19. During FY15 – FY17, the BOH returned a total of \$214,736 (average \$71,578/year) to the Town from Environmental Health Services (EHS) inspections, permits, plan reviews and other fees and fines. This amount represents 10.1% of the BOH annual budget during that period. In addition, each year the BOH spends considerable effort procuring items listed in the "Expenses" category of the budget by requesting donations and discounts for tangible office and medical supplies and equipment from federal and state

agencies programs. Although such donations and discounts are not guaranteed annually, whenever possible they are used to offset expenditures requested in the BOH “Expenses” budget category. While these offsets are not monetary in nature, they do allow the BOH to avoid spending from the Expenses category resulting in revenues in lieu of expenses returned to the Town. During 2014 through 2017, the BOH was able to return a total of \$51,640 (average \$17,213/year) from donated expense offsets, representing 2.4% of its annual budget. Combined, fees, fines and donations in lieu of expenses averaged 12.5% of the BOH annual budget returned to the Town each year.

Food Safety: Assuring food safety is a major responsibility of the BOH. Currently, town and cities in Massachusetts follow the Food and Drug Administration (FDA) food code and regulations. The processing of prepared meals in restaurants is subject to BOH inspections a minimum of two times per year with follow-up for any violations. During fiscal year 2017, prepared meals from for-profit Wellesley food establishments generated \$84,939,466 in sales bringing in \$637,046 in local meals tax revenues for Wellesley’s General Fund and \$5,308,716 as revenue to the State. This represents a nearly 50% increase in meal tax revenues since 2011, the first full year after the meal tax went into effect. Assuming an average meal price of \$24 per person, these food establishments served over 3.5 million meals per year. Since the meals tax does not apply to not-for-profit organizations, such as public and private school cafeterias and health care facilities, the total number of Wellesley’s prepared meals per year, all which must be monitored by the BOH to conform with food safety code, is estimated to be close to 7 million meals. In addition to ensuring that all meals *are prepared* according to the food safety codes, all retail food outlets, such as grocery stores and convenience stores, must also be monitored for adherence to food safety codes by the Wellesley BOH staff.

BOH Public Health Nursing and Social Services: Over the past three years there has been a 41% increase in BOH nursing visits and encounters and a 51% increase in social service encounters. While the BOH only employs a 0.6 FTE Public Health Nurse Supervisor, it has a per diem nursing pool comprised of several registered nurses and some support staff totaling approximately 0.75 FTE. These individuals are available for keep well clinics, vaccinations, home visits, clinic visits, emergency preparedness drills, exercises and real events and camp inspections. The BOH does not currently have either a full or designated part-time social services worker, but rather in FY18 retained 19 hours per week of per diem pool workers for social services support for the town with a special focus on adults 18 – 59 years of age. In addition, during the summer school vacation period when public school social workers are not available, the Health Department social services staff also serves many children and adolescents under age 18. Social services as a public health function involves helping the most vulnerable in the town including those suffering from mental health problems, personality disorders, abusive environments, homelessness, financial misfortune and social isolation. During FY18, the social services pool was forced to reduce its hours from 26 hours per week during FY17 to 19 hours per week during FY18, in order restore the funding of the full salary and fringe benefits of the BOH’s second Environmental Health Specialist -- a position which had been vacant for several years. For FY19, the BOH has proposed to restore the \$10,000 required to add those seven hours of social services back into the Social Services per diem

pool. This is necessary as demand for social services for Wellesley's most vulnerable population continues to increase.

Inspectional Environmental Health Services: In addition to food safety inspections described previously, Wellesley has experienced an 100% increase in non-livestock inspectional services and a 64% increase in livestock inspections over the past three years. In FY17, the BOH conducted a total of 1,270 inspections and permit reviews as part of all inspectional services. In addition, health record reviews of summer camps involved over 6,000 child campers. That number is expected to increase by nearly 50% due to the recent completion of renovations of several buildings and facilities used for camps. FDA food safety guidelines state that one full-time inspector should be responsible for no more than 125 food establishments or 250 annual food inspections. With a record increase in BOH service demands, the staff capacity must grow to meet federal, state and local regulatory compliance standards. Key services metrics have been increasing over time as shown in Table 1 below.

Table 1. Frequency of Selected Critical BOH Inspections and Services

BOH Services	FY15	FY16	FY17	3-yr % change
Food Establishment Inspections	243	337	387	59%
Food Establishment Plan Review	3	28	42	1300%
Food Establishment Suspensions	5	8	6	20%
Pool Inspections (includes reinspection's)	40	60	102	155%
Communicable Disease Reports	197	174	283	44%
Nursing: Influenza Vaccines	614	603	886	44%
Nursing Other Vaccines (e.g., pneumonia)	16	66	97	506%
Nursing Keep Well, Office, Home Visits	416	502	490	18%
Social Services Visits (< 60 years of age)	145	130	219	51%

Future Town Programs and Projects Requiring BOH Monitoring and Surveillance

During FY18, many new facilities, programs and projects requiring additional monitoring and surveillance by the BOH have been initiated. A partial list is provided below.

- **Food Recovery and Share Table Programs in the Schools:** Requires new inspectional services and surveillance. The program is now operational in three Wellesley public schools, Babson and Wellesley College, and is expected to become operational in several other schools soon.
- **Tolles Parson Center:** Requires new inspectional services for kitchen, cafeteria, and athletic room.
- **New Restaurant Plan Reviews and Permits:** e.g., Smith and Wollensky (238 seats). Requires new construction plan reviews inspectional services and food safety, construction and environmental monitoring.
- **900 Worcester Street Athletic Facilities:** Requires new inspectional services and food safety/environmental monitoring. Facilities to be monitored include athletic equipment, two pools, two ice rinks, indoor synthetic playing fields and food facilities. All these

structures require separate plan reviews and permitting processes with ongoing construction inspections and routine inspections by the Health Department.

- **New 40B Projects:** Newly proposed multiple housing units require plan reviews and planning meetings.
- **Marijuana Laws and Health Impact Consequences:** Increased demand on Environmental Health, Nursing and Social Services BOH personnel.
- **Body Art/Tanning Establishments:** Three new applications for body art permits have been received this year. All require detailed plan review, paperwork, and approval processes including site visits.
- **New Sun Life Cafeteria:** The cafeteria will feed 1,500 people a day requiring ongoing inspectional and monitoring surveillance.
- **Mobile Food and Single-Event Issue Permits and Inspection:** Mobile food and temporary applications have been increasing over the past several years.
- **Babson College, Wellesley College and Tenacre County Day School:** Various renovations and updates to buildings are being constructed across these campuses. Given the age of the buildings, asbestos is often encountered. Other issues involve monitoring of drinking water wells, indoor swimming pools, summer programs, cafeteria food services and new kitchen facilities.
- **Summer Camps:** The number of camps temporarily decreased this past year; however, they are going to return to approximately 9,000 child campers per day as renovations at various facilities are completed.
- **Septic:** The Health Department has seen an increase in applicants for septic related work on land not currently or easily serviced by town sewer.
- **Well Applications,** primarily of geo thermal heat are starting to increase.
- **Demolition inspections:** The BOH has had several new types of complaints based on the recent Historic Preservation bylaw change. Neighbors challenging a determination of historical significance are requesting additional inspections from the Health Department because they believe that certain properties are safety risks. These complaints are accompanied by claims of unsanitary conditions, rodent and animal harborages and stability of the structure, all which must be responded to and investigated.
- **Housing and Nuisance Complaints:** As construction work continues around town, neighboring residents often call the BOH with concerns of noise, dust, unsightliness, overcrowded parking and dumpsters. The Health Department has had several difficult and challenging cases involving tenant and landlord disputes.
- **Rodent Activity.** The town's rodent population has increased over the past year. In coordination with animal control, the BOH has identified several hot spots of activity requiring extermination efforts and prevention control.
- **Body art applicants** have increased, for new facilities, practitioners and apprenticeships.
- **Vaping Establishments and Marijuana-Related Activities:** The Health Department has had several inquiries regarding opening new vaping shops. Wellesley's current tobacco regulations are due for an update soon and the same will be true for any marijuana-related regulations.

- **Plastic Bag Ban** was instituted jointly by NRC and BOH and resides in town bylaws. Education of the bag ban, responding to complaints and assuring town food services are compliant is now part of the Health Department's routine work.
- **Gas Leaks** monitoring is an NRC lead initiative that the BOH has and will be continuing to support.
- **New State Sanitary Codes:** There have been major updates to state sanitary codes requiring update of local BOH standard operating procedures.

Wellesley Board of Health

Shepard Cohen, Chair

Marcia Testa Simonson, MPH, PhD, Vice Chair

Lloyd Tarlin, MD, Secretary

REPORT OF THE COMMUNITY PRESERVATION COMMITTEE

The Town of Wellesley accepted the Massachusetts Community Preservation Act (CPA) in 2002 and a Community Preservation Committee (CPC) was formed. As determined by Town bylaw, the CPC has nine members, including representatives from five designated boards: Natural Resources Commission, Planning Board, Recreation Commission, Housing Authority and Historical Commission. Four additional members are appointed by the Moderator, with one of those appointees traditionally recommended by the Wellesley Housing Development Corporation.

In accordance with the CPA, Wellesley set a 1% surcharge on the local property tax. (Taxes on the first \$100,000 of a property's value are exempt from the surcharge as are taxes on certain low-income housing.) The proceeds from the surcharge are used to pursue Community Preservation activities which fall into four categories: open space, historic resources, community housing and recreation. The surcharge for FY18 for Wellesley was \$1,261,514.

Wellesley's CPA fund retains 100% of the surcharge revenue. These funds are matched on an annual basis by monies from the Massachusetts Community Preservation Trust Fund, which is made up of revenues collected across the State from Land Court and Land Registry fees. The State's payment to each CPA community is determined by a statutory formula. In the early years of the CPA, the State match was 100% but this is no longer the case.

To date, 172 communities across the State have joined the CPA, with one town, Northbridge, raising the ballot question this spring. This growing number of CPA communities, coupled with declining fee revenues, means the amount of Wellesley's State match has declined in recent years, with the FY18 match being 17.2% or \$206,452 (down from a match in FY17 of 20.4% or \$237,243.) For planning purposes, it has been suggested Wellesley estimate a 10% match for next year.

The Massachusetts Community Preservation Coalition, a group to which Wellesley's CPC belongs, continues its lobbying efforts on Beacon Hill requesting an increase in fees collected at the Registry of Deeds, thus adding to the State CPA Trust. These fees have not been adjusted since the CPA was enacted and the proposed increase would ensure a 50% match for CPA communities. The CPC supports the Coalition's efforts.

By statute, the CPC is required to allocate a minimum of 10% of all revenues to be expended or placed in a designated reserve for later use in each of three major categories: open space, community housing, and historic resources. At the municipality's discretion, the remaining portion of annual CPA revenues may be used currently or placed in a general reserve fund for future use in any of these three categories as well as for recreation projects. The Town may also appropriate up to 5% of annual CPA funds for "administrative" purposes. Administrative funds are used for clerical support and for professional services in helping to define and analyze potential projects. Administrative funds not expended in any fiscal year are returned to the undesignated fund balance.

For additional background on the Massachusetts CPA, guidelines for communities and statutory requirements, surcharge information and the Community Preservation Trust Fund account balances, go to the following website and click on the links under the Community Preservation Act:

<http://www.mass.gov/dor/local-officials/municipal-databank-and-local-aid-unit/databank-reports-new.html>

Wellesley has approved 67 CPA appropriations since 2002. To see the list of Wellesley CPA projects, go to the Community Preservation Coalition website (and select Wellesley): <http://www.communitypreservation.org/projects/report?town=Wellesley>.

The 2017 ATM approved appropriations for nine projects:

- \$90,000 to the MLP for the rehabilitation of the Electric Substation
- \$20,400 to the Wellesley Historical Society for the processing of collections
- \$15,000 to the NRC for the conceptual design of a boardwalk and observation area at the North 40 vernal pool
- \$70,000 to the NRC for the purchase of a mobile phosphorous inactivation unit
- \$8,000 to the NRC on behalf of Tory DeFazio and the Celebrations Committee for the restoration of the WWI Memorial Grove near the State Street Pond
- \$130,000 to the NRC towards the purchase of a small weed harvester
- \$20,000 to the Wellesley Historical Commission for the expansion of the historic plaque program
- \$40,000 to the DPW for restoration work of the Sprague memorial Clock Tower
- \$2,500 to the DPW the purchase of trail counter equipment

As was the case for FY18, the debt service payment the CPC will make in FY19 on its contribution to the purchase of the North 40 will fulfill the statutory requirement that at least 10% of funds be expended or placed in reserve for open space. The CPC financial plan continues to carry entries in future years for possible CPA-eligible projects on the parcel.

Consistent with the Town-Wide Financial Planning process, the CPC has developed a long-range plan reflecting the current expectations of revenues, appropriations and fund balances. The charts below show the different CPC fund balances as of July 1, 2017 with projections through June 30, 2023.

Wellesley CPA Financial Plan: July 1, 2017 to June 30, 2023
February 20, 2018

REVENUE	<u>FY17</u>	<u>FY18</u>	<u>FY19</u>	<u>FY20</u>	<u>FY21</u>	<u>FY22</u>	<u>FY23</u>
Local Surcharge	\$1,201,441 103.3%	\$1,261,514 105.0%	\$1,324,589 105.0%	\$1,390,819 105.0%	\$1,460,360 105.0%	\$1,533,378 105.0%	\$1,610,046 105.0%
State Match (match %)	\$237,243 20.4%	\$206,452 17.2%	\$189,227 15.0%	\$198,688 15.0%	\$208,623 15.0%	\$219,054 15.0%	\$230,007 15.0%
Interest Other Revenues	\$54,200	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000
Total	\$1,492,884	\$1,497,966	\$1,543,816	\$1,619,507	\$1,698,982	\$1,782,432	\$1,870,053
APPROPRIATIONS	<u>FY17</u>	<u>FY18</u>	<u>FY19</u>	<u>FY20</u>	<u>FY21</u>	<u>FY22</u>	<u>FY23</u>
Administrative	\$65,000	\$65,000	\$65,000	\$65,000	\$65,000	\$65,000	\$65,000
WHDC	\$0	\$0	\$0	\$225,000	\$225,000	\$225,000	\$225,000
North 40 (TBD)	\$0	\$0	\$0	\$250,000	\$250,000	\$250,000	\$250,000
WHC Historical Plaque Program				\$20,000			
WHC Fells Library Roof					\$31,000		Historic
WHS Archival Activities	\$20,400	\$20,400	\$36,000				Historic
WHS Storage System							Historic - hide Hide
Wellesley Unified Plan	\$60,000						
Planning Board - Historic Guidelines	\$20,000						
Planning Board Land Use Study				\$25,000			Comm Housing
WHA Assessment of WHA Properties				\$200,000			Comm Housing
Memorial Grove				\$8,000			
NRC Phosphorus Inactivation Unit				\$70,000			
NRC Small Weed Harvester				\$130,000			
NRC Vernal Pool Boardwalk & Deck				\$15,000	\$50,000		Open Space
NRC Gas Leak Tester					\$2,500		Open Space
NRC Fish Ladder					\$5,000		Open Space
NRC Duck Pond Bridge				\$38,500	\$82,500		Open Space
MLP Electric Substation				\$90,000			
Trails Comm / DPW Trail Counters	\$2,500						
DPW Clock Tower				\$40,000			
DPW Sprague Tennis Courts					\$150,000		Undesig - Rec
RC Beach & Bathhouse Study				\$40,000		\$500,000	Open Space
PFTF High School Track & Field (Phase I)	\$1,000,000						
PFTF HS Track & Field (Phase II Bathrooms)					\$175,000		Undesig - Rec
SFIC Softball Field Improvements					\$100,000	\$500,000	Undesig - Rec
Other Projects (2018 and future)				\$250,000	\$250,000	\$450,000	\$450,000
Subtotal Open Space	\$2,500	\$223,000	\$136,000	\$82,500			
Subtotal Historic	\$40,400	\$170,400	\$67,000				
Subtotal Community Housing	\$0	\$0	\$225,000	\$225,000	\$225,000	\$225,000	
Subtotal Recreation	\$1,000,000	\$0	\$425,000	\$500,000	\$500,000		
Other or Undesignated	\$60,000	\$250,000	\$250,000	\$700,000	\$700,000	\$700,000	
Admin	\$65,000	\$65,000	\$65,000	\$65,000	\$65,000	\$65,000	\$65,000
Total	\$1,167,900	\$708,400	\$1,168,000	\$1,572,500	\$1,490,000	\$990,000	\$990,000
Appropriations funded by Debt	<u>FY17</u>	<u>FY18</u>	<u>FY19</u>	<u>FY20</u>	<u>FY21</u>	<u>FY22</u>	<u>FY23</u>
North 40 Borrowing \$10,000,000 Debt Service on North 40 Debt Service to 2045	\$548,944	\$553,244	\$550,244	\$552,044	\$553,444	\$549,444	\$550,244
							Undesignated

Wellesley CPA Financial Plan: July 1, 2017 to June 30, 2023
February 20, 2018

Planned Reserve Appropriations	FY17	FY18	FY19	FY20	FY21	FY22	FY23
Open Space Reserve (satisfied by debt service)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Additional Prev FY Open Space							
Historic Reserve	\$155,000	\$160,000	\$160,000	\$165,000	\$175,000	\$180,000	\$190,000
Additional Prev FY Historic Reserve							
Community Housing Reserve	\$155,000	\$160,000	\$160,000	\$165,000	\$175,000	\$180,000	\$190,000
Additional Prev FY Community Housing							
Total Approp for Reserves	\$310,000	\$320,000	\$320,000	\$330,000	\$350,000	\$360,000	\$380,000
Fund Balances	6/30/17	6/30/18	6/30/19	6/30/20	6/30/21	6/30/22	6/30/23
Encumbered*	\$2,218,120	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000
Open Space Reserve	\$505,277	\$369,277	\$286,777	\$286,777	\$286,777	\$286,777	\$286,777
Historic Reserve	\$193,113	\$286,113	\$451,113	\$626,113	\$806,113	\$996,113	\$1,196,113
Community Housing Res	\$615,565	\$550,565	\$490,565	\$440,565	\$395,565	\$360,565	\$335,565
Specific Reserves	\$1,313,956	\$1,205,956	\$1,228,456	\$1,353,456	\$1,488,456	\$1,643,456	\$1,818,456
Undesignated	\$2,911,772	\$2,799,493	\$2,196,266	\$1,647,329	\$1,671,867	\$1,759,055	\$1,913,464
Total Available	\$4,225,727	\$4,005,449	\$3,424,721	\$3,000,784	\$3,160,323	\$3,402,510	\$3,731,919
Total Assets	\$6,443,847	\$5,005,449	\$4,424,721	\$4,000,784	\$4,160,323	\$4,402,510	\$4,731,919

*For each year end, funds approved by the ATM are encumbered and no longer in Total Available
 ** FY2019 Source - future years on projected projects may be partially funded from undesignated

Proposed Actions for ATM 2018– CPC Article 15

1. Administrative Funds and Appropriations to Designated Reserves

The CPC requests the following:

- \$65,000 for administrative funds
- \$160,000 to be appropriated to the Historic Resources Reserve
- \$160,000 to be appropriated to the Community Housing Reserve

The Town may appropriate up to 5% of estimated annual revenues for administrative purposes. These funds are utilized primarily for consultants and engineers to help analyze and define potential projects that may receive CPA funding. In addition, these funds finance a part-time administrative assistant who is responsible for all CPC clerical and reporting duties, including maintaining the CPC's website and on-line access to CPC applications, meeting reports and related materials.

The CPC requests an appropriation of \$65,000. Unused funds appropriated for administrative purposes will revert to the CPA fund undesignated balance.

Under the State CPA, the Town is required to appropriate or reserve for future appropriations a minimum of 10% of the estimated annual revenues for three designated purposes: Open Space, Historic Resources and Community Housing. The debt service payments on the commitment of CPA funds to the purchase of the North 40 fulfills the required annual contribution to the Open Space Reserve. Therefore the usual 10% appropriation is requested for only the two remaining reserves.

The CPC requests \$160,000 be appropriated to both the Historic Resources Reserve and the Community Housing Reserve.

Total Recommended Amount: \$385,000

2. Appropriation to the Recreation Department

Sponsor: Wellesley Recreation Commission

Project: Feasibility Study and Design of Morses Pond Bathhouse and Beachfront

Recommended Amount: \$40,000 taken from funds in the Open Space Reserve

The goal of this study is to provide the Recreation Commission with a complete analysis of the programmatic and facility needs at Morses Pond, including financial projections to support the planning, redesign and construction of the beachfront and bathhouse at Morses Pond. The analysis will include a thorough evaluation of existing programs, projected needs and trends, staffing requirements and a community needs assessment. The study will also provide an assessment of funding needs and fiscal performance of a new facility and possible program expansions. The study will include land surveys, site evaluation, schematic site planning as well as schematic designs with cost estimates of a possible refurbished or new facility. The ultimate goal is to have a facility of the highest safety standards that is aesthetically satisfying to all who use it.

The Recreation Department will be supporting this study with an additional \$40,000 of funds. This study has the support of the Natural Resources Commission and the Department of Public Works.

The Community Preservation Committee recognizes the importance of Morses Pond as a recreational facility for the Town of Wellesley. The CPC is aware that a review of the bathhouse and beachfront have been under consideration for a number of years, and we are pleased to support this study and help move this project forward.

3. Appropriation to the Department of Public Works

Sponsor: Board of Public Works

Project: The Reconstruction of the Sprague Field Complex Tennis Courts

Recommended Amount: \$150,000 taken from Undesignated Funds

With an additional \$150,000 in funding from the Department of Public Works capital budget, this project will completely reconstruct the four regulation-sized tennis courts at the Sprague Fields, located between the Middle School and the Sprague School. These tennis courts have deteriorated to the point where they are no longer safe for use by the Middle School gym classes and tennis teams or by the general public. Although the DPW has sealed cracks and repainted over the years, the current surface on the courts is almost 50 years old with no known restoration.

These tennis courts are open to the public and are accessible by paved walkways connected to the Middle School parking lot, the Sprague parking areas and Highland Road. Until recently, the courts were actively used both by school programs and the general public.

This project will include a reconstructed court base, new sports surface asphalt and paint, new posts and nets, and new signage and fencing. In addition, at the recommendation of the tennis coaches, the courts will be re-oriented with a more north/south orientation.

This project has the support of the School Committee and the Recreation Commission.

The CPC is pleased to support this project as the tennis courts are a resource that has been lost to the community – and a resource that should be used and enjoyed by all age groups.

4. Appropriation to the Department of Public Works

Sponsors: Playing Field Task Force, School Dept., Wellesley High School Field Fund

Project: Phase II of the Hunnewell Track and Field Project

Recommended Amount: \$175,000 taken from Undesignated Funds

Phase II of the Track and Field Project is the construction of restroom facilities at the recently renovated complex. (Phase II of the project also includes the construction of Team Rooms but no CPA funds are being requested for those.) The State of Massachusetts requires 29 bathroom stalls at the field, with 19 women's, 10 men's and one additional ADA compliant stall. The bathrooms will be installed in two locations on the site: one structure located by the State Street entrance to the field and the second located at the end of the field closest to the high school building, near the current "snack shack". The restrooms located by the State Street parking lot will be accessible to the public during the non-winter months.

The original estimate for this Phase II was approximately \$1.5 million. By using modular structures, the cost of the project has been significantly reduced with the total cost of Phase II, including contingencies and landscape plantings to be less than \$500,000. The additional funding for the project will come from the Town's budget (\$175,000) and from a gift of private funds from the Wellesley Field Fund. These will be covered in a separate TM Article.

This project has received the support of the NRC, the Board of Selectmen, the DPW, the School Department and the School Athletic Department. Sustainable Wellesley has been involved in the development of the plans and the RFP; Cricket Vlass, the Town's Landscape Planner, has been part of the design team. The Facilities Management Department has been consulted about the maintenance and upkeep of the new structures.

The need for the bathroom facilities (and the team rooms) was well-demonstrated during Phase I of this project. Bringing Phase II to Town Meeting has been a collaborative effort on the part of many Town boards, committee and tireless volunteers. CPA funds were instrumental in the conceptual development of this project and in the completion of Phase I. The CPC is proud to support Phase II knowing how many citizens Wellesley residents will benefit from its completion.

5. Appropriation to the Natural Resources Commission

Sponsor: Natural Resources Commission

Project: Boardwalk and Observation Area at the North 40 Vernal Pool – Phase II

Recommended Amount: \$50,000 taken from the Open Space Reserve

This project will complete the construction of the boardwalk and observation area at the vernal pool at the corner of Turner and Weston Roads, within the parcel of land known as the North 40 purchased from Wellesley College in 2015. CPA funds were appropriated at the ATM in 2017 for the feasibility and schematic designs for the construction of a boardwalk and an overlook area with educational signage to allow pedestrian access to the pond while protecting the habitat.

Regardless of what plans may develop for the use of the North 40, vernal pools are protected under State law and this portion of the property must remain undeveloped. The Board of Selectmen has endorsed this project. The CPC is pleased to support this project through to its completion.

6. Appropriation to the Natural Resources Commission

Sponsor: Natural Resources Commission

Project: Gas Leak Detection Equipment

Recommended Amount: \$2,500 taken from the Open Space Reserve

The NRC has done extensive work with other Town boards and committees to locate over 200 active gas leaks in town. In addition to the health and safety risks caused by leaks, the leaks are harmful to soil and vegetation. This equipment will allow the NRC and the DPW to check locations for gas leaks prior to planting new trees and plants.

As the Town's Tree Warden and the steward of Wellesley's designation as a Tree City USA, it has always been NRC policy to replace a tree that is removed. This equipment will help determine if a failing tree has been subjected to a gas leak and will prevent trees from being planted where they will not survive.

DPW is in support of this project and both NRC and DPW staff will be trained in using this equipment. CPC sees the importance in protecting the Town's tree canopy and the immediate value this equipment will provide.

7. Appropriation to the Natural Resources Commission

Sponsor: Natural Resources Commission

Project: Fuller Brook Park Stone Fish Ramp

Recommended Amount: \$5,000 taken from the Open Space Reserve

The original plans for the Fuller Brook Park rehabilitation project called for the inclusion of a "fish ladder" or "fish ramp" but this element was removed as a cost-cutting measure. The alewife who travel up to the State Street Pond to spawn continue to have difficulty getting up and over the concrete spillway located in Fuller Brook just above Grove Street. It has become a rite of spring to watch the fish – and in some instances provide help – up and over the flume. This simple stone ramp would provide the fish a more gradual and successful journey upstream.

CPC is proud of the role it has played in the restoration of Fuller Brook Park. The NRC believes and CPC agrees that this new element in the Fuller Brook will provide to visitors of the park of all ages a fun and unique learning experience.

8. Appropriation to the Department of Public Works

Sponsor: Natural Resources Commission, Department of Public Works

Project: Reconstruction of the Duck Pond Bridge, Phase I

Recommended Amount: \$38,500 taken from the Open Space Reserve

The Town's engineering department has undertaken a preliminary study of the pedestrian footbridge that crosses Cold Spring Brook near the entrance to Town Hall and next to the Duck Pond. Structural issues have been identified and this appropriation will provide funds for Phase I of a reconstruction project which will entail detailed structural assessments of the footbridge, design and permitting of a new bridge with construction bid documents. It is anticipated that additional CPA funds will be requested at the 2019 ATM for the construction of the new bridge.

In addition to addressing the public safety issues presented by the deficiencies identified, the reconstruction provides the opportunity to bring the bridge into ADA compliance. CPC believes this is an important upgrade to this popular Town landmark and fully supports this project.

9. Appropriation to the Planning Department

Sponsor: Planning Department

Project: Sub-Area Land Use Study

Recommended Amount: \$25,000 taken from the Community Housing Reserve

In response to the many proposed Chapter 40B developments in Wellesley, the Planning Department has undertaken a Housing Production Plan for the town which is expected to be completed summer of 2018. The Housing Production Plan (HPP) will identify locations in town for potential development or redevelopment with the goal of adding to the town's affordable housing stock. This appropriation, in addition to \$25,000 from the Planning Department's budget, will allow the Planning Department to undertake an in-depth analysis of a location identified by the HPP in terms of the feasibility of developing affordable and diverse housing opportunities, transportation options, sustainability and economic development.

This represents a proactive effort on the part of the Planning Department to implement anticipated recommendations of the HPP and demonstrates a commitment on the part of the town to work towards achieving the benchmark of having 10% of housing stock designated as affordable. Supporting community housing is a tenet of the CPA and the CPC is committed to supporting the town's efforts in achieving its affordable housing goals.

10. Appropriation to the Facilities Management Department

Sponsor: Historical Commission, Facilities Maintenance Department

Project: Replacement of the Fells Branch Library Roof

Recommended Amount: \$31,000 taken from the Historic Resources Reserve

The Facilities Management Department has determined that the Fells Branch Library building is in need of a new roof and has budgeted \$50,000 for an asphalt replacement to replace the current asphalt roof. This request from the Historical Commission will provide the additional funds needed to replace the roof with a historically appropriate wood shingle roof.

The Fells Branch Library is the oldest public building in town and the Historical Commission believes it should be preserved appropriately for future generations. In addition, it is estimated that the wood shingle roof would last for fifty to sixty years, or twice as long as the life-expectancy of an asphalt roof.

CPC respects the role the Historical Commission plays in preserving the Town's rich history and believes this request is an appropriate use of CPA historic resource funds.

11. Appropriation to the Wellesley Housing Authority

Sponsor: Wellesley Housing Authority

Project: Analysis of Wellesley Housing Authority Sites at Barton Road and Morton Circle/Washington Street

Recommended Amount: \$200,000 taken from the Community Housing Reserve

These funds will allow the Wellesley Housing Authority to undertake the preliminary assessments necessary to be able to begin the exploration of the possible redevelopment of the WHA properties at Barton Road and Morton Circle/Washington Street. This request has the enthusiastic support of the Board of Selectmen and the Planning Department.

The Barton Road complex consists of 88 family housing units, two and three bedroom apartments, set on approximately 15 acres of land bordering Route 128 near the Route 9 interchange. Morton Circle/Washington Street consists of 76 one bedroom studio-like apartments for senior citizens and disabled adults adjacent to the Wellesley Police Station. These units have not been updated since the early 1960's and are not ADA accessible.

The site studies planned for these two locations will include complete title searches, site surveys and wetlands flagging; Phase I environmental surveys; fiscal feasibility analyses; and density/engineering analyses. This is an information gathering exercise to see what the potential is for the redevelopment and modernization of the properties. The ultimate goal is to increase the number and appeal of WHA housing opportunities – and add to the affordable housing units in town.

The WHA maintains a waiting list and has identified the need for additional housing units. The Town of Wellesley is experiencing increasing pressure to increase its affordable housing stock. This request is a step forward in responding to the needs of the Town and the CPC affirms its support for these community housing goals.

12. Appropriation to the Wellesley Historical Society

Sponsor: Wellesley Historical Society, Kathleen Fahey – Curator

Project: Processing of Business, Club and Organization Collections

Recommended Amount: \$36,000 taken from the Historic Resources Reserve

This request, combined with an additional \$18,000 raised privately, would allow the Wellesley Historical Society to complete the processing and preservation of its Business, Club and Organization archival collections. These collections contain a variety of archival materials such as manuscripts, financial documents, meeting minutes, historical photographs, correspondence and scrapbooks from a variety of Wellesley organizations from the Wellesley Players to Boy Scout Troop 182 to F. Diehl & Son.

Each group is treated as a separate collection and processed according to current archival standards. The Finding Aids created are then posted on the Wellesley Historical Society website and submitted to the Library of Congress/World Cat search engine. The collections are accessible to researchers, students and the community. In addition, by processing and preserving the collections in this manner, the Historical Society is preparing for the long-term goal of digitization.

CPA funds have supported a number of Historical Society's archiving activities in recent years, enabling the society to have a great presence in the community, offering programs with a

number of community groups and the schools. CPC is proud to support the completion of this important archiving project.

13. Appropriation to the Department of Public Works

Sponsor: Softball Fields Improvement Committee, Playing Fields Task Force, DPW

Project: Rehabilitation of Lee Field and Hunnewell II Field

Recommended Amount: \$100,000 from Undesignated Funds

This request will provide the funds for the schematic design and construction drawings for a project to bring the two main softball fields in town up to accepted safety and MIAA standards. This project was initiated by a citizen group lead by Jill Creevy and the funds for the early conceptual designs were privately raised.

This phase will carry the project through the next phase of detailed design drawings, permitting and bid documents. It is expected that sponsors of the project will return to the 2019 ATM requesting CPA and tax-impact funds for the construction phase of the project which will take place in the summer of 2019. Private funds will also be raised for the construction.

The project will address drainage issues, make the fields regulation size, install regulation backstops and safety fencing, improve the dugouts with provisions for sun protection, improve the landscaping and overall aesthetics of the fields, and make the fields ADA accessible.

This project has received the support of the Board of Selectmen, the Recreation Commission, the DPW, the School Department and the NRC. CPC is pleased to recommend action on this project.

The Town of Wellesley made a wise decision in adopting the CPA sixteen years ago. The CPC is proud to have played an important role in so many projects to benefit a large cross-section of the Town such as the Fuller Brook Park project, the Hunnewell Field Track and Field rehabilitation, and the Unified Plan. The studies and design phases funded this year with CPA funds predict a number of exciting potential projects in the near future, such as the rehabilitation of the Morses Pond beach and bathhouse and the potential development and redevelopment of sites in town for affordable housing. CPC is also pleased to support deserving projects that would otherwise not be undertaken, such as the softball fields improvements and the reconstruction of the Sprague Field tennis courts.

It is the true cooperative spirit at work in Wellesley that makes these collaborative efforts possible and the CPC would like to thank the many Town employees, elected officials and volunteer committee members who join forces with us to move so many important discussions and projects forward.

Respectfully Submitted,

Barbara McMahon, Chair

Allan Port, Vice-Chair

Catherine Johnson

Don Kelley

Emily Maitin

Raina McManus

Mason Smith

Susan Troy

Mark Wolfson

REPORT OF THE FULLER BROOK PARK COMMITTEE

The Fuller Brook Park Committee (FBPC) is pleased to provide its final report on the construction of the Fuller Brook Park Preservation Project. Construction on this important project began in July 2014 and was substantially completed as of October 31, 2017.

The 2014 ATM appropriated funds to implement Phase 4, (construction) of the Fuller Brook Park Preservation Project. The current Fuller Brook Project Committee (FBPC) was established by the Town Meeting to continue in an advisory capacity to help oversee the Phase 4 project implementation and construction of the project.

The five member FBPC is comprised of representatives from BPW, WHC, NRC, and Friends of Fuller Brook Park. The fifth member was appointed by the Moderator. The Project Management Team (PMT) of Mike Pakstis, Dave Hickey, Meghan Jop, Brandon Schmitt, and Peter Jackson met regularly with the FBPC.

On May 15, 2014, the Town entered into a contract with R. Bates & Sons, Inc. of Clinton, MA, to construct the project for a contract cost of \$4,324,647, with a projected construction completion of November 2016. New construction items added to the contract have increased the budget to \$4,750,717. However, cost savings on items in the original contract will allow the project to be completed within the original budget. The contract completion date was extended to October 31, 2017.

Construction activity since our 2017 report concentrated on completing drainage and paving elements of the project and finishing items identified as incomplete on a punch list issued to the contractor on January 16, 2017. These items include work between Wellesley Avenue and Dover Road. Work included drainage, path, and landscape improvements.

Roadway Drainage

Roadway drainage improvements are designed to improve the water quality of road stormwater runoff by installing deep sump catch basins to allow particulates to be removed from the water before it discharges into the brook. Drainage manholes were installed between the catch basins and the brook outfall as a last line of defense for preventing pollution from entering the brook.

1. During this period work concentrated on re-piping of the drainage systems and curbing at the ends of the dead end streets between Cottage Street and Dover Road to better direct stormwater to the upgraded catch basin/manhole systems on these streets.
2. A new drainage system was installed on approximately 450 feet of Cottage Street to increase capacity and improve water quality before the system outlets to Fuller Brook.

Path Construction

The Fuller Brook Park project included the reconstruction of almost 2.5 miles of the Brook Path extending from Washington Street to Dover Road. The major construction on the path was completed last year. However, responding to citizen concerns about the rough texture of the path surface due to the size of the stone aggregate on the surface of the path, the Town directed the contractor to sweep a large portion of the aggregate off the surface and to further compact the surface with a roller. This has created a smoother path surface that seems to be well received by path users.

Landscape Improvements

Planting and vegetation management are an important element of any major park restoration effort. These actions improve the beauty and ecological health of the park, enhancing the park and open space values for the community.

1. To date over 400 trees and shrubs of native plant species have been planted in the park between Brook Road and Dover Road. In addition, several hundred native shrubs, and grasses have been planted in association with stream restoration activities. Activity this year was primarily replacement of trees and shrubs that didn't survive for the two-year plant guarantee period. The contractor will continue to be responsible for replacement of plants that don't survive through the spring of 2018.
2. Lawns were seeded in areas disturbed by construction and these areas were maintained by the contractor until acceptance by the Town.
3. Removal and treatment of invasive plant species was an important part of the vegetation management for the park project. During this period the contractor performed a second removal operation over almost two acres of invasive vegetation comprised of twelve different species.

Through the completion of the work in October 2017, the Contractor completed \$4,443,227.95 of the \$4,750,717 budgeted for the base contract and extra work orders. This represents 93.5% of potential costs. The Town is holding retainage in the amount of \$111,082, and anticipates the contract will officially close in the spring about \$175,000 below the contract amount. Our consultant, BETA Group, Inc., has spent \$221,354.51 to date representing 68.4% of the \$323,600 consultant contract budget to provide construction support services. The project will incur some costs in the spring, related to final inspection, punch list completion, as-built plans and project closeout documentation. The project was financially supported by a CPC authorization of \$4,500,000 and a EPA 319 grant in the amount of \$337,000.

Respectfully submitted,

Diane Campbell, Chair
Robert Carley (Historical Commission)
Paul Criswell (BPW)
Heidi Kost-Gross (NRC)
Kurt Somerville (Friends of Fuller Brook)

REPORT OF THE MUNICIPAL LIGHT BOARD

Initiatives to Reduce Greenhouse Gas Emissions

The Wellesley Municipal Light Board (“Board”) places a high priority on achieving the greenhouse gas (“GHG”) emission reduction goals established by Town Meeting. In 2009 Town Meeting Members (“TMM”) approved a goal to reduce the Town of Wellesley’s GHG emissions by 10% from 2007 to 2013. TMM later increased the goal to 25% by 2020.

The Board follows a two-pronged strategy to reduce emissions generated to produce electricity delivered to Wellesley residents and businesses. The first strategy focuses on reducing electricity use through supporting conservation measures and replacing WMLP purchased electricity with local solar installations. The second strategy involves adding renewable energy to the Municipal Light Plant’s (“MLP”) power supply portfolio.

Status in 2017

As a result of MLP initiatives and those of Wellesley businesses and residents, MLP sales of electricity in 2017 are essentially flat compared with 2007¹, despite upward pressure on demand from the rapid growth in household electronic devices and the increasing size of new homes². By the beginning of 2018, the MLP had contracts with three wind farms, two hydro generators, and a generator using methane captured from landfill decomposition to provide renewable energy projected to comprise approximately 17 percent of electricity purchases in Fiscal Year 2018.

Conservation

Since 2009 the MLP has invested \$852,000 to install LED streetlights, beginning with the ornamental streetlights and completing with the current program on residential streets. The MLP also has invested \$115,000 to install LED lights in five Town buildings. Both of these investments have the dual benefit of reducing GHG emissions and reducing Town operating costs.

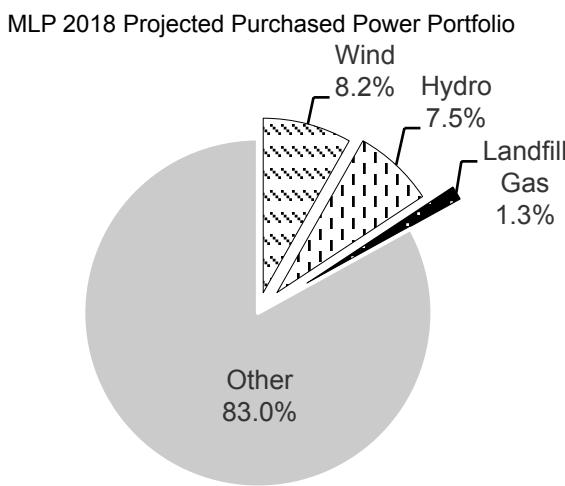
The MLP supports energy conservation efforts by its residential customers with free home energy assessments and rebates on EnergyStar appliances, mini-split heat pumps, central air conditioners and programmable and wireless thermostats. The MLP incorporated energy efficiency into the construction of its new building in 2013, cutting its own energy consumption (electricity and natural gas combined) in half.

Solar

The Town now has over 100 solar installations capable of generating 800 kilowatts of electricity. Wellesley’s two largest solar installations, at the High School and the MLP garage, were both funded by the MLP at a cost of \$431,500. In addition, the Board supported the Sustainable Energy Committee’s 2014 solar campaign by providing \$115,000 in rebates for new installations. The MLP net metering policy is at the most generous level offered in the industry, paying residential solar customers the same price for electricity the MLP charges its customers.

¹ Total sales were 246,127 MWH in 2007 and 243,361 MWH in 2017. Source: Portfolio Emissions Evaluation, October 23, 2017, prepared by Energy New England. This document is available on the WMLP website.

² In recent years the majority of new homes have requested upgraded electrical service, averaging 43 requests/year for service between 400 and 800 AMPs. Source: 2018 WMLP capital plan.



to 17.5% for the New England grid.¹

Current Initiatives

The MLP is negotiating with a fourth wind farm and with the contractor selected by the developer to install solar panels at the planned rink and pool at 900 Worcester. The solar installation could nearly double total solar capacity in Wellesley. Together with National Grid, the MLP is organizing a new campaign to offer enhanced free home energy assessments and to expand the campaign to condos, dormitories and apartment buildings.

The Board has contracted Analysis Group² to complete a comprehensive study (“Study”) of GHG reduction opportunities available to the MLP. Analysis Group will provide two reports. The first report, available in April, will cover the period 2018 – 2030 and will assess the costs, benefits and risks of the various reduction opportunities the MLP could implement during that twelve-year period. The Board will review the Study and establish a systematic plan to expend MLP funds to further reduce GHG. The second Analysis Group report will cover the period 2031 – 2050 and is expected to be presented to the Board in September.

Renewable Energy

In addition to the impact of the MLP’s purchase of renewable energy, market forces have driven a significant shift since 2007 from coal and oil to natural gas in the New England grid. In October 2017 the MLP contracted Energy New England (“ENE”) to independently calculate the Town of Wellesley’s GHG reduction from the electricity sector. ENE completed a comprehensive study of the New England grid and MLP’s emissions from 2007 through early 2018. ENE’s report, which can be found in its entirety on the MLP’s website, concluded the Town’s electricity-related GHG emissions were reduced by 26.8% compared

¹ The MLP receives one Renewable Energy Certificate (REC) for each MWH of wind power it purchases. Following the Massachusetts regulatory framework, the REC must be retained in order to claim the renewable attributes of the power. Currently the MLP retains about one-half of its RECs to support the Voluntary Renewable Energy program and sells the remaining RECs on the secondary market. The ENE report assumes that all RECs are retired. The Board will consider its handling of RECs as part of its planning process after receiving the Analysis Group report.

² The Analysis Group Study is led by Paul Hibbard who has decades of experience as a policy-maker in numerous diverse energy and environmental matters. From 2007 to 2010 he was chairman of the Massachusetts Department of Public Utilities.

REPORT OF THE PLANNING BOARD

In accordance with the provisions of Section XXVIA, *Notice for Public Hearings*, of the Zoning Bylaw, and Chapter 40A of the General Laws of the Commonwealth of Massachusetts, the Planning Board convened a duly advertised public hearing on Monday, February 5, 2018 on the proposed amendments to the Zoning Map and Zoning Bylaw as contained in the Warrant for the March 26, 2018 Annual Town Meeting (Articles 28, 29, 30, 31, and 36). Following the public hearing and as further required by the Zoning Bylaw and General Laws of the Commonwealth of Massachusetts, the Planning Board produced this Report with recommendations on the articles for consideration by Town Meeting.

Article 28 - Recreational Marijuana Prohibition

Final Recommendation - Adoption
(Planning Board voted 3-0)

Article 28 was initiated and is sponsored by the Board of Selectmen, and proposes to amend Sections IA, *Definitions* and XVI, *Restrictions Affecting All Districts*, of the Zoning Bylaw to prohibit marijuana establishments, other than Registered Marijuana Dispensaries, from being located and/or operating within the Town.

Pursuant to M.G.L. c.94G, §3, if a municipality voted against the 2016 state election ballot, entitled "Legalization, Regulation, and Taxation of Marijuana", the municipality may prohibit recreational marijuana establishments by bylaw or ordinance via local legislative approval. This special provision will expire after December 31, 2019. Subsequently, a two-step process requiring a ballot question and local legislative approval will be required.

In 2017, Town Meeting enacted a Zoning Bylaw moratorium (Article 30) to allow the Town time to establish local Bylaws to regulate recreational marijuana establishments and to consider any application of State regulations which had not yet been established. The Planning Board is of the opinion that Town Counsel has dedicated sufficient time studying the issue and that the Selectmen are proceeding as Town Counsel has advised; therefore, the Planning Board is of the opinion that it would be prudent to adopt a permanent prohibition on such uses as part of the Zoning Bylaw prior to the December 31, 2019 deadline. This prohibition is also consistent with the majority of Wellesley residents (58.3%) who voted against legalization of recreational marijuana on the 2016 state election ballot. Therefore, the Planning Board is of the opinion that the proposed amendment is warranted and in the Town's best interests from a land use regulatory perspective.

The Planning Board supports the amendment proposed under Article 28, voting 3 to 0.

Article 29 - Rezoning of Natural Resources Commission Properties

Final Recommendation - Adoption
(Planning Board voted 3-0)

Article 29 was initiated and is cosponsored by the Natural Resources Commission and Planning Board, and proposes to rezone 18 parcels owned by the NRC to the Parks, Recreation, and Conservation District. All 18 of the properties are currently located in the Single Residence District zoning district, as well as either the 10,000, 15,000, 20,000, or 40,000 Square Foot Area Regulation District. The 18 affected parcels encompass the land commonly known as Problem Rock, Morses Pond Beach, Sinoff Gift, Bird Island Sanctuary, Pine Point, Morses Pond, Schofield Tennis Courts, Warren Park, Sawyer Park, Yotz Meadow, The Waterway, Peabody Park South, Indian Springs Park, Farms Station Pond, Farms Station Pond South, Ware Park,

Hunnewell Field, and Devil's Slide. The Article proposes to amend the Zoning Map and the Zoning Bylaw by rezoning all of the parcels to the Parks, Recreation, and Conservation District zoning district.

Rezoning these properties to the Parks, Recreation, and Conservation District (previously known as the Conservation District) is a recommendation of the 2007-2017 Comprehensive Plan, which states that the Town should "Ensure that all park and conservation land is placed in the "Conservation" zoning district." Further, this Article is the third phase in a three phase process to rezone properties owned by the NRC to the Parks, Recreation, and Conservation District; Town Meeting approved the rezoning of 28 properties as the first phase in 2016, and 17 properties as the second phase in 2017. It should be noted that the Conservation District was amended under Article 35 of the 2017 Annual Town Meeting by retitling the zoning district and clarifying the allowed uses, including active recreation and parks uses that are present on a few of the properties included in the third phase of this initiative.

The Planning Board is of the opinion that the Article and proposed motion is a best practice and furthers the recommendations of the Comprehensive Plan. The properties are presently located in the Single Residence District (and applicable Area Regulation Districts), a district which is not necessarily compatible with the current and intended use of the properties as parks, open space, recreation, and/or conservation. For example, the principal permitted use in the Single Residence District is one-family dwellings, a use that is not permitted in the Parks, Recreation, and Conservation District. The Parks, Recreation, and Conservation District zoning is more fitting for the current and anticipated long-term use of these parcels, and it is best practice that the zoning of properties should match the actual and intended use of the properties.

Therefore, based upon the above, the Planning Board supports the amendments proposed under Article 29.

Article 30 - Zoning Map Corrections
Final Recommendation - Adoption
(Planning Board voted 3-0)

Article 30 was initiated and is sponsored by the Planning Board, and proposes to rezone several properties in order to correct fourteen (14) discrepancies identified on the current Zoning Map. A total of 24 errors were found; nine (9) were addressed as part of 2017 Annual Town Meeting's Article 36 and the last remaining error will be addressed at a future Town Meeting. Generally, these errors were the result of digitization of the Zoning Map in 2003. Town Counsel has advised that resolution of these errors requires Town Meeting action, as only Town Meeting has the authority to amend the Town's Zoning Map. Although the goal of this article is to correct errors in the Zoning Map, the Planning Board has found that reverting the Map to reflect that zoning previously adopted by Town Meeting is not the best course of action in all of these cases.

Therefore, in two cases, the current Zoning Map is being amended to revert the zoning to what was previously passed by Town Meeting, in three cases, the erroneous zoning featured on the current Zoning Map is being memorialized, and in nine cases, the Zoning Map is being amended towards an altogether new configuration. Both owners of the affected properties and abutters within 300 feet of the affected properties were notified of this proposed action and the Planning Board's public hearing.

Since the Zoning Map is a legal document, the Planning Board is of the opinion that it is essential that the Town work to ensure that the Zoning Map reflects information that is as

accurate as possible. The Planning Board is certain that each error and correction was researched exhaustively by staff of the Planning Department and GIS Division, and reviewed with Town Counsel. The Planning Board is of the opinion that the amendments proposed serve to correct the Zoning Map and/or ensure that the zoning of properties is consistent with its current, intended, and expected use, by the Town and property owners.

Therefore, based upon the above, the Planning Board supports the amendments proposed under Article 30.

Article 31 - Outdoor Lighting Bylaw
Final Recommendation - Adoption
(Planning Board voted 3-0)

Article 31 was initiated and is sponsored by the Planning Board and proposes to amend the Zoning Bylaw to adopt a new section to regulate outdoor lighting (Section XVIG, Outdoor Lighting). The proposed Bylaw would only be triggered by Minor and Major Constructions Projects, Large House Review projects, and proposals for externally illuminated signs; the Bylaw would only apply to single-family dwellings if Large House Review were required. Once triggered, the Bylaw limits maximum lighting levels of light fixtures, the amount of light that may *spill* off a property subject to the regulations, and the type of light fixtures installed (lights may only cast downward). However, the Bylaw would allow an applicant to seek a special permit to install lights inconsistent with the regulations, and such a special permit may be granted if certain findings are met that are intended to ensure that lighting is not excessive or disturbing to abutters.

The Planning Board is proposing the Bylaw based on the recommendations developed as part of a study into noise and outdoor lighting conducted over 2014 and 2015. The recommendations suggested that the Planning Board propose amendments to the Zoning Bylaw that regulate uses that have a potential for more egregious and disruptive lighting conditions. While the recommendations of the study suggested that more lighting conditions be addressed than are addressed by the proposed Bylaw, the Planning Board is of the opinion that the proposed Bylaw strikes a balance and imposes reasonable regulations on outdoor lighting in a manner that will be enforceable.

This current effort reinitiates an effort to adopt a Bylaw that the Board considered in 2017. At that time the Planning Board received several comments on the proposed Bylaw from Babson College and Wellesley College. While the Board was able to address the majority of the college's comments, the Board was not able to address concerns regarding the maximum foot-candle limit's effect on lighting that may be associated with sport and recreational fields. In this version of the Bylaw, the Board has included specific allowances for the lighting of such fields based on NCAA recommendations for sporting events. The colleges have not expressed further concerns based on the proposed version of the Bylaw.

Finally, when the Board presented the Article to the Advisory Committee in January of this year, some members of the Committee suggested that the Bylaw's requirement that light fixtures be *fully shielded* (i.e. prohibiting uplighting) may be limiting on the style of lights that may be used as part of a residential project subject to Large House Review (i.e. that some *coach-style* lights where bulbs are commonly exposed would be prohibited). The Board discussed this input and ultimately determined not to change the Bylaw further. In its consideration, the Board noted that there are coach-style lights available on the market that are fully shielded, and that a special permit option would be available in the Bylaw should an applicant wish to propose a fixture which was not fully shielded and circumstances aligned with reasonable and balanced

standards. However, the Board determined not to assess a fee for such a special permit application made in conjunction with an application for Large House Review.

Therefore, based upon the above, the Planning Board recommends adoption of the amendment proposed under Article 31.

Art. 36 - Rezoning of 170-184 Worcester Street and 7 Burke Lane
Final Recommendation - Adoption
(Planning Board voted 3-0)

Article 36 was initiated as a citizen's petition by Dennis Dischino recorded by the Town Clerk on December 26, 2017. The petition proposes 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; and 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.

Under Single Residence District A, the potential development of the property at 7 Burke Lane includes any purpose currently authorized in a Single Residence District; open surface parking of passenger cars of persons residing within 400 feet of such land, and the guest of such persons; and the temporary open surface parking of passenger cars of employees, customers or guests of establishments which constitute a use permitted by this Bylaw in the district (a) in which such land is situated or, (b) on which it abuts or from which it is separated by a way, provided said cars are not serviced or held for sale or lease on such land.

The intent of rezoning 170-184 Worcester Street to the Business District, in its entirety, is to remove an instance of split zoning, where a small portion of this property is located within the Single Residence District, despite the property being used commercially. The Board understands that the intent to rezone 7 Burke Lane to the Single Residence A District is to allow the property to be developed as an open surface parking lot to serve employees, customers or guests of establishments located at 170-184 Worcester Street, which abuts the property.

The Planning Board is of the opinion that the proposed amendments the Zoning Map under the Article are reasonable and will not create additional burden on abutting residential properties. Any impacts on abutting properties associated with the potential development of the property at 7 Burke Lane as a parking lot can be mitigated by current off-street parking design regulations, existing tree canopy, and existing fencing.

While one attendee has questions for the proponents regarding the plan for the intended parking at 7 Burke Lane, there were no objections raised to the rezoning or appropriateness of the use and development of the property in the proposed manner, at the Planning Board's public hearing. The Planning Board is of the opinion that the proposed rezoning of the properties is appropriate and would bolster the viability of the commercial property at 170-184 Worcester Street. The Planning Board does recommend that 7 Burke Lane be rezoned to the Single Residence A District, but that the 15,000 Square Foot Area Regulation District not be removed from the property as it would apply if the property were to ever be used again for a single family home.

Therefore, based upon the above, the Planning Board supports the amendments proposed under Article 36 by a vote of 3-0.

REPORT OF THE SUSTAINABLE ENERGY COMMITTEE

Town Meeting established the Sustainable Energy Committee (SEC) in 2010, to lead efforts to accomplish the goal adopted at the 2009 Annual Town Meeting to reduce Town-wide greenhouse gas (GHG) emissions 10 percent below 2007 levels by 2013, to monitor and report progress toward that goal, and to propose further goals for emissions reductions to Town Meeting. After meeting the 2013 goal of 10 percent GHG emissions reduction, the 2014 Annual Town Meeting adopted the SEC proposal to establish a new goal to reduce Town-wide emissions 25 percent below 2007 by 2020.

The SEC has seven appointed members, with staggered terms of three years. The Board of Selectmen (BOS), Municipal Light Plant (MLP), and School Committee each appoint one board member, officer, official, or paid employee. The BOS appoints the remaining four members from among residents or others with relevant interests and expertise. Traditionally, Babson and Wellesley College have held one of the at-large seats on a rotating basis.

MEASUREMENT OF 2017 EMISSIONS AND TRENDS

Each year the SEC measures the Town's "carbon footprint" and tracks the change against earlier years. This carbon footprint measurement is an estimated number calculated from a variety of inputs, some actual and some estimated. It is based on actual municipal and college data, actual electric and natural gas use by households and businesses, and estimates for heating oil consumption, fuel efficiency in the transportation sector and the conversion factors that translate energy use into GHG emissions. The methodology is guided by the U.S. Community Protocol for Accounting and Reporting of Greenhouse Gas Emissions established in October 2012 and calculated using ICLEI – Local Governments for Sustainability software.

	Preliminary Greenhouse Gas Emissions (CO ₂ e) in metric tons					
	Share of Total 2017 Emissions	2017 Emissions	2016 Emissions	2016 - 2017 Percent Change	2007 Emissions	2007 - 2017 Percent Change
Electricity/Natural Gas/Fuel Oil						
Residential	30.7%	110,525	105,879	4.4%	132,862	-16.8%
Commercial	12.7%	45,524	47,406	-4.0%	57,922	-21.4%
Colleges	10.6%	38,281	38,970	-1.8%	45,886	-16.6%
Municipal	2.1%	7,481	6,994	7.0%	9,287	-19.5%
Building Subtotal	56.1%	201,811	199,248	1.3%	245,957	-17.9%
Waste	0.5%	1,637	1,853	-11.7%	2,027	-19.2%
Gas/Diesel	43.4%	156,164	155,053	0.7%	160,468	-2.7%
Total Emissions	100.0%	359,613	356,154	1.0%	408,452	-12.0%

Wellesley's 2017 greenhouse gas emissions increased 1% above 2016 levels, but remained 1.5% lower than 2015 values. The disappointing 1.3% increase in building emissions in 2017 compared with 2016 is primarily driven by a 3.3% increase in natural gas use. This increase results from colder winter months in 2017 compared to 2016 (an 11% increase in the number of heating degree days in 2017) and a 2% increase in the number of natural gas customers.

A new, higher traffic count on Linden Street raised the traffic volume estimate and is the primary factor explaining the 0.7% increase in gas/diesel emissions. The small, waste sector saw a

11.7% decrease in emissions between 2016 and 2017, following two years of increasing emissions (up 3.7% in 2015 and 5.5% in 2016). The tonnage of total solid waste fell approximately 12% between 2016 and 2017, reflecting a 14% decrease in residential solid waste and a 45% increase in commercial solid waste.

The table is labeled “preliminary” because it is based on a 2016 emission conversion factor for electricity. The results in the table are pending a reply from the Environmental Protection Agency to our questions about a reported change in the 2017 conversion factor for electricity. The factor is recalculated annually to reflect the change in the mix of power generation supplying the New England grid as coal plants are converted to natural gas and renewable energy increases. When the EPA confirms or revises the published factor for 2017, the table, above, will be recalculated. Total electricity use declined 1.6% in 2017.

Overall, the reduction in emissions since 2007 is not sufficient to achieve the Town’s 2020 goal unless the pace accelerates.

COMMITTEE ACTIVITIES IN 2017 AND 2018

In addition to tracking and analyzing the GHG emissions as described above, the SEC led and contributed to a number of 2017 initiatives aimed at reducing the Town’s carbon footprint. These initiatives are detailed below.

Green Communities

On December 28, the Massachusetts Department of Energy Resources (DOER) designated the Town of Wellesley a Green Community. This designation comes with an initial grant totaling \$137,250 and makes the Town eligible for future, annual grants to fund energy efficiency and renewable energy projects. The SEC worked for over a year with the BOS, the Planning Department, the Planning Board, the Municipal Light Plant, the Facilities Management Department, the Department of Public Works (DPW), and with other Town departments, boards and committees to meet the five requirements to become a Green Community. To meet two of the requirements, the BOS and School Committee approved a Fuel Efficient Vehicle Policy and an Energy Reduction Plan (ERP). The Vehicle Policy requires that when the municipality replaces certain vehicles, the municipality must purchase fuel efficient models where these models are commercially available and practicable. The ERP details how the municipality can reduce its energy use by 20% below 2015 levels by 2020. The SEC now uses MassEnergyInsight software to track Wellesley’s municipal energy use. To fulfill a third criterion, Town Meeting approved an amendment to the Zoning Map and the Zoning Bylaws of the Town of Wellesley by adding a large-scale solar overlay district to one parcel of land at the Route 9/Route128 cloverleaf, owned and controlled by the Massachusetts Department of Transportation. Wellesley already met the remaining two criteria for Green Communities: adoption of the Stretch Building Code and an expedited permitting process for the above-mentioned solar system.

Becoming a Green Community will help Wellesley advance its sustainability and GHG gas emissions goals. Future Green Communities grants from the state will fund energy conservation projects that will lower the Town’s energy costs and GHG gas emissions. Wellesley recently submitted its first grant application which included an exterior light-emitting diode (LED) project at the DPW and an audit of the Town’s water and wastewater treatment equipment and operations. Projects eligible for future grants include heating, ventilation and air

conditioning upgrades, lighting improvements, variable frequency drives, solar panels, electric vehicles and electric vehicle charging stations, education programs, consultant services, and more to support renewable energy and energy efficiency for the Town.

Green Collaborative

The SEC works with boards and staff members throughout the Town of Wellesley and with Wellesley Public Schools. SEC's programs also involve significant participation by other groups with common interests. To connect numerous, environmentally-interested groups across Town, the SEC facilitates "Wellesley's Green Collaborative." The Collaborative consists of nearly 30 entities including grass roots climate action groups, houses of faith, land conservation activists, civic organizations, and garden clubs. The Collaborative meets several times per year to discuss sustainability issues relevant to Wellesley and to hear from a variety of speakers.

WasteWise Wellesley

The SEC, as part of the, 3R (Reduce, Reuse, Recycle) Working Group (DPW, Natural Resources Commission (NRC) and SEC) launched WasteWise Wellesley, a Town-wide program designed to identify and capitalize on win-win opportunities associated with sustainable materials management. The U.S. Environmental Protection Agency (EPA) estimates that the provision of goods and food in the United States contributes approximately 42% of the country's carbon footprint. WasteWise Wellesley initiatives involve collaborations with Wellesley Public Schools (WPS), WPS Food Services, FMD, DPW, NRC, Health Department, Green Schools, Sustainable Wellesley, United States Environmental Protection Agency (EPA), and the Massachusetts Department of Environmental Protection, and include:

- A cafeteria recycling and food waste diversion program at Bates, Fiske, and Sprague Elementary Schools. Bates is diverting between 32% and 40% of previously landfill-bound waste to more productive endpoints and has the potential to divert more than 90%.
- A residential food waste drop-off pilot program is collecting over 1 ton of food waste per week. This waste is used to generate methane with one ton of waste equal to 300 KWh. The pilot is currently expanding to include 600 households (up from 300).
- Recovery of unused-cooked food from Wellesley Middle School, Wellesley High School, and local colleges with distribution to local food pantries, providing over 20,000 meals per year. This project will soon expand to the elementary schools and was profiled in the *Boston Globe*, *Wellesley Townsman*, and *Wellesley-Weston Magazine*.
- A March 13, 2018 visit to Wellesley by the CEO of Whitsons Corporation so that he can meet with school and Food Services administrators and observe the recycling and food recovery programs in place and hopefully extend them to Whitsons' other 125 institutional customers..
- Distribution of a survey to Wellesley residents to gauge their interest in residential compost pick-up by a private vendor.
- Establishment of a Repair Café in Wellesley, and collaboration with the Rotary Club.

Sustainable Development Guidelines

The SEC initiated discussions with the Permanent Building Committee (PBC) and FMD regarding creation of Sustainable Development Guidelines for Wellesley. The SEC, PBC, and FMD toured Wellesley High School's sustainable features and took stock of lessons learned through the operation and maintenance of the new high school. The SEC carried out a review of relevant literature, provided advice to the School Committee on sustainability-related topics and supported outreach efforts with interested community members. At School Committee's request, the SEC developed an HHU Position Paper which contained specific recommendations for the Feasibility Study phase. The School Building Committee incorporated the SEC's recommendations into the Feasibility Study's Scope of Work. The SEC continues to follow the HHU process closely and plans to stay involved as the Town works with the Massachusetts School Building Authority.

At the NRC's request, the SEC provided advice to the DPW about sustainability as it relates to the Hunnewell Field Project. The SEC provided input on the Request for Proposals (RFP) for the team room and bathrooms near the aqueduct and the SEC will help to screen the firms that respond to the RFP.

SEC members met with Wellesley Free Library administrators and trustees to discuss sustainability-related facets of building operation and future renovations.

Transportation Working Group

The SEC launched a Transportation Working Group with participants from the SEC, Green Schools, and the Wellesley community. This Working Group aims to identify opportunities to improve methodologies for estimating transportation-related GHG gas emissions and potential initiatives to reduce these emissions. While Wellesley has seen a steady reduction in building-related GHG emissions, emissions from the transportation sector have remained relatively flat since 2007. The Working Group is in the process of gathering information, and has met with members of the Planning Department and BOS, Representative Alice Peisch, sustainability administrators at Wellesley and Babson Colleges, School Committee members, Wellesley Public School administrators, and a former MetroWest Regional Transit Authority employee who managed the Route 8 Bus.

Unified Plan

SEC members participated in the Unified Plan Steering Committee and provided comments on the Unified Plan drafts.

Promoting Home Energy Audits for Seniors

The SEC initiated a project with the Council on Aging to increase participation in the home energy assessments offered by the MLP and National Grid. Home Energy Saving Seminars at the Tolles-Parsons Center of the Council on Aging are planned for March 8 and April 5.

Additional Projects, Website and Staffing

The SEC Chair began serving on an MLP Working Group to oversee a study of how the MLP can reduce the GHG gas emissions of our town's electricity.

The SEC was one of several co-sponsors of a Gas Leaks Forum. The Forum raised awareness about the more than 200 gas leaks in Wellesley, and their implications for safety, human health, the environment, and wasted resources.

The SEC helped to establish a partnership between the SEC, MLP, Power to Choose, and the Wellesley Education Foundation/Wellesley STEM Expo. The goal of this partnership was to raise awareness about Wellesley's voluntary renewable energy program and to promote understanding of sustainability and renewable energy among Wellesley students and their parents. The Expo hosted exhibits on recycling, food recovery and renewable energy. The Expo also promoted the Sustainability Challenge, a contest designed to get kids learning and thinking creatively about renewable energy.

The Town of Wellesley has received the 2017 EPA Green Power Community designation. This designation is awarded based on the purchase of 5% of the Town's annual electricity consumption (for all Town departments and streetlights) from renewable energy and on the amount of electricity purchased from the Town-wide voluntary renewable energy program.

The SEC began to develop its website and will continue to expand the use of this website to promote sustainable energy, disseminate information and materials and strengthen the Committee's public outreach, generally.

The SEC has one half-time (19 hour/week) staff person: the Sustainable Energy Administrator. To support the SEC's burgeoning portfolio of projects, the SEC is seeking to increase the SEC Administrator's position to 25 hours/week and add a second, 10 hour/week SEC Assistant to its staff.

SUSTAINABLE ENERGY COMMITTEE

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

REPORT OF THE UNIFIED PLAN STEERING COMMITTEE

Unified Plan Project Management Team Report on the Unified Plan 2016-18

Concept of the Unified Plan

Following the recommendations from the Special Town Meetings of November 2015 and January 2016, the Board of Selectmen initiated efforts toward developing the Town's first Strategic Plan. At the same time, the Planning Board was due to update the Town's Comprehensive Plan 2007-17, which it does typically every ten years.

Board of Selectmen and Planning Board members and staff representatives (who would ultimately comprise the Unified Plan Project Management Team, or PMT) met to discuss the scope of their respective plans to evaluate the extent to which the plans themselves and the processes to develop the plans would overlap, and whether it would be appropriate to proceed together for the initial public input and needs assessment and visioning stages. It soon became evident that the needs and objectives of both plans were substantially interdependent. The PMT decided to pursue a joint process to create a "Unified Plan" that would address the Town's broad range of resources, functions, and goals together with a strategic financial and operations plan for meeting the Town's identified needs. The PMT wrote and released an RFP seeking a consultant to facilitate the process, conduct the research and analysis, and prepare the Plan. The Unified Plan will serve to inform and guide the Town's decision-making process in implementing priority actions over the next decade. Priorities identified in the Unified Plan will be reflected in Town and department-level short- and long-range planning documents and progress based on measurable outcomes will be assessed at regular intervals.

Background

The Unified Plan Steering Committee (UPSC) was formed in the fall of 2016 comprising representatives from twenty-five (25) Town boards, almost all boards active within Town government, along with at-large members representing various perspectives and interests. Throughout the winter of 2016-17, the consultants ran town-wide visioning forums and neighborhood workshops and conducted extensive interviews with key Town personnel. These sessions produced several documents, including *Wellesley at a Glance* and *Understanding Wellesley Today*, which inventoried and reviewed existing conditions, and resulted in the development of the Vision and Values Statement, finalized in the early spring of 2017¹ and an interim update was submitted to Annual Town Meeting 2017 (ATM)². The proposed completion of the Unified Plan and adoption by the Planning Board and Board of Selectmen were scheduled for February-March 2018.

Process

¹ Vision, Mission and Goals:

https://static1.squarespace.com/static/57d18bf32994cac3020ca011/t/58e2579b893fc0a495c4bd31/1491228579053/WellesleyUP+Vision-Values+Miniposter_170330.pdf

Wellesley Today:

<https://static1.squarespace.com/static/57d18bf32994cac3020ca011/t/58891733b3db2bd1e52dd5ff/1485379403581/2017-01-25%2BUnderstanding%2BWellesley%2BToday.pdf>

Wellesley at a Glance:

<https://static1.squarespace.com/static/57d18bf32994cac3020ca011/t/5889182d3a0411f6a7dc1ae6/1485379630698/2016-12-30+At+a+Glance.pdf>

<https://static1.squarespace.com/static/57d18bf32994cac3020ca011/t/58e259fe46c3c4185025b728/1491229182532/REPORT+FOR+ANNUAL+TOWN+MEETING-2017rev.pdf>

Based on participant and Steering Committee input, five (5) key areas for in-depth inquiry were developed: How We Live and Prosperity & Opportunity, Natural & Cultural Heritage, Sustainable Systems and Networks, Heath, and Town Government Strategic Concepts. Throughout the spring and summer, a community open house and interactive workshops were held on each of these key areas. Additionally, working groups for each of the areas composed of members of the Steering Committee and Town staff met to articulate more fully their thoughts, ideas, and concerns. Through these efforts, priorities, potential responses, strategies, and action items were identified for the five areas.

An initial draft of the Unified Plan was released in the fall of 2017 and a community-wide forum was held to solicit comments on the draft, most importantly the policies and decisions that had been perceived as the most difficult to address. Throughout the entire process, Steering Committee members were asked to gather input, feedback, and comments from their boards and departments. A website was also opened for online comment. The consultants collected and analyzed all input received from the Steering Committee and the public and produced a final version of the Unified Plan in February 2018. The February 2018 draft of the Unified Plan is available here: www.wellesleyunifiedplan.com/draft-documents.

Regarding many of the elements explored in the Unified Plan that may be found in a traditional comprehensive/master plan, the Planning Board will look for opportunities to work with all applicable boards and departments to proactively implement the recommendations and reevaluate policies and recommendations as necessary. Respecting the independence of boards and departments, the Plan is representative of both community and board aspirations, and therefore serves as a guidebook and collection of supported actions and best-practices that can be advanced in a collaborative fashion.

Parallel to the Unified Plan process and recognizing the Town's limited resources and essential role of financial planning in maximizing their value and deployment, the Board of Selectmen continued work to improve the efficiency and transparency of the budget process and develop new financial policies. These policies will help "smooth" capital expenditures from year to year and provide limits on the amount of debt the Town will take on at any time.

Priority Setting

Planning for implementation of the priorities in the Unified Plan required a collaborative approach involving all boards and departments along with the Executive Director and Assistant Executive Director, Board of Selectmen, and Finance Department to ensure the full integration of the Unified Plan with on-going Town priorities. Objective standards and criteria had not been used formally in Wellesley prior to this time in evaluating and prioritizing capital requests and formulation of changes in the inclusion and scheduling of projects in the 5-year Capital Budget Program (the Program) had not been as transparent. Moreover, these methods and criteria had not previously been represented clearly to the Town boards and departments.

The Steering Committee met for the final time in February 2018, along with department heads and senior staff, to identify the criteria by which proposed projects would be evaluated and thereby sequenced in both the Program and the Town-wide Financial Plan. At the February meeting, the Executive Director, Assistant Executive Director, and Finance Director explained the advances in financial planning that had taken place during the past year. Participants were given sample matrices, criteria, and "scenario" projects, and were asked to choose and prioritize criteria with which they would evaluate and sequence the projects. The Selectmen's Office, Finance Director, and Board of Selectmen are currently reviewing the matrices and will create structures and processes for town-wide budget development beginning with the FY20 budget process. The full range of strategic planning efforts continues as a work in progress; the process

will be guided by the levels of annual revenue, and at the same time ensure that structures are in place to financially and by other means support the Town's priorities.

Finally, the Planning Board and Board of Selectmen met to formally adopt the Unified Plan and to agree to submit it, and this report, to Town Meeting. The Board of Selectmen and Planning Board would like to thank the following individuals for their considerable time and effort in developing this plan and processes for its implementation:

Meghan Jop, Assistant Executive Director (PMT member)
Michael Zehner, Planning Director (PMT member)
Blythe Robinson, Executive Director
Sheryl Strother, Finance Director

WELLESLEY UNIFIED PLAN STEERING COMMITTEE MEMBERS 2016-18

BOARD REPRESENTATIVES:

Advisory Committee: Mike Hluchyj, Kathleen Woodward, Frank Pinto
Board of Health: Marcia Testa-Simonson, Carol Hannenberg
Board of Public Works: Paul Criswell, Owen Dugan
Board of Selectmen: Marjorie Freiman and Ellen Gibbs
Community Preservation Committee: Barbara McMahon
Council on Aging: Ann Marie Gross, Diane Campbell
Design Review Board: Amir Kripper
Historic District Commission: David Smith
Historical Commission: Robert Carley, Diogo Teixeira
Human Resources Board: John Hussey, John Roslansky
Library Trustees: Ann-Mara Lanza, Ann Howley, Beth Sullivan Woods
Municipal Light Plant Board: Dave Donohue
Natural Resources Commission: Lise Olney, Raina McManus, Heidi Gross, Regina LaRocque
Permanent Building Committee: Larry Shind, Suzy Littlefield
Planning Board: Deborah Carpenter and Harriet Warshaw
Playing Fields Task Force: Tripp Sheehan
Recreation Commission: Mark Wolfson, Bettina Eikeboom
School Committee: Tony Bent, Michael D'Ortenzio
Sustainable Energy Committee: Katy Gibson
Trails Committee: Miguel Lessing, Denny Nackoney
Wellesley Housing Authority: Don Kelley, Maura Renzella
Wellesley Housing Development Corp: Bob Kenney, Dona Kemp
Wetlands Protection Committee: Richard Howell, Pete Jones
Youth Commission: Chris Cavallerano, Lesley Robertson
Zoning Board of Appeals: Derek Redgate

AT-LARGE REPRESENTATIVES

Marlene Allen
Michelle Chalmers

Dennis DiSchino
Hans Fischman
William Giezentanner
Kevin Hanron
David Himmelberger
KC Kato
Regina LaRocque
Hal Marcus
Bongani "Bobo" Musikavanh
Kathleen Nagle
Susan Pinto
Laura Rodnormer
Heather Sawitsky
Chris Shedd
Michael Tartamella
Joellen Toussaint
Thomas Ulfelder
Demian Wendrow
Steve Yang

The PMT also thanks the hundreds of board members and residents who participated in different aspects of the Unified Plan by providing input, comments, and feedback, attending meetings and community forums, participating in interviews, and reviewing material.

*Marjorie R. Freiman and Ellen F. Gibbs, Chair, Board of Selectmen
Deborah Carpenter, Chair, and Harriet Warshaw, Planning Board
March 2018*

APPENDIX A: TOWN MEETING ACRONYMS

AC	Advisory Committee
ACS	Access Control Systems
ADA	Americans with Disabilities Act
AED	Automated External Defibrillator
AFSCME	American Federation of State, County and Municipal Employees
AMI	Advanced Metering Infrastructure
ATC	American Tower Corporation
ATM	Annual Town Meeting
BOH	Board of Health
BOS	Board of Selectmen
BPW	Board of Public Works
CAFR	Comprehensive Annual Financial Report
CB	Circuit Breaker
CBR	Circuit Breaker Reimbursement (State money for Special Education Expenses based on a formula)
CCF	Hundred cubic feet (water measurement)
COA	Council on Aging
COLA	Cost of Living Adjustment
CPA	Community Preservation Act
CPC	Community Preservation Committee
DAS	Distributed Antenna System
DEP	Department of Environmental Protection
DESE	Department of Elementary and Secondary Education
DHCD	Department of Housing and Community Development
DOR	Department of Revenue
DPW	Department of Public Works
DRB	Design Review Board
ELL	English Language Learner
FAR	Floor Area Ratio
FBPC	Fuller Brook Park Committee
FCM	Forward Capacity Market
FF&E	Furniture, Fixtures and Equipment
FMD	Facilities Maintenance Department
FTE	Full-Time Equivalent
FY	Fiscal Year
GAAP	Generally Accepted Accounting Principles
GFOA	Government Finance Officers Association
GIC	Group Insurance Commission
GIS	Geographic Information Systems
HDC	Historic District Commission
HHU	Hardy, Hunnewell and Upham
HRB	Human Resources Board
HRS	Human Relations Service, Inc.
HVAC	Heating, Ventilation and Air Conditioning
ID	In District
IDEA	Individuals with Disabilities Education Act

IEP	Individualized Education Plan
IND	Innovative Neighborhood Design (Planning)
ISO-NE	Independent System Operator – New England
IT(D)	Information Technology (Department)
LHR	Large House Review
LRE	Least Restrictive Environment
LTD	Long Term Disability
MAAB	Massachusetts Architectural Access Board
MAR	Municipal Annual Requirement (Library)
MassDOT	Massachusetts Department of Transportation
MEMA	Massachusetts Emergency Management Agency
MGL	Massachusetts General Laws
MIAA	Massachusetts Interscholastic Athletic Association
MLB	Municipal Light Board
MLP	Municipal Light Plant
MOU	Memorandum of Understanding
MSBA	Massachusetts School Building Authority
MUNIS	Integrated suite of Municipal Software primarily used for Financial, HR, Payroll, Billings, and various other Town Departmental needs
MWRA	Massachusetts Water Resources Authority
MWRTA	MetroWest Regional Transit Authority
NCD	Neighborhood Conservation District
NRC	Natural Resources Commission
NRP(Z)	Natural Resource Protection (Zoning)
OOD	Out of District
OPEB	Other Post-Employment Benefits
OPM	Owner's Project Manager
PARCC	Partnership for Assessment of Readiness for College and Careers
PAWS	Preschool at Wellesley Schools
P&S	Purchase and Sale Agreement
PB	Planning Board
PBC	Permanent Building Committee
PFTF	Playing Fields Task Force
PILOT	Payment in lieu of taxes
PSI	Project of Significant Impact
RDF	Recycling and Disposal Facility
RFID	Radio Frequency Identification System
RFP	Request for Proposals
RMD	Registered Marijuana Dispensary (Planning)
SADI	System Average Interruption Duration Index
SBHD	Single Building Historic District (Planning)
SC	School Committee
SEC	Sustainable Energy Committee
SFC	School Facilities Committee
SFMP	School Facilities Master Plan
SMMA	Symmes, Maini, McKee & Associates
SOI	Statement of Interest
SPGA	Special Permit Granting Authority

SR	Single Residence (District)
STEM	Science, Technology, Engineering and Mathematics
STM	Special Town Meeting
SWG	Security Working Group
TDRT	Town Development Review Team
TGSC	Town Government Study Committee
TM(M)	Town Meeting (Member)
TPC	Tolles Parsons Center
TWFP	Town-Wide Financial Plan
UMAS	Uniform Municipal Accounting System
UP	Unified Plan
VMS	Video Management System
WCRS	Wellesley Contributory Retirement System
WFL	Wellesley Free Library
WHA	Wellesley Housing Authority
WHC	Wellesley Historical Commission
WHDC	Wellesley Housing Development Corporation
WHS	Wellesley High School, Wellesley Historical Society
WMS	Wellesley Middle School
WPC	Wetlands Protection Committee
WPS	Wellesley Public Schools
WSCD	Wellesley Square Commercial District
WSHG	West Suburban Health Group
WSVD	West Suburban Veterans' District
ZBA	Zoning Board of Appeals

APPENDIX B: TWFP—FY19 DETAIL SOURCES & USES OF FUNDS

Exhibit B

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	12,007,855	(201,227)	-1.65%	
Subtotal - Real Estate & Personal Property Tax	135,961,598	140,652,334		4,692,736	3.45%
<i>From the Commonwealth</i>					
Chapter 70 Aid	8,399,961	8,508,961	110,000	1.31%	
Lottery Aid	1,284,148	1,294,148	0	0.00%	
Other Aid	65,540	65,540	0	0.00%	
Subtotal - From the Commonwealth	9,759,649	9,863,649		110,000	1.13%
<i>Local Revenue</i>					
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%	
Interest Earnings	380,000	450,000	70,000	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/Hotel 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	0.00%	
MLP Payment In Lieu of Taxes	1,000,000	1,000,000	0	0.00%	
MLP/Water/Sewer reimbursements to IT	293,709	298,583	5,874	2.00%	
Other Local Revenues	605,019	535,003	(70,016)	-11.57%	
Subtotal - Local Revenue	11,631,728	12,081,586		455,058	3.92%
<i>Other Sources</i>					
Parking Meter Receipts	1,593,009	1,097,219	(495,790)	-31.12%	
Free Cash to balance budget	4,063,737	2,500,000	(1,583,737)	-38.78%	
Other free cash FY18 items	241,010	0	(241,010)		
FY18 free cash items appropriated at ATM18 *****					
Appropriated CPA SurchARGE	460,900	918,000	457,100	-0.54%	
CPA Funds applied to North 40	553,244	556,244	(3,000)		
Police detail	127,564	112,950	(14,614)		
Subtotal - Other Sources	7,059,464	5,176,413		-1,881,051	-26.65%
TOTAL SOURCES OF FUNDS	164,412,439	167,789,982		3,377,543	2.05%

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 - %
GENERAL GOVERNMENT										
<i>Board of Selectmen - Administration</i>										
Executive Director's Office	460,572	28,925	489,497	463,319	33,225	496,544	2,747	4,300	7,047	1.44%
Sustainable Energy	18,132	1,500	19,632	33,452	5,425	38,877	15,320	3,925	19,245	98.03%
Central Administrative Services	0	29,000	0	26,500	26,500	0	(2,500)	(2,500)	(8,625)	-8.62%
Finance Department	431,837	10,200	442,037	444,699	10,980	455,649	12,862	750	13,612	3.08%
Information Technology	670,326	385,750	1,066,076	657,307	420,750	1,078,057	(13,019)	25,000	11,981	1.12%
Treasurer & Collector	315,980	126,450	442,440	310,443	129,750	440,193	(5,547)	3,300	(2,247)	-0.51%
Town Report	0	4,000	0	4,000	4,000	0	0	0	0	0.00%
<i>Board of Selectmen - Human Services</i>										
Council on Aging	354,620	114,866	469,486	369,147	63,446	432,593	14,527	(51,420)	(36,893)	-7.86%
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	82,998	17,090	100,088	419	0	419	0.42%
<i>Board of Selectmen - Facilities</i>										
Facilities Management	4,357,346	3,382,628	7,739,974	4,571,510	3,457,749	8,029,259	214,164	75,121	289,285	3.74%
<i>Board of Selectmen - Other Services</i>										
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	75,638	11,940	87,578	21,303	5,000	26,303	42.93%
<i>Board of Selectmen - Shared Services</i>										
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	58,200	58,200	0	0	0	0.00%
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	6,745,737	5,399,829	12,115,566	7,008,513	5,378,304	12,386,817	262,776	8,475	271,251	2.24%

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	271,549	40,465	312,014	38,464	(450)	38,014	13.67%
Board of Assessors	272,589	82,450	355,039	277,592	83,050	360,642	5,003	600	5,603	1.58%
Planning Board	261,561	42,750	304,311	276,470	42,750	319,220	14,909	0	14,909	4.90%
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	0.00%
Human Resources Board	302,779	37,290	340,029	303,834	37,900	341,734	1,055	650	1,705	0.50%
HR Salary adjustments	44,582	0	44,582	170,000	170,000	125,418	0	125,418	0	0.00%
Subtotal - Other General Government	1,121,596	403,365	1,524,961	1,306,445	404,165	1,710,610	184,849	800	185,649	12.17%
GENERAL GOVERNMENT TOTAL	7,867,333	5,773,194	13,640,527	8,314,958	5,782,469	14,097,427	447,625	9,275	456,900	3.35%
PUBLIC SAFETY - BOARD OF SELECTMEN										
Police Department	5,447,100	630,035	6,077,135	5,571,608	643,085	6,214,693	124,508	13,050	137,558	2.26%
Injured on Duty	see Risk Management Dept 945			see Risk Management Dept 945			130,789			
Special School Police	126,284	3,105	129,399	127,606	3,183	131,789	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	185,339	2,221	187,460	3.54%
Building Department	507,724	26,150	533,874	491,587	40,600	532,187	(16,371)	14,450	(18,687)	-0.32%
Sealer of Weights & Measures	15,800	2,890	18,400	16,000	2,550	18,550	400	(400)	150	0.82%
PUBLIC SAFETY TOTAL - BOARD OF SELECTMEN	11,126,904	925,639	12,052,543	11,422,226	955,188	12,377,414	295,322	29,549	324,871	2.70%
DEPARTMENT OF PUBLIC WORKS										
Engineering	523,803	64,139	587,942	522,832	65,500	588,332	(971)	1,361	390	0.07%
Highway	1,043,316	440,100	1,483,416	1,067,862	456,550	1,524,412	24,546	16,450	40,996	2.76%
Fleet Maintenance	157,767	43,862	201,629	160,922	43,462	204,384	3,155	(400)	27,755	1.37%
Park	1,222,553	365,420	1,587,973	1,242,196	372,570	1,614,766	19,643	7,150	26,793	1.69%
Recycling & Disposal	1,064,655	1,222,235	2,286,890	1,080,614	1,273,874	2,364,488	15,959	51,639	67,598	2.96%
Management	363,005	23,968	386,973	360,016	24,070	384,086	(2,989)	102	(2,887)	-0.75%
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	4,434,442	2,593,446	7,027,888	59,343	85,019	144,362	2.10%
WELLESLEY FREE LIBRARY										
Library Trustees	1,932,130	541,383	2,473,513	1,975,985	554,621	2,530,606	43,655	13,238	57,093	2.31%
LIBRARY TOTAL	1,932,130	541,383	2,473,513	1,975,985	554,621	2,530,606	43,655	13,238	57,093	2.31%
RECREATION										
Recreation Commission	331,508	26,500	358,008	331,839	28,040	359,879	331	1,540	1,871	0.52%
RECREATION TOTAL	331,508	26,500	358,008	331,839	28,040	359,879	331	1,540	1,871	0.52%

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	488,944	80,453	569,397	54,590	0	54,590	10.60%
Mental Health Services	0	245,691	245,691	0	238,691	238,691	(7,000)	(7,000)	(7,000)	-2.85%
HEALTH TOTAL	434,354	326,144	760,498	488,944	319,144	808,088	54,590	(7,000)	47,590	6.28%
NATURAL RESOURCES										
Natural Resources Commission	208,627	19,650	228,277	208,111	22,000	230,111	(56)	2,350	1,834	0.80%
Morses Pond Project - (NRC, DPW, Rec)	0	141,754	141,754	0	143,250	143,250	0	1,496	1,496	1.08%
NATURAL RESOURCES TOTAL	208,627	161,404	370,031	208,111	165,250	373,361	(56)	3,846	3,330	0.90%
NON-SCHOOL TOTAL	2,627,555	10,262,691	36,538,645	27,176,505	10,398,158	37,574,663	900,550	135,467	1,036,618	2.84%
WELLESLEY PUBLIC SCHOOLS										
Instruction	45,837,146	2,165,335	48,002,481	46,658,688	1,983,648	48,642,336	821,542	(181,687)	639,855	1.33%
Administration	790,910	164,116	956,026	980,559	151,486	1,132,025	189,649	(12,650)	176,999	18.53%
Operations	1,508,001	987,854	2,445,555	1,526,033	928,661	2,454,684	18,032	(9,193)	8,839	0.36%
Special Education	16,090,456	4,456,430	20,547,286	16,733,448	5,466,415	22,199,863	642,592	1,009,985	1,652,577	8.04%
SCHOOL TOTAL	64,226,913	7,723,735	71,950,648	65,898,728	8,530,190	74,428,918	1,671,815	806,455	2,478,270	3.44%
EMPLOYEE BENEFITS										
Group Insurance	0	17,576,288	17,576,288	18,964,487	18,964,487	0	0	1,388,199	1,388,199	7.90%
Workers Compensation	0	517,860	517,860	287,700	287,700	0	0	(230,160)	(230,160)	-44.44%
OPFB Liability Fund	0	3,432,000	3,432,000	0	3,432,000	0	0	0	0	0.00%
Retirement Contribution	0	6,621,863	6,621,863	7,056,425	7,056,425	0	0	434,562	434,562	6.56%
Unemployment Compensation	0	150,000	150,000	150,000	150,000	0	0	0	0	0.00%
Compensated Absences	0	90,000	90,000	120,000	120,000	0	0	30,000	30,000	33.33%
Non-Contribution Pensions	0	18,714	18,714	19,100	19,100	0	0	386	386	2.08%
EMPLOYEE BENEFITS TOTAL	0	28,406,725	28,406,725	0	30,029,712	30,029,712	0	1,622,987	1,622,987	5.71%
ALL PERSONAL SERVICES & EXPENSES	90,502,868	46,393,151	136,896,018	93,075,233	48,958,060	142,033,293	2,572,366	2,564,909	5,137,275	3.75%

Exhibit B

USES OF FUNDS	FY18 USE OF FUNDS (Tax Rate)			FY19 USE OF FUNDS (Request)			Variance Pers Svcs	Variance Total Ops	CHANGE - FY18 to FY19	Variance Total - \$	Variance Total - %
	Pers Svcs	Expenses	Total Ops	Pers Svcs	Expenses	Total Ops					
CAPITAL & DEBT											
Departmental Cash Capital											
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	0.00%	
Recreation	0	0	0	0	0	0	0	0	0	0.00%	
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	0.00%	
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%	
Debt Service											
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	460,900	460,900	0	918,000	918,000	0	457,100	457,100	0.00%	
Free Cash Items - Items apply to the prior fiscal year	0	160,500	160,500	0	0	0	0	(160,500)	(160,500)	0.00%	
Appropriated at A/FM18 for FY18****	0	0	0	0	0	0	0	0	0	0.00%	
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		247,280	3,825,159	4,072,439	248,250	3,649,159	3,897,409	970	(175,330)	(175,330)	-4.30%
TOTAL USES OF FUNDS								167,789,982	167,789,982	3,377,544	2.05%
TOTAL SOURCES OF FUNDS								167,789,982	167,789,982	3,377,543	2.05%
SURPLUS (DEFICIT)								0	0	0	0

APPENDIX C: FIVE YEAR CAPITAL PLAN EXHIBITS

Town of Wellesley Five Year Capital Budget Program FY2019-2023



Summary Schedule

	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023	FY2019-2023 Total
Cash Capital	6,703,374	5,305,108	6,667,752	6,197,730	7,528,456	6,773,371	32,472,417
Free Cash	-	-	-	-	-	-	-
CPC Funding	215,000	617,000	400,000	-	-	-	1,017,000
Gift/Fundraising	-	175,000	-	-	-	-	175,000
Other	898,700	40,000	40,500	40,500	-	-	121,000
Chapter 90	720,000	820,000	792,000	792,000	792,000	792,000	3,988,000
Debt Capital Inside Levy	3,545,505	13,396,575	8,747,780	4,879,000	7,670,404	5,870,000	40,563,759
Debt Capital Exclusion *	-	-	8,899,800	55,000,000	15,000,000	61,000,000	139,899,800
Grand Total \$	12,082,579	\$ 20,353,683	\$ 25,547,832	\$ 66,909,230	\$ 30,990,860	\$ 74,435,371	\$ 218,236,976

Note:

*The Board of Selectmen have approved a Debt Policy and are working on a Capital Policy.
A new process for evaluating, timing, and prioritizing projects for the Five Year Capital Plan is being discussed.*

This document represents Board requests at this time and is for discussion purposes only



Town of Wellesley
Five Year Capital Detail Summary FY2019-2023

Cash Capital	Department	FY'18	FY'19		FY'20		FY'21		FY'22		FY'23		FY'19-23 Total
			FY'19	FY'20	FY'20	FY'21	FY'21	FY'22	FY'22	FY'23	FY'23	FY'23	
Selechmen		75,000	14,400	-	90,000	-	80,000	-	78,000	-	55,000	-	14,400
Information Technology		75,666	75,000	158,100	78,280	60,672	175,000	154,000	60,672	117,521	80,000	378,000	
Police		82,843	82,843	78,278	65,000	223,000	10,000	25,000	10,000	15,000	145,300	482,861	
Fire		79,000	10,500	8,000	28,000	228,300	127,800	194,000	198,000	176,500	164,000	697,000	
Council on Aging		10,500	10,500	10,500	10,500	10,500	10,500	10,500	10,500	10,500	10,500	70,000	
Library		100,612	76,800	76,800	194,000	194,000	198,000	198,000	198,000	198,000	198,000	706,500	
Natural Resources Commission		141,500	90,000	40,000	35,000	35,000	39,000	39,000	310,000	36,000	36,000	832,500	
Monates Pond		-	-	-	-	-	-	-	-	-	-	480,000	
Town Clerk		-	-	-	-	-	-	-	-	-	-	-	
Planning Board		-	25,000	-	-	-	-	-	-	-	-	25,000	
Board of Health		-	2,026,000	2,794,000	2,447,100	2,955,000	3,168,500	3,168,500	3,168,500	3,168,500	-	-	
Department of Public Works		2,173,000	2,009,253	947,628	919,343	982,550	1,630,984	980,050	5,449,556	5,449,556	-	-	
Schools		1,875,000	1,850,000	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	5,950,000	
Facilities Maintenance		6,703,374	5,305,108	6,667,752	6,197,730	7,528,456	6,773,371	3,472,417	3,472,417	3,472,417	3,472,417	-	
Other Funding Sources													
Taxes (Gift)		-	-	-	-	-	-	-	-	-	-	-	-
DPW Street Resurfacing (Ch 90)		720,000	820,000	720,000	792,000	792,000	792,000	792,000	792,000	792,000	792,000	792,000	3,988,000
DPW Washington St. (Ch 90)		-	-	-	-	-	-	-	-	-	-	-	-
BCS - LED Lighting Project (Other)		898,700	-	40,500	40,500	-	-	-	-	-	-	-	81,000
Planning Projects (CPC)		-	25,000	-	-	-	-	-	-	-	-	-	25,000
Falls Roof (CPC)		-	31,000	-	-	-	-	-	-	-	-	-	31,000
NRC Vacuous		215,000	98,000	-	-	-	-	-	-	-	-	-	98,000
Reconstruct Tennis courts (CPC)		-	150,000	-	-	-	-	-	-	-	-	-	150,000
Softball fields (CPC)		-	100,000	400,000	-	-	-	-	-	-	-	-	500,000
Stadium Restrooms- Gain/Funding		-	175,000	-	-	-	-	-	-	-	-	-	175,000
Stadium Restrooms (CPC)		-	40,000	-	-	-	-	-	-	-	-	-	40,000
Recreation - Site-Side Study (Revolving)		-	40,000	-	-	-	-	-	-	-	-	-	40,000
Recreation - Site-Side Study (CPC)		-	1,082,000	1,232,500	892,500	892,500	792,000	792,000	792,000	792,000	792,000	792,000	5,301,000
Total Other Sources													
Debt Capital Inside Levy													
Selechmen - Granite Street Acceptance		-	255,000	-	-	-	-	-	-	-	-	-	255,000
Library Material Handles*		-	350,000	-	-	-	-	-	-	-	-	-	350,000
DPW - Facility Renovations		-	-	350,000	-	-	-	-	-	-	-	-	350,000
DPW - Sprague Turf		-	-	1,000,000	-	-	-	-	-	-	-	-	1,000,000
DPW- Street Rehabilitation		2,470,000	2,000,000	-	-	1,750,000	-	-	200,000	200,000	2,000,000	2,000,000	2,200,000
Stadium Restrooms		180,000	175,000	-	-	-	-	-	-	-	-	-	175,000
HHU Feasibility Study - Hardy/Upham		-	2,500,000	-	-	-	-	-	-	-	-	-	2,500,000
HHU Feasibility -Hummelwell		-	1,000,000	-	-	-	-	-	-	-	-	-	1,000,000
Town Hall Envelope		895,505	6,900,000	-	-	2,000,000	-	-	-	-	-	-	6,600,000
Town Hall Interior Design		-	391,575	4,197,780	-	-	-	-	-	-	-	-	4,589,355
Middle School Steam Pipes		-	-	500,000	-	-	-	-	-	-	-	-	500,000
Middle School Parking Lot		-	-	-	700,000	-	-	-	-	-	-	-	700,000
Middle School Other Feasibility		-	-	-	-	2,100,000	-	-	-	-	-	-	2,100,000
PHW: Swingspace		-	-	-	-	325,000	3,090,404	-	-	-	-	-	3,414,404
Warren HVAC Upgrade		-	-	-	-	705,000	-	1,150,000	1,150,000	-	-	-	705,000
Fire Station HQ Roof		-	-	-	-	-	195,000	-	-	-	-	-	195,000
Land		-	-	-	-	-	525,000	-	-	-	-	-	525,000
Fire Engine		-	-	-	-	-	-	-	-	-	-	-	-
N40 Landfill remediation		-	-	-	-	-	-	-	-	-	-	-	-
Main Library Space Utilization Renov Project		-	-	-	-	-	-	-	-	-	-	-	-
Main Library Roof Replacement		-	-	-	-	-	-	-	-	-	-	-	-
Sprague Projects		-	-	-	-	-	-	-	-	-	-	-	-
Total Borrowed Inside Levy													
3,945,505	13,398,575	8,747,780	4,679,000	7,670,404	-	-	-	-	-	-	-	-	46,563,759
Debt Capital Exclusion													
Town Hall Renovation		-	-	8,899,800	-	-	-	-	-	-	-	-	15,000,000
Middle School Projects		-	-	-	55,000,000	-	-	-	-	-	-	-	8,899,800
Hardy/Hummelwell/Upham - 2 school		-	-	-	-	55,000,000	-	-	-	-	-	-	116,000,000
Total Capital Exclusion		\$ 12,005,579	\$ 20,355,683	\$ 25,541,832	\$ 66,009,230	\$ 30,990,880	\$ 74,435,371	\$ 212,36,976					
Grand Total		\$ 12,005,579	\$ 20,355,683	\$ 25,541,832	\$ 66,009,230	\$ 30,990,880	\$ 74,435,371	\$ 212,36,976					



Town of Wellesley
FY2019-2023 BOS Capital Request

Capital Project	FY2018	FY2019			FY2023	FY19-23 Total
		FY2020	FY2021	FY2022		
Information Technology						
2018 IT	106,666	-	75,000	-	-	-
Server Virtualization	-	-	35,000	-	-	75,000
VoIP Maintenance Contract	-	-	30,000	-	-	35,000
10GB Network Switches	-	-	25,000	-	-	60,000
Server Upgrade	-	-	25,000	-	-	50,000
Fiber Network Expansion	-	-	-	-	-	25,000
Microsoft Office License Upgrades	-	-	-	-	-	75,000
Aerial Flyover & Orthophotography	-	-	-	-	-	20,000
Wide-Format Printer	-	-	-	-	-	8,000
Replace WiFi Equipment	-	-	-	-	-	30,000
106,666	75,000	90,000	80,000	78,000	55,000	378,000
Police						
2018 Police	92,843	-	-	-	-	-
Server Replacement	-	13,908	-	13,908	-	27,816
Kingsbury Room AV Equipment Replacement	-	-	23,397	-	-	29,397
Mobile/Portable Radio Replacement	-	64,371	64,371	64,371	47,521	301,307
Forensic Crime Scope/Light Source	-	-	48,000	-	-	48,000
Kingsbury Room Furniture Replacement	-	-	16,341	-	-	16,341
Dispatch Workstation Replacement	-	-	-	-	-	70,000
92,843	78,279	158,109	78,280	60,672	117,521	492,861
Fire						
2018 Fire	79,000	-	-	-	-	-
Fire Hose Equipment	-	-	-	-	-	20,000
Fire Alarm Master Box Upgrade	-	55,000	-	-	-	55,000
Scott Air Bottles	-	10,000	-	10,000	-	20,000
Replace command vehicle(s)	-	-	48,000	49,000	50,000	147,000
Fire Turnout Gear	-	-	150,000	-	-	300,000
Pulse/Oxygen/CO Meter	-	-	10,000	-	-	10,000
Light Tower/Generator Trailer	-	-	10,000	-	-	10,000
Town AED Replacement	-	-	5,000	5,000	5,000	20,000
Radio Systems/Portables	-	-	55,000	-	-	55,000
Air Mask/Fit Testing Unit	-	-	-	15,000	-	15,000
Security Camera Upgrade	-	-	-	20,000	-	20,000
Office Rehab	-	-	-	-	25,000	25,000
79,000	65,000	223,000	154,000	175,000	80,000	697,000

Capital Project	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023	FY19-23 Total
Selectmen							
Konica Minolta BizHub C458- Copier (Cent Admin)	75,000	14,400	-	-	-	-	14,400
North 40 Environmental Remediation	898,700	-	-	-	-	-	-
LED Lighting Project							
Council on Aging	973,700	14,400	-	-	-	-	14,400
MSC Touch Screen & Software Module	3,500	-	-	-	-	-	-
Replace/Upgrade Laptop hardware & Software	1,000	-	-	-	-	-	-
TPC Additional Equipment	-	8,000	-	-	-	-	-
Music Ensemble Hardware & Software	-	-	5,000	-	-	-	8,000
Supplemental Vehicle for Transportation Program	-	-	20,000	-	-	-	5,000
Desktop Hardware/Software	1,000	-	-	-	-	-	20,000
iPads for Class	5,000	-	-	-	-	-	-
Exercise Equipment	-	-	-	10,000	-	-	15,000
Replacements/Upgrade Daily Use Equipment	-	-	-	-	-	-	10,000
Replacements/Upgrade Photocopier/Printer	-	-	-	-	-	-	10,000
BOS Subtotal	10,500	8,000	25,000	10,000	15,000	20,000	78,000
Facilities Maintenance Cash Capital	364,009	240,679	496,109	322,280	328,672	272,521	1,645,861
Total BOS Cash Capital	2,239,009	2,090,679	2,496,109	2,422,280	2,328,672	2,272,521	11,595,861
Granite Street Acceptance	-	255,000	-	-	-	-	255,000
Facilities Debt Funded Projects	-	10,616,676	-	-	888,000	-	11,504,575
Total Borrowed	-	10,671,575	700,000	-	888,000	-	12,459,575
Grand Total Selectmen \$	2,239,009	\$ 12,962,554	\$ 3,196,109	\$ 2,422,280	\$ 3,216,672	\$ 2,272,521	\$ 24,055,436
Borrowed Inside							
Land					700,000		700,000
Fire Engine							
N40 Landfill Remediation						2,100,000	2,100,000



Town of Wellesley
FY2019-2023 Facilities Capital Request

Building Description	FY18	FY19	FY20	FY21	FY22	FY23	FY19-23 Total
Town Cash Capital							
Townwide (Municipal)	17,000	24,000	71,000	20,000	70,000	26,000	211,000
Town Hall	125,000	8,000	-	10,000	65,000	10,000	93,000
Police	32,000	25,000	219,500	225,000	30,000	140,000	639,500
Fire Department Main (Headquarters)	55,000	-	90,000	65,000	200,000	100,000	455,000
Fire Department Central (Station 1)	57,000	8,000	63,000	-	32,000	25,000	128,000
Warren (Recreation and Health)	-	5,000	24,000	331,000	4,000	46,000	410,000
Morses Pond	6,500	4,000	65,000	4,500	-	-	73,500
Main Library	29,500	42,500	289,000	348,000	158,500	580,500	1,418,500
Hills Library	-	-	45,000	130,000	-	-	175,000
Fells Library	-	39,500	20,000	-	-	-	59,500
DPW Operations	-	165,000	-	-	-	-	165,000
DPW Water & Sewer	-	40,000	-	-	-	-	115,000
DPW Highway & Park	-	210,000	167,000	75,000	75,000	150,000	602,000
DPW RDF	-	120,000	200,000	125,000	265,000	-	710,000
Subtotal Cash Capital - Municipal	322,000	691,000	1,253,500	1,353,500	899,500	1,077,500	5,255,000
School Cash Capital							
Districtwide (Schools)	145,000	124,000	129,000	241,500	179,000	134,000	807,500
Preschool at Wellesley (PAWS)	-	-	218,500	5,000	45,000	-	50,000
Bates Elementary	-	118,000	62,000	75,000	35,000	150,000	521,500
Field House	-	-	-	-	-	-	137,000
Fiske Elementary	-	-	-	-	-	-	8,000
Hardy Elementary	22,000	50,000	35,000	-	-	-	85,000
Hunnewell Elementary	22,000	44,000	35,000	-	-	-	79,000
Sprague Elementary	32,000	100,000	111,000	202,000	258,500	-	671,500
Upham Elementary	-	31,000	35,000	-	-	-	66,000
Middle School	790,000	630,000	100,000	283,000	335,000	275,000	1,623,000
Middle School - Parking Lots	530,000	-	-	-	-	-	-
High School	12,000	-	8,000	-	125,000	509,000	642,000
Subtotal Cash Capital - Districtwide	1,553,000	1,159,000	746,500	766,500	1,100,500	918,000	4,690,500
Other Unidentified Cash Capital/ Total Cash Capital Requests	1,875,000	1,850,000	2,000,000	2,100,000	2,000,000	2,000,000	9,950,000
Other funding sources							
Fells Branch Roof Replacement (CFC)	-	31,000	-	-	-	-	31,000
Total other funding sources	31,000	-	-	-	-	-	31,000
Borrowed Inside							
Town Hall Envelope Restoration	895,505	6,600,000	-	-	-	-	6,600,000
Town Hall Interior Feasibility	-	-	2,000,000	-	-	-	2,000,000
Fire Central Station 1) Roof Replacement	-	-	-	500,000	-	525,000	525,000
Warren HVAC Upgrades	-	-	-	-	-	-	500,000
Main Library (Lighting, Roof, Carpet)	-	-	-	705,000	-	-	705,000
Main Library Space Utilization Reno Project	-	-	391,575	4,197,750	324,000	3,080,404	3,414,404
MS Steam Pipes	-	-	-	-	-	-	4,589,355
MS parking lot	-	-	125,000	-	-	1,510,000	1,510,000
MS other feasibility	-	-	-	-	-	-	125,000
Sprague School Projects	-	-	-	-	-	650,000	550,000
Bates School Projects	-	-	-	-	-	1,350,000	1,350,000
HHU Feasibility Study: Hardy/Upham	-	2,500,000	-	-	-	-	2,500,000
HHU Feasibility: Hunnewell	-	1,000,000	-	-	-	-	1,000,000
PAWS	-	-	-	-	-	-	-
DPW/HB Locker Room Renovation	-	-	-	-	-	-	-
Total Borrowed Inside	895,505	10,616,575	6,697,780	1,917,000	5,250,404	2,425,000	26,906,759
Town Hall Interior Renovation	-	-	-	15,000,000	-	-	15,000,000
Middle School Projects	-	-	-	8,899,800	-	-	8,899,800
Hardy/Hunnewell/Upham Renov.	-	-	-	110,000,000	-	-	110,000,000
Total Borrowed Outside	-	-	-	133,899,800	-	-	133,899,800
Total FMD Capital Requests	2,770,505	12,487,575	8,697,780	137,916,800	7,250,404	4,425,000	170,787,559



Town of Wellesley
FY2019-2023 Non-BOS Departments Capital Request

Capital Project	FY18	FY19	FY20	FY21	FY22	FY23	FY19-23 Total
Natural Resources Commission							
Encroachment Boundary Markers	-	2,500	-	2,500	-	2,500	7,500
Park Sidewalk/Paths Emergency Repairs	15,000	-	15,000	-	15,000	15,000	45,000
Fuller Brook Invasive Management	20,000	20,000	20,000	-	-	-	60,000
Tree Management Program	40,000	50,000	40,000	40,000	40,000	40,000	210,000
Hunnewell Field Pervious Pavement Maint.	1,500	1,500	1,500	1,500	1,500	1,500	7,500
Trail System Improvements	10,000	10,000	10,000	5,000	5,000	5,000	35,000
IPN Turf Plan Implementation	-	-	-	10,000	10,000	-	20,000
Church Park Restoration	-	-	30,000	-	-	-	30,000
Duck Pond Bridge Restoration*	-	-	82,500	-	-	-	82,500
Comprehensive Pond Improvements	70,000	-	-	100,000	100,000	-	200,000
Tree Mapping Application	-	-	-	5,000	-	-	5,000
Open Space and Recreation Plan Update	-	-	-	10,000	-	-	10,000
Playground Improvement/ADA Access	-	-	-	-	20,000	100,000	120,000
Subtotal Cash Capital	141,500	99,000	194,000	199,000	176,500	164,000	832,500
Weston Rd Vernal Pool Design (CPC)							
Weston Rd Vernal Pool Construction (CPC)	-	50,000	-	-	-	-	50,000
Duck Pond Bridge Restoration (CPC)	-	38,500	82,500	-	-	-	121,000
Fish Ladder at Fuller Brook (CPC)	-	5,000	-	-	-	-	5,000
Tree Mapping Application (CPC)	-	-	-	5,000	-	-	5,000
Gas Leak Detection Device (CPC)	-	2,500	-	-	-	-	2,500
Comprehensive Pond Improvements (CPC)	200,000	-	-	-	-	-	-
Total NRC Capital	356,500	195,000	276,500	204,000	176,500	164,000	1,016,000
Morses Pond							
Regional Education Development & Survey	-	5,000	-	-	-	-	5,000
Morses Pond Shoreline and Pond Improvements	-	35,000	25,000	-	-	-	60,000
Stormwater Construction & Monitoring	25,000	-	10,000	10,000	-	-	20,000
Bylaw/Regulatory Review/Development	-	-	-	25,000	25,000	-	50,000
Watershed Education Website	-	-	-	4,000	-	-	4,000
Stormwater Design, Permitting, Support	10,000	-	-	-	-	-	-
Harvester	-	-	-	-	250,000	-	250,000
Selective Planting	-	-	-	-	35,000	35,000	70,000
Plant Monitoring	-	-	-	-	-	1,000	1,000
Selective Planting Design, Permitting, Support	5,000	-	-	-	-	-	-
Subtotal Cash Capital	40,000	40,000	35,000	39,000	310,000	36,000	460,000
Library							
Timecard System	-	-	30,000	-	5,000	-	35,000
Repair/Replace Furniture	12,000	15,000	15,000	15,000	15,000	15,000	75,000
Servers	-	8,000	8,000	8,000	8,000	8,000	40,000
RFID Tags	5,300	5,300	5,300	5,300	5,300	5,300	26,500
Computer/Peripheral Replacement	43,000	45,000	45,000	48,000	50,000	50,000	238,000
Hills Phone Conversion to Town	-	1,500	-	-	-	-	1,500
Automated Material Handler	-	-	2,000	-	-	-	5,000
Mobile Circulation Management	-	-	65,000	-	2,000	2,000	8,500
Relocate Stacks for Recarpeting	-	-	30,000	-	-	-	65,000
WFL Van	-	-	25,000	25,000	25,000	25,000	100,000
New Technology	-	-	6,000	-	24,000	12,000	6,000
Website Construction/Redesign	36,000	-	-	-	24,000	24,000	12,000
Self Check System	4,312	-	-	-	5,000	-	60,000
Staff Intranet	-	-	-	-	-	-	5,000
Strategic Planning	-	-	-	-	-	5,000	5,000
Total Library Cash Capital	100,612	76,800	229,300	127,800	127,300	145,300	706,500

	Capital Project	FY18	FY19	FY20	FY21	FY22	FY23	FY19-23 Total
Town Clerk								
Voting Booths								
	Total Town Clerk	-	-	-	-	-	-	-
Planning Board								
Sub-Area Land Use Study and Plan (CPC)		25,000						25,000
Planning Subtotal		25,000						25,000
Sub-Area Land Use Study and Plan		25,000						25,000
Planning Board Total	-	50,000	-	-	-	-	-	25,000
Recreation								
Site-side Study (building, beach, etc)		40,000						40,000
Stadium Restroom-Gift/Fundraising		175,000						175,000
Stadium Restroom - Tax Impact		175,000						175,000
Stadium Restroom - CPC		175,000						175,000
Recreation Subtotal		565,000						565,000
Site-side Study (building, beach, etc) (CPC)		40,000						40,000
Recreation Total		605,000						605,000
Board of Health								
Vaccine Fridge and Freezer Units								
Total Board of Health	-	-	-	-	-	-	-	-
Borrowed in the levy								
Library								
Material Handler		350,000						350,000
Total borrowed	350,000	-	-	-	-	-	-	350,000
Capital Project	FY18	FY19	FY20	FY21	FY22	FY23	FY19-23 Total	
School Department (non-Facilities)								
Instructional Equipment	48,778	-	-	-	-	-	-	-
Photocopiers	98,225	-	-	-	-	-	-	-
General Equipment	6,300	-	-	-	-	-	-	-
Infrastructure	1,100	-	-	-	-	-	-	-
Furniture/Furnishings	61,667	99,999	-	-	-	-	99,999	-
Technology	1,793,183	847,630	919,343	962,550	1,630,984	989,050	5,349,557	-
Total School Capital	2,009,253	947,629	919,343	962,550	1,630,984	989,050	5,449,556	

*Duck Pond Bridge Restoration 2020 amount to be possibly funded by CPC



Town of Wellesley
FY2019-2023 Public Works Capital Request

Capital Project	FY18	FY19	FY20	FY21	FY22	FY23	FY19-23 Total
Cash Capital							
Street Improvement	515,000	415,000	535,000	560,500	580,500	605,500	2,696,500
Design Street (Cliff/Grove/Walnut/TBD)	130,000	-	130,000	-	150,000	-	280,000
Sidewalk Restoration	125,000	100,000	125,000	160,000	160,000	160,000	705,000
Private Ways	20,000	20,000	20,000	20,000	20,000	20,000	100,000
Drainage System Rehabilitation	150,000	125,000	150,000	220,000	220,000	220,000	935,000
RDF Container Replacement	25,000	25,000	25,000	27,500	27,500	27,500	132,500
Other Improvements	5,000	20,000	15,000	15,000	15,000	15,000	80,000
Vehicle/Equipment Procurement	920,000	943,000	1,179,000	1,039,100	1,352,000	1,433,500	5,946,600
RDF Resurface Paved Areas	30,000	10,000	30,000	-	35,000	-	75,000
Park/Highway Building Improvements	30,000	30,000	30,000	30,000	30,000	30,000	150,000
Town Hall Roadway Bridge Drainage Culvert	-	18,000	75,000	10,000	10,000	10,000	123,000
Athletic/Playground Improvements	153,000	260,000	240,000	125,000	115,000	405,000	1,145,000
Playground Construction	70,000	60,000	240,000	240,000	240,000	240,000	1,020,000
Total Cash Capital	2,173,000	2,026,000	2,794,000	2,447,100	2,955,000	3,166,500	13,388,600
Other Funding Sources:							
DPW Street Resurfacing (Ch 90)	720,000	820,000	792,000	792,000	792,000	792,000	3,988,000
Reconstruct Tennis courts (CPC)	150,000	-	-	-	-	-	150,000
Softball Fields (CPC)	100,000	-	400,000	-	-	-	500,000
Total Other Funding Sources:	720,000	1,070,000	1,192,000	792,000	792,000	792,000	4,638,000
Borrowed Inside							
DPW Fuel Depot Rehabilitation	-	-	350,000	-	-	-	350,000
Street Rehabilitation-Cliff Road	2,470,000	-	-	-	-	-	-
High School Stadium	-	-	-	-	-	-	-
Street Rehabilitation-Grove Street	-	2,000,000	-	-	-	-	2,000,000
Street Rehabilitation-Walnut Street	-	-	-	1,750,000	-	-	1,750,000
Street Rehabilitation-TBD	180,000	-	-	-	-	2,000,000	2,000,000
Hunnewell Field/Restroom Facility	-	-	-	-	200,000	2,000,000	2,200,000
Hunnewell Field Reno Baseball Field Replacement/Renovation DPW Yard	-	-	-	-	1,000,000	-	1,000,000
Sprague Field Artificial Turf	-	-	-	1,000,000	-	-	1,000,000
Total Borrowed	2,650,000	2,000,000	1,350,000	1,750,000	1,200,000	4,000,000	10,300,000
Grand Total DPW	5,543,000	5,096,000	5,336,000	4,989,100	4,947,000	7,958,500	28,326,600

APPENDIX D: SCHOOL STAFF COMPENSATION

March 2018 Update

This Appendix provides a summary of FY19 budgeted personal services costs by category as well as detailed information on the current salary schedule for Wellesley's teachers and professional staff; the contractual step and lane system used in WPS; and teacher profiles showing how our current staff is distributed in both FTEs and salary across steps and lanes. Comparative salary information for Wellesley and other towns is also included.

The salary schedule for the Wellesley Teachers Unit A is from the new contract that is effective from July 1, 2016 through June 30, 2019. The numbers here are based on current steps and lanes. In addition to about 500 teachers in Unit A, there are about 32 senior administrators in Unit B including Directors, Department Heads, and Assistant Principals. [Housemasters at the High School are now called Assistant Principals] Their contract period is the same as for Unit A. Units A and B together account for almost 70% of the personnel and 75% of total salary in the District. An additional 37 administrative support personnel are represented by the Wellesley Education Support Staff Association. About 200 teaching assistants and paraprofessionals, most of whom are in Special Education, recently unionized and completed negotiations on a first contract as Unit C of the WTA. Non-union employees comprise the remainder of the WPS staff.

Personal Services

The following analysis of personal services provides information about the cost and cost increases in salary by category. It is most useful when there is little movement between categories, making the year-to-year comparisons more meaningful. In FY18, however, after the budget was already voted, the District eliminated five teaching assistant positions and hired two professional teaching staff to better service students. The District must do so within its bottom-line voted budget, so the net effect of these changes must be budget-neutral taking into account turnover savings and other costs that might be incurred.

The comparison of FY18 to FY19 includes the base budget and FTE's for each category. Any new positions for FY19 are noted in *italics* below the base amount/FTE count.

The *Senior Supervisory* category has a 1.0 FTE increase in FY19 based on an upgrade of a teaching position to a department head for elementary science. In the *Teachers* category, the reduction of 1.0 FTE offsets that upgrade. Also in the *Teachers* category is the addition of a 1.0 Special Education teacher certified in behavior analysis, the reclassification of a paraprofessional to a 1.0 licensed Crisis Interventionist teacher, a 1.0 elementary World Language teacher to continue the implementation of Spanish, a .50 teacher at the Middle School and a .50 teacher at the High School, each focused on academic interventions and support for struggling students, 0.75 FTE for science sections at the High School, .10 FTE for an adaptive physical education section at the High School, .10 FTE for services to English Language Learners, and a reduction of .10 FTE at Hardy School in Art.

PERSONAL SERVICES FOR SCHOOL STAFF						
	Description	FY18 Budget FTE	FY18 Budget Salaries	FY19 Budget FTE	FY19 Budget Salaries	% Increase over FY18
Senior Supervisory	Central Office administrators, principals & assistants, administrative time of department heads & directors	42.30	\$5,614,884	42.30 +1.00	\$5,748,242 \$127,406	4.64%
Teachers	Classroom teachers, Special Educators	417.59	\$38,445,035	420.86 +3.85	\$39,249,896 \$183,071	2.57%
Professional Support	Librarians, guidance counselors, nurses, therapists, psychologists, math, science & technology specialists, Out-of-District Coordinator	91.20	\$8,770,139	90.00 +0.90	\$8,844,367 \$64,670	1.58%
Classroom & Other Teaching Support	Teaching & technology assistants, ELL tutors, paraprofessionals, computer technicians, Student supervisors, athletic trainers	216.91	\$6,654,812	212.01 -0.40	\$6,763,629 (\$14,925)	1.41%
Administrative Support	Secretaries, clerks, administrative assistants	37.63	\$1,936,691	36.45	\$1,992,518	2.88%
Operations	Business office staff, van drivers & attendants	17.91	\$842,729	17.91	\$918,364	8.98%
On Call/Temporary	Substitutes, tutors, part-time coaches, club advisors, etc.	N/A	\$1,919,625	N/A	\$2,008,659 \$12,831	5.31%
Sub-Total (tax impact)		823.50	\$64,183,915	819.53 +5.35 824.88	\$65,525,675 \$373,053 * \$65,898,728	2.61%
Other (non-tax impact)	Positions funded by grants and revolving funds	43.02	\$1,798,458	43.02	\$1,836,765	2.13%
TOTAL		866.52	\$65,982,373	867.90	\$67,735,493	2.66%

Professional Support is increased by .90 FTE that includes .40 nurse at the High School, .30 FTE increase in occupational therapy at PAWS and .20 FTE increase for Speech/Language therapy District-wide.

Classroom and Other Teaching Support is a decrease of .40 FTE based on the reduction of the 1.0 Paraprofessional who became the Crisis Interventionist Teacher and the addition of a .60 Literacy Paraprofessional position that had inadvertently been omitted from the base budget. The change in the base budget for this category also includes the reduction of the five

paraprofessionals in order to add to Special Education teachers during FY18, as noted above. New staff requests total 5.35 FTE.

Steps and Lane Increases

In Wellesley, as in most Massachusetts public schools, the system of “steps and lanes” has been used to recognize experience (step) and educational accomplishment (lane). When a teacher is hired, compensation is based on the number of years of teaching experience (step), as well as the level of college or post-college training achieved (lane). Under the terms of the present contract, there are 16 steps and four lanes.

Each year, a teacher advances to the next salary step until he or she reaches the top step, thereby receiving a pre-determined salary increase. Teachers who have attained a higher educational level by earning a sufficient number of credits and have notified the Superintendent of their intent to advance to a higher educational level by November 1 of the prior school year receive a “lane” increase. Both step and lane increases can be bargained as part of the contract negotiations. Over time the steps have been equalized at a 4.17% increase Steps 1 through 15, and a 3.5% increase from Step 15 to Step 16.

Annual Percentage Increase

For union employees, FY19 salary budgets have been prepared by simulating the continuation of the current steps and lanes system, updated for the new contract that went into effect in FY17. All teachers moving up a step through Step 15 will receive an increase of 4.17% in FY19 plus the percentage increase. Those teachers moving from Step 15 to Step 16 will receive a 3.5% step increase plus the percentage increase. Once a teacher has reached Step 16, however, the annual increase is only equal to the negotiated annual percentage increase (referred to as Cost of Living Adjustment, or COLA). For Units A and B, as well as all other staff in the district, the FY19 COLA increase is 1.5%. Teachers who change lanes receive an increase according to the level of the new degree. At each step, a lane increase from Bachelor’s to Master’s is worth an additional 10.2% increase in compensation; from Master’s to Master’s + 30 is worth 7.7%, and from Master’s + 30 to Master’s + 60 or Doctorate is worth 7.0%.¹

Longevity and Stipends

In FY19, Wellesley teachers who have completed 20 years of teaching in Wellesley and are therefore on the top step, will receive an annual “longevity” payment. In the new contract with the Wellesley Teachers’ Association ending June 30, 2019, this longevity payment is \$3,006 or 3% of their base salary, whichever is less. The total spending for longevity stipends, including other bargaining units, is currently budgeted at \$163,000. Other stipends are paid to teachers for additional responsibilities such as coaching a sport, running a student club, or serving as a curriculum grade level or team leader.

Compensation

Below is the Bargaining Unit A salary schedule for FY19 with 16 steps and lanes. This is the final year of the existing contract and negotiations for a successor contract will begin during FY19 for FY20.

¹ Master’s + 30 means that the teacher has successfully completed a Master’s degree and has received sufficient additional graduate semester credits from regionally accredited colleges or universities so as to total 60 graduate semester credits (including the 30 credits within the Master’s degree itself). Master’s + 60 teachers have received 90 graduate semester credits.

YEAR 3	FY19	1.5% Steps 1-15; 2% Step 16		
STEP	BA	MA	MA30	MA60/PhD
1	\$48,977	\$53,996	\$58,165	\$62,231
2	\$51,018	\$56,245	\$60,588	\$64,824
3	\$53,143	\$58,588	\$63,112	\$67,525
4	\$55,357	\$61,030	\$65,742	\$70,340
5	\$57,665	\$63,574	\$68,480	\$73,271
6	\$60,068	\$66,223	\$71,335	\$76,323
7	\$62,569	\$68,981	\$74,306	\$79,505
8	\$65,175	\$71,856	\$77,401	\$82,819
9	\$67,892	\$74,851	\$80,626	\$86,267
10	\$70,721	\$77,970	\$83,985	\$89,864
11	\$73,667	\$81,218	\$87,485	\$93,606
12	\$76,737	\$84,603	\$91,130	\$97,506
13	\$79,935	\$88,127	\$94,928	\$101,569
14	\$83,265	\$91,798	\$98,884	\$105,802
15	\$86,735	\$95,622	\$103,002	\$110,210
16	\$90,238	\$99,486	\$107,164	\$114,662

The chart below shows the estimated FY19 FTE Distribution for Bargaining Unit A staff for Steps 1-16 and by level of education without any of the new positions or FTE reductions that have been proposed:

FY19 FTEs						
	Steps	BA	MA	MA30	MA60/ PhD	Total
1			1.20			1.20
2		1.90	4.50	0.25		6.65
3		3.00	12.60		0.00	15.60
4			7.30	1.00	2.20	10.50
5		6.60	10.00	1.00	1.00	18.60
6		4.80	11.70	4.00	0.00	20.50
7		4.80	12.00	2.00	1.00	19.80
8		1.70	16.70	3.30	1.80	23.50
9			10.60	5.00	1.00	16.60
10		1.00	9.60	4.00	5.00	19.60
11		1.00	8.85	5.00	5.00	19.85
12			8.90	2.60	2.90	14.40
13		3.00	6.70	7.00	4.50	21.20
14			7.90	5.50	5.00	18.40
15		1.00	5.00	8.00	5.00	19.00
16		9.20	70.45	70.00	117.20	266.85
Total		38.00	204.00	118.65	151.60	512.25

Wellesley teachers are highly educated and very experienced. Under the steps and lanes system, 52% of all FTEs in Unit A have attained the top step (Step 16), and the balance are granted the annual automatic increases driven by the steps and lanes system described above. Further, 52.8% of all teachers have attained an educational level of Master's Degree plus 30 hours or higher. The compensation table below reflects the FTEs (currently 512.25) in Unit A by step and lane and the total compensation breakdown, as estimated by advancing current staff through their anticipated FY19 step and lane assignments.

Steps	BA	MA	MA30	MA60/PhD	Total
1	\$0	\$64,795	\$0	\$0	\$64,795
2	\$96,933	\$253,102	\$15,147	\$0	\$365,183
3	\$159,430	\$738,213	\$0	\$0	\$897,643
4	\$0	\$445,519	\$65,742	\$154,747	\$666,008
5	\$380,589	\$635,741	\$68,480	\$73,271	\$1,158,081
6	\$288,326	\$774,807	\$285,341	\$0	\$1,348,474
7	\$300,332	\$827,776	\$148,612	\$79,505	\$1,356,225
8	\$110,798	\$1,199,993	\$255,424	\$149,074	\$1,715,288
9	\$0	\$793,417	\$403,130	\$86,267	\$1,282,815
10	\$70,721	\$748,512	\$335,939	\$449,318	\$1,604,489
11	\$73,667	\$718,778	\$437,423	\$468,030	\$1,697,898
12	\$0	\$752,964	\$236,938	\$282,768	\$1,272,670
13	\$239,804	\$590,448	\$664,494	\$457,060	\$1,951,807
14	\$0	\$725,204	\$543,859	\$529,009	\$1,798,072
15	\$86,735	\$478,110	\$824,020	\$551,052	\$1,939,916
16	\$830,187	\$7,008,798	\$7,501,478	\$13,438,441	\$28,778,903
Total	\$2,637,523	\$16,756,177	\$11,786,025	\$16,718,541	\$47,898,266

The chart below compares the profile of WPS teachers over a period of six years. With a high level of experience and educational background, the cost of the Town's teaching staff is significant. Compensation for current Unit A teachers, including classroom teachers, professional support and nurses equals \$47,898,266 which is 72.6% of the FY19 Personal Service budget and 64.3% of the entire WPS FY19 budget request.

For each step range listed in the table, the total FTE count in that range is represented as the percentage of total FTEs. Similarly, the total FTE count in the educational degree category is represented as the percentage of total FTEs.

Wellesley Teacher Profile							
Years of Experience (Step)	FY13	FY14	FY15	FY16	FY17	FY18	FY19
Steps 1-5	10.4%	7.5%	12.0%	13.3%	9.3%	7.8%	10.3%
Steps 6-12	35.8%	32.1%	31.4%	25.1%	24.8%	25.3%	26.2%
Steps \geq 13	53.8%	60.4%	56.6%	61.6%	65.9%	66.8%	63.5%
Education							
Bachelors	6.6%	6.7%	6.6%	6.2%	7.1%	6.7%	7.4%
Masters	36.4%	35.5%	36.6%	35.9%	36.1%	38.8%	39.9%
Masters+30 credits or Masters+60 credits/Doctorate	55.9%	57.8%	56.8%	57.9%	56.8%	54.5%	52.7%

Comparison to Teacher Salaries in Other Towns

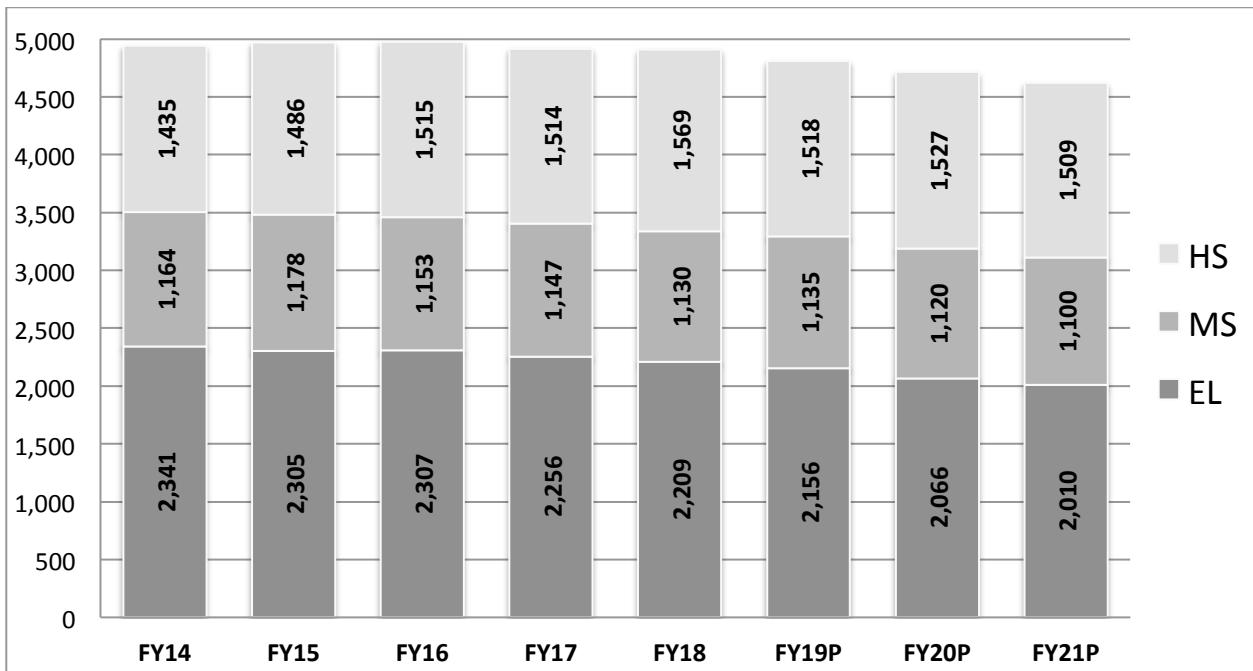
In the table below, Wellesley teachers' salaries for FY18 are compared to twelve similar towns by specific positions on the salary schedules. The Comparative Salary Schedules ranks salaries at the minimum and maximum step for all of Wellesley's lanes: Bachelor's, Master's, Master's plus 30 credits and Master's plus 60 credits/Doctorate. When comparing, it is important to recall

that different contracts have been negotiated at different times and for different periods in each of these towns.

Town	BA				MA				MA30				M+60/Doc			
	Min	Rank	Max	Rank	Min	Rank	Max	Rank	Min	Rank	Max	Rank	Min	Rank	Max	Rank
Belmont*	48,071	9	84,677	7	51,612	12	93,958	9	54,442	13	98,622	10	57,046	14	101,505	13
Brookline	51,784	1	88,616	3	57,708	1	96,307	8	61,097	1	103,397	7	64,417	2	110,044	6
Concord	45,772	14	86,993	6	53,553	4	101,780	2	56,297	8	107,001	2	60,521	8	115,026	2
Concord/Carlisle	48,533	5	88,732	1	56,809	2	103,815	1	59,721	2	109,141	1	64,201	3	117,326	1
Lexington	46,903	12	82,114	10	49,794	14	92,617	10	52,723	14	98,550	11	55,714	15	106,993	9
Lincoln*	47,329	10	83,338	9	52,187	9	97,066	6	56,592	7	98,839	9	M+45, Step 6 68,767	1	M+45, Step 17 102,760	12
Lincoln-Sudbury	48,103	8	88,687	2	51,953	10	99,547	3	55,116	12	106,698	3	58,472	12	113,162	3
Natick	47,059	11	74,467	13	51,764	11	81,917	14	56,941	5	90,106	14	62,776	4	99,344	14
Needham	48,987	4	73,070	14	52,659	7	92,271	12	56,723	6	97,327	13	60,508	9	103,378	11
Newton	48,123	7	83,481	8	52,314	8	92,404	11	56,214	9	97,853	12	59,811	10	104,115	10
Sudbury	49,614	3	87,675	5	53,095	6	98,988	4	56,147	10	104,650	5	58,826	11	109,620	7
Wayland*	46,414	13	80,319	11	49,216	15	91,487	13	51,449	15	100,651	8	58,144	13	111,815	5
Wellesley	48,254	6	88,468	4	53,198	5	97,535	7	57,305	4	105,063	4	61,312	6	112,414	4
Weston	51,708	2	76,856	12	54,779	3	98,009	5	57,872	3	104,500	6	60,676	7	109,208	8
Winchester	44,468	15	67,941	15	51,150	13	81,685	15	55,986	11	89,799	15	62,162	5	96,200	15

The table demonstrates that a town's ranking between its minimum and maximum steps can vary considerably, although Wellesley's rankings are more consistent than those of other towns. Because 52.7% of Wellesley's teachers are at the maximum step and no one is at the minimum step, the most relevant comparisons are at the top step. For the top steps in the four lanes under comparison, Wellesley is ranked from fourth to seventh.

APPENDIX E: SCHOOL ENROLLMENT HISTORY AND FY18 FORECAST



The chart above shows the WPS enrollment over the past five years and the projections for the next three. The actual numbers of students in elementary, middle and high school is shown in FY14-FY18, while the FY19-FY21 numbers are current projections (P) taken from last year's (FY18) enrollment report.¹

Enrollments at the elementary level have begun to decline, following peak enrollment in 2008 of 2,500. The Middle School enrollment is relatively flat for FY19 and will be in decline over the next few years. The High School had a small spike in enrollment in FY18 followed by similar declining enrollment. Our FY18 total actual district enrollment K-12 of 4,908 is thirty-two (32) students less than our FY14 actual enrollment.

The projected total district enrollment for the next three years is:
 FY19: 4,809; FY20: 4,713; FY21: 4,619

¹ As of October 1st of each year, the School Department releases an official enrollment report to the Department of Elementary and Secondary Education (DESE). In addition the School Department studies the enrollment trends and projects numbers for each grade level (K-12) running 3 years into the future. Each year's budget is built using the October actual and projected enrollment numbers. Enrollment can change during the year, and the School Committee does report updated numbers from time to time. For our purposes throughout this analysis, we are using the October enrollment report numbers that inform the budget decisions.

APPENDIX F: SPECIAL EDUCATION PROGRAMS

Overview: Programs and Services

Special Education services are provided for children with a broad spectrum of disabilities from mild to very severe. A continuum of service delivery models including classroom-based support, support in learning centers, In-District (ID) specialized programs and Out-of-District (OOD) programs and services are needed to meet the needs of a growing population of students with disabilities.

After an extensive evaluation by a team of Special Education professionals and parents, an Individual Education Program (IEP) is developed for each student who requires services. The IEP is a binding contract between the school and the parents, outlining the specialized services that a student will receive and the benchmarks that must be met. If parents disagree with a proposed IEP and/or Placement, the regulations provide for a dispute resolution process up to and including a formal hearing at the state level. Hearing decisions are made using the federal standard of "free and appropriate public education." If a hearing officer finds in favor of the parents' request, the school department is financially responsible for the requested Placement and possibly other costs and expenses.

The Special Education budget of \$22,199,864 for FY19 represents a 8.04% increase from the FY18 appropriation and is approximately 29.8% of the school budget, supporting close to 17% of the student population. A number of these students present with significant disabilities, including but not limited to autism spectrum disorders, social- emotional and/or behavioral challenges, language based disabilities and global impairments.

The majority of Special Education students receive 60% or more of their services within the general education program. Services outside the general education classroom can include specialized instruction within a Learning Center and/or related services. Because federal Special Education law requires that school districts provide services in the Least Restrictive Environment (LRE), Wellesley Public Schools (WPS) is mandated to educate students, to the greatest extent appropriate, within general education environments. Related services, which allow these students to remain within the public school setting, can include therapies (such as occupational or physical therapy) and counseling. Students may receive ID services in preschool (at PAWS, a specialized integrated preschool program), at their local elementary school, or through a specialized program housed at one of the schools, elementary through high school.

If the Town has a cohort of students with similar special education needs, specialized programs are developed to address their unique needs, whenever feasible. By developing ID programs, Wellesley meets the mandate of LRE and creates cost efficiencies by avoiding expensive OOD Placement tuitions and transportation costs.

When an ID placement isn't possible, the school located and finds an OOD placement for students between the ages of 3 and 22. The continuum of placements can range from other public schools to private residential schools. Tuition for a private day school setting is often more expensive, ranging from \$46,000 to over \$142,000, and residential schools can range from \$168,000 to over \$400,000. The State Operational Services Division sets annual tuition rates for these services and allows for annual tuition increases, typically between 3% and 7%.

The Special Education budget is developed based on the needs of each student's IEP. ID costs include all expenses incurred for students educated within the WPS, including transportation if required. For student students educated outside WPS, expenditures include tuitions and

transportation costs. Each IEP is assessed and the appropriate staffing is determined to ensure that the WPS can meet the level of mandated services outlined in the IEP. In addition, some students require specialized equipment, materials, and/or low-incidence services (e.g., nursing, vision and/or hearing services/equipment) that result in a higher level of per-pupil expenditure than the majority of students serviced within the Special Education Department. These expenses are built into the budget on a student-by-student basis. Tuition and transportation expenses are also determined individually and are based upon a student's current Special Education placement (where the IEP will be implemented) and reasonable predictions for the coming fiscal year.

In-District and Out-of-District Transportation

The State mandates that Special Education students who attend an ID program away from their home school or who attend an OOD Placement must be provided transportation as a related service. Salaries for transportation include the Transportation Coordinator, transportation attendants and van drivers for the District's thirteen vans and are included in Personal Services. Vehicle-related expenses associated with the van program (fuel, maintenance, etc.) and outside vendor transportation services are included in Expenses.

Funding Special Education

Budgeting for all of the Special Education programs, including OOD tuitions, is based on students enrolled in Special Education as of October 1st of the current fiscal year. The School Department then identifies the students who will graduate, "age out" of the system (turn 22 years old), return to the WPS programming, or who are at-risk to be placed out of district. The cost of educating students in Special Education programs is primarily born by the taxpayers in the local community; however, other sources, both state and federal, provide substantive offsets.

Despite careful development, unpredictable factors can impact the tuition portion of the budget quickly and sometimes substantially. These factors may include students with disabilities who require emergency placements, students who move into Wellesley and are already in OOD placements, students who have a significant change in their level of need, and unidentified students turning 3 years of age.

State Funding (Circuit Breaker)

In FY04, the Massachusetts State legislature funded the Circuit Breaker (CB) Special Education Reimbursement Program to provide financial support to local governments for the cost of students in both in-district and out-of-district placements. Under the program, school districts receive partial reimbursement for the costs of these programs. The FY19 budget assumes a reimbursement rate of 73% of the cost to educate any student above a threshold amount, that equals four times the State average foundation budget per pupil cost.

Since its inception, the legislature authorizes up to 75% of the cost of the Special Education students that exceed four times the State average foundation budget per pupil cost. The FY19 CB threshold projected by the District is to be \$43,500. CB funding is subject to the following limitations: 1) It is calculated on a child-by-child basis, not on an aggregate basis and 2) Transportation costs cannot be included in the calculation. Therefore, CB funding is triggered only if an individual child's costs exceed the threshold.

Additional information on the Circuit Breaker can be found at the Commonwealth Department of Education website at: www.doe.mass.edu/finance/circuitbreaker: *"A Primer on Financial Aspects of Special Education"*

Current Costs of Out-of-District Programs

As of December 2017, Wellesley had 63 students in Out-of-District placements and 12 pending placements for a total of \$7,527,739 in tuitions, an average of \$100,370 per student.

They were distributed as follows:

\$300,000-385,000 = 7 students
\$200,000-299,000 = 2 students
\$100,000-199,000 = 11 students
\$50,000-99,000 = 35 students
\$3,000-49,000 = 20 students

The unexpected increases included:

7 unanticipated out-placements totaling \$400,426 and averaging \$57,203
4 move-ins totaling \$325,205 and averaging \$78,801
2 students requiring additional services = \$38,683 additional tuition
3 unilateral placements = \$223,255
Unexpected settlement tuition costs = \$113,844

There were offsetting decreases of 4 students not needing services and unexpected changes in tuitions for 43 students leading to an overall net decrease in tuition costs of \$53,879.

Special Education Programs

WPS has developed a full continuum of specialized programs across all levels to support students within district. In order to develop these programs, a reasonable cohort of students must exist to be able to realize cost efficiencies while meeting the federal mandate to educate students in the Least Restrictive Environment.

List of In District Programs during FY19:

Preschool at Wellesley Schools (PAWS)

1. Students with significant developmental delays (8 sections with 10 sessions)

Elementary Schools

1. 14.5 Learning Center sections
2. Language Based Program for traits and characteristics of dyslexia and communication disabilities – Schofield (1 section)
1. Therapeutic Learning Center for emotional/social needs – Hunnewell (2 sections)
2. SKILLS for Autism Spectrum – Upham (4 sections)
3. Integrated Specialized Services for disabilities that cross domains – Sprague (3 sections)

Wellesley Middle School

2. Ten Learning Center sections
3. Language based Programs for traits and characteristics of dyslexia (2 sections)
4. Therapeutic Learning Center for emotional/social needs (1 section)
5. SKILLS for Autism Spectrum (1 classroom)
6. Integrated Specialized Services for disabilities that cross domains (1 section)

Wellesley High School

7. Seven Learning Center sections
8. Language-based Program for traits and characteristics of dyslexia (4 sections)
9. SKILLS Program for students on the Autism Spectrum in addition to disabilities that cross domains (3 sections) (This combines the SKILLS and ISS at lower grades)

10. Cornerstones program to assist students who have social/emotional needs
11. Gateways Program to assist students with emotional needs (1 section)
12. LAUNCH Program for students aged 18-22 who will not receive a high school diploma to prepare those students for adult life

APPENDIX G: SCHOOL TECHNOLOGY REPORT

This Appendix provides a broader overview of the goals, history and further detail on the School Technology Program.

Technology Goals and Vision

- Provide digital equity through multiple participation options
- Learn how to use technology as an educational tool vs. entertainment
- Teach digital citizenship, self-awareness and self-regulation
- Foster critical thinking, creativity and innovation, communication and collaboration
- Prepare students for college and career
- Comply with state guidelines and state testing schedule

The 1:1 Program Implementation

Elementary 1:1 Program implementation

Grade/Device	FY14	FY15	FY16	FY17	FY18
Grade 3 iPads					Implemented
Grade 4 iPads					Implemented
Grade 5 iPads	Implement				Replaced

Middle & High School 1:1 Program Implementation

Grade/Device	FY14	FY15	FY16	FY17	FY18
Grade 6 iPads	Pilot	Implemented			
Grade 7 iPads		Pilot	Implemented		
Grade 8 iPads			Pilot	Implemented	
Grade 9 Laptops				Pilot	Implemented
Grade 10 Laptops				Pilot	Implemented
Grade 11 Laptops				Pilot	Implemented
Grade 12 Laptops				Pilot	Implemented

Parent Partnership (Grades 6-12) Participation Options

BYOD: Family provided Device	Purchase/Lease: Family purchases Device through School	School Use: School use only
Families choosing this option are expected to provide a device that meets specifications.	Families choosing this option make installment payments. Students own device at end of lease term.	Students pickup device daily and return it at end of day. Student responsible for data management.

“Next Generation” MCAS Transition to Computer-based Testing

2017: Grades 4, Grade 8 English & Language Arts (ELA) and Math

2018: Grades 4, 5, 6 & 8: ELA, Math and STE (Science, Technology and Engineering)

Instructional Technology vs. Operational Technology

School technology includes Instructional Technology that is located in the classroom or computer labs. There is also necessary Operational Technology or Infrastructure, the “plumbing” that is behind the scenes, but crucial to both the classroom and administrative functioning of computers.

Strategy for Decision Making

- Evaluate continuing need for existing technologies
- Repurpose when appropriate
- Review State Guidelines for Technology
- Evaluate new technologies and continually track inventory
- Remove when technology is no longer relevant or needed

Device Life-Cycle

A key driver of the technology program going forward will be the increased number of machines that are beyond their life cycle and that are requiring increased expenditures in repairs and maintenance. This is the expected life cycle replacement window of various items:

- Desktop - 7 years
- Laptop – 5 years
- Tablet/iPad – 4 years
- Projectors – 7 years
- Document cameras – 7 years
- Smart boards – 10-15 years
- Server – 5-7 years

The School Department does trade in used iPads, Laptops and Desktops and receives a credit for parts inventory or repairs valued at \$7,465-\$14,000 per year for this.

Migration from Physical to Virtual or Cloud

The technology program currently has 11 physical servers, including 7 security servers. The program is continuing to move applications from physical servers to locally hosted virtual servers and also to cloud-hosted remote servers. The current model is a hybrid cloud model with primary services being hosted locally. Application services are hosted remotely. The criteria for new applications is remote hosting. There is also an investigation for using remotely hosted virtual machines for disaster recovery.

Students and staff have unlimited cloud-based storage with Google Apps for Education.

Collaborations with Town IT

The School Department works closely with the Town IT Department, and there is a monthly meeting of the IT Directors in Town. The School Department shares financial systems with the Town.

APPENDIX H: GLOSSARY OF MUNICIPAL FINANCE TERMS

ABATEMENT. A complete or partial cancellation of a tax or assessment levied (imposed) by the Town. Abatements usually apply to tax levies and special assessments.

APPROPRIATION. An authorization granted by Town Meeting to make expenditures and to incur obligations for specific purposes. An appropriation is usually limited in amount and as to time when it may be expended.

ASSESSED VALUATION. A valuation set upon real estate or other property by the Town as a basis for levying taxes. Equally assessed valuation refers to the Town's assessed valuation as determined by the Assessors, adjusted by the State Department of Revenue on a biennial basis to reflect full market value ("equalized valuation").

BUDGET. A plan of financial operations embodying an estimate of proposed expenditures for a given period and the proposed means of financing them. A budget may be "preliminary" – the financial plan presented to Town Meeting, or "final" – the plan approved by Town Meeting.

CAPITAL PROJECT. A major nonrecurring physical acquisition expenditure often including planning, acquisition, and construction phases.

CHERRY SHEET. An annual statement received by the Assessors from the State Department of Revenue detailing estimated receipts for the next fiscal year from various State Aid accounts and the Local Aid Fund (Lottery) and estimated charges payable by the Assessors in setting the tax rate. Supplemental Cherry Sheets may be issued during the year and there is no guarantee that the estimated receipts and charges shown thereon will not vary from actual receipts and charges.

COLLECTIVE BARGAINING. Negotiations between an employer and union representative regarding wages, hours, and working conditions.

DEBT AUTHORIZATION. The formal approval required under the procedures set forth in Chapter 44 of the Massachusetts General Laws before the Town may lawfully incur debt.

DEBT SERVICE REQUIREMENT. The amount of money required to pay interest on outstanding debt, and serial maturities of principal for serial bonds.

ENTERPRISE FUND. A fund established to account for operations (a) that are financed and operated in a manner similar to private business enterprises – where the intent of the governing body is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges; or (b) where the governing body has decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability, or other purposes. Examples of Enterprise Funds are those established for the Town's water, sewer, and electric utilities.

EQUALIZED VALUATION. The value of all property as determined by the State Tax Commission biennially, using a standard of "full and fair value." This is also referred to as "100% valuation." The equalization figures are reported in December and affect State Aid distributions for the two-year period beginning the following July.

EXCESS LEVY CAPACITY. The difference between the Town's maximum tax levy limit as established by Proposition 2 ½ and its actual tax levy in the most recent year for which the Town has set a tax rate. This is the additional tax levy that the Town could raise without going to the voters for an override or debt exclusion.

EXCLUSIONS. A provision in the Proposition 2 ½ Law (Chapter 580 of the Acts of 1980) that provides, through referendum, to add funds to the total tax levy on a temporary basis. Exclusions and Debt Exclusions are specifically for capital or special onetime items. Exclusion type questions, if approved by voters, are used to fund onetime items, usually large capital projects. These funds do not become part of the permanent tax levy base. An exclusion for debt service on a loan to pay for a major capital project expires when the loan is paid. The amount added to the tax levy for a particular year is the debt service needed for that year only. Exclusions are only effective until the funding for the project to which they apply is complete.

FISCAL YEAR. A 12 month period to which the annual operating budget applies and at the end of which the Town determines its financial position and the results of its operations. The Commonwealth and the Town operate on a fiscal year that begins on July 1 and ends on June 30. The number of the fiscal year is that of the calendar year in which the fiscal year ends; e.g., the fiscal year 2014 begins July 1, 2013, and ends June 30, 2014, usually written as FY 14.

FIXED ASSETS. Assets of a long-term character which are intended to continue to be held or used, such as land, buildings, improvements other than buildings, machinery and equipment.

FREE CASH. Sum of funds appropriated and raised by the Town, but not expended in the years for which they were appropriated, minus uncollected taxes of prior years. This amount must be certified by Massachusetts Bureau of Accounts before it can be used.

FULL-TIME EQUIVALENT. A term that expresses the amount of time a position has been budgeted for in terms of the amount of time a regular, full-time employee normally works in a year. For most positions in Town, one FTE has been set to equal the number of hours a typical full-time employee works during a calendar year after deducting holiday, vacation, sick and personal time from a 52.2 week year consisting of 2,088 total hours. A position that has been budgeted to work full-time for only six months is 0.5 FTE.

FUND. A fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equities or balances, and changes therein, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations.

FUND TYPE. In governmental accounting, all funds are classified into seven generic fund types: General, Special Revenue, Capital Projects and Debt Service (Governmental Funds), Enterprise and Internal Service (Proprietary Funds), and Trust and Agency (Fiduciary Funds).

GAAP. Generally Accepted Accounting Principles. There are twelve basic principles of accounting and reporting applicable to state and local governments. These include the use of the modified accrual basis of accounting, as appropriate, for measuring financial position and operating results. These principles must be observed in order to provide a basis of comparison of data among different cities and Towns.

GENERAL FUND. The fund used to account for all financial resources of the Town except those required to be accounted for in another fund.

GENERAL REVENUE. The revenues of the Town other than those derived from and retained in an enterprise. If a portion of the net income in an Enterprise Fund is contributed to another non-enterprise fund, such as the General Fund, the amounts constitute general revenue of the Town.

GROWTH REVENUE. The amount of property tax revenue that the Town can add to its allowable tax levy (above the 2 ½%) from new construction, alterations, subdivision, change of use or anything being taxed for the first time. It is computed by applying the prior year's tax rate to the increase in valuation.

MODIFIED ACCRUAL BASIS. The accrual basis of accounting adapted to the government fund type, wherein only current assets and current liabilities are generally reported on fund balance sheets, and fund operating statements present "financial flow" information (revenues and expenditures). Revenues are recognized when they become both "measurable" and "available to finance expenditures of the current period." Expenditures are recognized when the related fund liability is incurred except for a few specific exceptions. All governmental funds and Expendable Trust Funds are accounted for using the modified accrual basis of accounting.

OFFSET RECEIPTS. Includes certain education programs, aid to public libraries and environmental programs which are designated on the Cherry Sheet as offset items. These amounts can be spent without appropriation but must be spent only for these specific municipal programs.

OPERATING BUDGET. Plans of current expenditures and the proposed means of financing them. The annual operating budget is the primary means by which most of the financing, acquisition, spending and service delivery activities of the Town are controlled.

OVERLAY. The amount raised by the Assessors in excess of appropriations and other charges for the purpose of creating a fund to cover abatements on real and personal property taxes and to avoid fractions in the tax rates.

OVERRIDE. A provision in the Proposition 2 ½ Law (Chapter 580 of the Acts of 1980) that provides, through the referendum process, to add funds to the total tax levy on a permanent basis. If approved by a Town-wide vote, the override amounts become a part of the tax levy base and therefore the amount approved in a given vote does grow with the rest of the base by 2 ½% per year. An override question can only provide for additional funding for either the operating budget or the ongoing capital budget.

PRIMARY LEVY LIMIT. 2 ½% of certified full and fair cash value of taxable property.

PROPOSITION 2 ½. A statewide tax limitation initiative petition limiting the property tax levy in cities and Towns in the Commonwealth to 2 ½% of the full and fair cash valuation of the taxable real estate and personal property in that city or Town. The statute also places an annual growth cap of 2 ½% on the increase in the property tax levy.

REIMBURSEMENTS. (1) Repayments of amounts remitted on behalf of another party. (2) Inter-fund transactions which constitute reimbursements of a fund for expenditures or expenses initially made from it which are properly applicable to another fund – e.g., an expenditure properly chargeable to a Special Revenue Fund was initially made from the General Fund, which is subsequently reimbursed. They are recorded as expenditures or expenses (as appropriate) in the reimbursing fund and as reductions of the expenditure or expense in the fund that is reimbursed.

RESERVE FUND. A fund established by the Annual Town Meeting which is under the control of the Town's Advisory Committee and from which transfer may be made for extraordinary and unforeseen expenditures. It may be composed of an appropriation of not more than 5% of the prior year's tax levy.

REVOLVING FUNDS. Those funds which may be used without appropriation and which are established for particular uses such as school athletics, continuing education programs, school lunch programs, self-supporting recreation and park services, conservation, etc.

SECONDARY LEVY LIMIT. Prior year levy limit plus 2 ½% (Base) plus "growth revenue."

SPECIAL APPROPRIATION. An authorization to expend funds for a specific project not encompassed by normal operating categories.

STABILIZATION FUND. A special reserve account created to provide for capital improvements which is invested until used. The Town may appropriate into this fund in any year an amount no more than 10% of the prior year's tax levy. The outstanding balance in the account cannot exceed 10% of the Town's equalized valuation. Generally, it requires a 2/3 vote of Town Meeting to appropriate money from the Stabilization Fund.

STATE DISTRIBUTION. All revenue flowing from the Commonwealth. Major categories include reimbursement for loss of taxes, educational distributions and reimbursements, funds for direct education expenditures, general government reimbursements and distributions.

SURPLUS REVENUE. This is the amount by which cash, accounts receivable and other floating assets exceed the liabilities and reserves.

SUPPLEMENTARY APPROPRIATION. An appropriation submitted after the main budget has been approved, which must specify a revenue source.

TAX LEVY. The net amount to be raised by the Town each fiscal year by assessing ad valorem taxes on real estate and personal property located within the Town.

TAX RATES. The amount of tax stated in terms of a unit of the tax base; for example, \$8.91 per \$1,000 of assessed valuation of taxable property.

UNFUNDED PENSION LIABILITY. Unfunded pension liability is the difference between the value assigned to the retirement benefits already earned by the Town's employees and the assets the Town's retirement system will have on hand to meet these obligations. The dollar value of the unfunded pension liability is driven by assumptions about interest rates at which a retirement system's assets will grow and the rate of future costs of living increases to pensioners.

UNENCUMBERED APPROPRIATION. The portion of an appropriation not yet expended or encumbered.

UNIFORM MUNICIPAL ACCOUNTING SYSTEM. A comprehensive and practical municipal accounting system that conforms to GAAP for local governments. UMAS is regarded by the Department of Revenue as the professional standard for modern municipal accounting in Massachusetts. Among the benefits of conversion to UMAS are increased consistency in reporting and record keeping and enhanced comparability of data among cities and Towns.

APPENDIX I: GUIDELINES FOR CONDUCT OF WELLESLEY REPRESENTATIVE TOWN MEETING

I. INTRODUCTION

The purpose of Wellesley Town Meeting (the "Meeting") is to reach decisions with respect to the matters brought before the Meeting by a democratic process. The process should not be partisan or adversarial. Rather it should demonstrate an effort by the elected representatives of the Town in open discussion, free from technicalities of parliamentary procedure, to establish constructive policies for the government of the Town. The Meeting depends for its effectiveness on familiarity of the Town Meeting Members with the matters before the Meeting and upon their ability to rely one upon the other and upon their elected or appointed boards and committees.

All who speak to the Meeting or prepare

to it should seek to be worthy of this trust. Proponents of action should make full and fair disclosure of all facts and considerations bearing on a problem, not merely those favoring their proposal. On the other hand, those opposed to a proposal should make their opposition known to the sponsors as soon as possible, rather than seeking to succeed by surprise at the Meeting. Negotiations prior to Town Meeting are more likely than debate at Town Meeting to clarify the issues and to produce solutions that will receive the support of the Meeting as a whole.

The great diversity among the residents of the Town often will lead to differences with respect to the matter before the Meeting. The good faith of no one should be questioned; rather, there should be a cooperative effort to find solutions that are reasonably responsive to the needs of all.

The Meeting shall abide by the laws of the Commonwealth including the prohibitions of smoking and carrying firearms on school property.

The following guidelines are intended to inform and guide those who participate in the Meeting and, thus, to assist in its orderly conduct. These guidelines, except to the extent that they embody statutes and Town Bylaws, are not intended as rules having legal effect.

II. PARTICIPANTS IN THE MEETING

- A. *Public Meeting*** - The Town Meeting is a public meeting and may be attended by all. Since only the Members may make motions and vote thereon, they are seated separately from non-members.
- B. *Quorum*** - A majority of the Town Meeting Members shall constitute a quorum for doing business; but a lesser number may adjourn the Meeting to another time.
- C. *Moderator*** - The Moderator shall preside at the Meeting and shall regulate the proceedings and decide all questions of order.

No one shall distribute any material at Town Meeting except with permission of the Moderator.

The Moderator may appoint persons to assist in the conduct of the Meeting, including determination of the vote of the Meeting.

If the Moderator is absent or cannot act, a Moderator Pro Tempore may be elected by the Meeting, the Town Clerk to preside at such election.

The Moderator shall not be an elected Town Meeting Member and shall not vote with respect to any matters before the Meeting. A Town Meeting Member may be a Moderator Pro Tempore, but shall not vote while presiding at the Meeting.

D. Clerk - The Town Clerk shall determine the presence of a quorum and shall maintain the records of the Meeting, including the results of all votes and other action taken at the Meeting. If there is no Town Clerk, or if the Town Clerk is absent from the Meeting, the Meeting shall elect another person (usually the Assistant Town Clerk) to act as temporary Clerk of the Meeting.

The Town Clerk shall not be an elected Town Meeting Member and shall not vote with respect to any matters before the Meeting. A Town Meeting Member may be Temporary Clerk, but shall not vote while acting as Clerk of the Meeting.

E. Town Counsel - Town Counsel shall be present at all Meetings and, upon request, shall advise the Moderator and any Member or other person present with respect to any pertinent question of law on which his or her opinion is requested. Such opinion is advisory only and not binding upon the Town, any person or the Meeting. If Town Counsel is unable to attend, the Selectmen shall designate another attorney as Acting Town Counsel to perform those duties at the Meeting.

Town Counsel shall not be an elected Town Meeting Member and shall not vote with respect to any matter before the Meeting. A Town Meeting Member may be Acting Counsel, but shall not vote while so acting.

F. Tellers - The Moderator shall appoint Town Meeting Members as Tellers for the purpose of counting the votes of the Meeting. Such appointments may, in the Moderator's discretion, be effective for more than one session of any Meeting. The Tellers shall report the results of their count of the section of the Meeting assigned to them, indicating the number in favor of the motion, the number opposed, and, if so instructed by the Moderator, the number abstaining and such shall be announced to the Meeting and maintained with the records of the Meeting. Tellers may vote on any question on which they act as Tellers, but any Teller who decides to participate in the debate of a question should request the Moderator to appoint another Teller to count the vote on that question.

III. MOTIONS

A. Need for Motion - Action by the Meeting is taken solely by a vote of the Meeting on a motion duly made at the Meeting.

B. Subject of Motions - Except for such matters as resolutions recognizing individual achievements and the like, no motion shall be entertained by Town Meeting unless the subject thereof is contained within the Warrant. The Moderator shall determine whether a motion is "within the scope of the warrant," that is, whether the warrant gave adequate notice that the action proposed by the motion might be taken at the Meeting. Motions may propose action at variance with that desired by the sponsor of the article. Such motions may, for example, propose the establishment of a guideline, referral to an

existing board or committee or one to be established; but all such motions are proper only if "within the scope of the warrant" as determined by the Moderator.

- C. Order of Consideration** - All articles shall be considered in the order in which they appear in the warrant, unless the Moderator in his/her discretion or the Meeting by majority vote changes the order. Where there are a number of motions relating to a project calling for the expenditure of funds, the motion calling for the expenditure of the largest sum shall be the first put to vote, unless the Moderator in his/her discretion decides to change the order.
- D. Formal Requirements** - Motions can be made only by a Member of the Meeting. All motions other than procedural motions must be in writing signed by the sponsoring Member. No seconds are needed for any motion.

Sponsors of motions are required to submit their motions to the Selectmen by a date specified by the Selectmen. The motions must also be submitted to the Moderator and the Chair of the Advisory Committee. The exact form of any motion or amendment must either be distributed to Town Meeting Members or projected on a screen at Town Meeting before a vote thereon can be taken.

After the initial call to order of any Annual or Special Town Meeting, if a proponent informs the Moderator of an intention to present an amendment or substitute motion or resolution, notice of the action and the text must be made available to Town Meeting Members before action is taken on the article to which it relates.

- E. Notice to Moderator** - Every person who prior to the Meeting has decided to make a motion with respect to an article should inform the Moderator and the Chair of the Advisory Committee prior to the Meeting or, if the decision to make a motion is reached only during the Meeting, as early as convenient thereafter.

- F. Reconsideration** - Motions to reconsider any action shall be entertained only if in the view of the Moderator there is reason to suppose that Members may have changed their minds. The Moderator may rule that any motion is a motion for reconsideration if it is not substantially different from a motion previously voted upon.

No action taken at any session of a Town Meeting shall be reconsidered at any subsequent session, unless notice of intention to move for reconsideration shall have been given at the session at which such action was taken. If action taken at the final session is to be reconsidered, debate and a vote on a motion for reconsideration may occur at the same session only after all articles have been acted upon unless, in the Moderators discretion, debate and a vote on the motion at an earlier point in the session would expedite the conduct of the session. Any vote that requires more than a simple majority for passage shall require a 3/5ths vote in order to be reconsidered by Town Meeting.

IV. DEBATE

- A. Persons Authorized** - All residents of Wellesley, whether or not Town Meeting Members or registered voters, may address the Meeting. Non-residents may address the Meeting with the approval of the Moderator or a majority of the Meeting.
- B. Permission of the Moderator** - Persons wishing to address the Meeting shall raise their hands or stand and wait until they are recognized by the Moderator and no one shall

address the Meeting without first requesting and receiving the permission of the Moderator.

C. Identification of Speaker - Each person addressing the Meeting shall begin by stating his or her name and precinct if a resident of Wellesley or place of residence if a non-resident.

D. Conduct - All remarks should be limited to the subject then under discussion. It is improper to indulge in references to personalities and all expressions of approval or disapproval, such as applause or booing, are out of order.

The Moderator may request any person to keep silent. If, after a warning from the Moderator, a person refuses to be silent or persists in other disorderly behavior, the Moderator may order such person to withdraw and, if he or she fails to withdraw, may order a police officer to remove such person from the Meeting.

E. Personal or Financial Interest - Individuals who have a personal or financial interest with respect to a matter may speak or vote thereon but should frankly disclose their interest before speaking. However, no Town Meeting Member should accept compensation for speaking to or voting at the Meeting.

F. Time - There is no time limit to the debate of any question. Accordingly, motions to limit time for debate or to call the question are not in order. However, each individual who speaks to the Meeting should make an effort to be as brief as possible, out of consideration for the others attending the Meeting and the need to give adequate time to all matters coming before it. The Moderator may request that all persons who intend to speak for more than five minutes give him/her notice before the start of the session.

G. Repeated Speaking - In order to give all a fair opportunity to speak, no one who has addressed the Meeting on any particular motion shall speak again, except to answer questions, until all others wishing to speak to the motion have done so.

H. Maps - The Planning Board has slides of Town maps available for use at all Meetings and may be requested on reasonable notice to make available a slide of any map appropriate to the subject under discussion.

V. VOTING METHOD

Except as specifically otherwise provided by law or these rules, voting shall be by voice votes or show of hands as the Moderator may determine and the Moderator shall declare the results of such vote. If a vote so declared is immediately questioned by seven or more Members, the result shall be determined by counting the votes of the Meeting by means of a standing vote.

VI. DEFINITIONS

A. Roll Call - Upon motion supported by not less than sixty members and made prior to the taking of a standing vote, the vote shall be by a roll call of all Members, the Clerk to indicate on the record with respect to each Member, "Aye," "Nay," "Abstain," or "Not Present" as the case may be.

B. Secret Votes - There shall be no secret ballots or other secret votes at Town Meeting.

C. Majorities - Except as otherwise provided by law or the Town's Bylaw, all actions of the Meeting shall be taken upon vote of a simple majority of those present and voting.

D. Ballot Vote

- (a) Upon a motion supported by not less than 20 Members made prior to a vote on any question (whether required by law to be a counted vote or not), the vote shall be taken by ballot in such form as will in the opinion of the Moderator indicate how individual Town Meeting Members have voted on a question. The results of such vote shall be announced in terms of the numbers of aye, nay, or abstain votes cast. The Town Clerk shall, within a reasonable time after the session has been adjourned, compile a list of Members voting on the question, which list shall disclose how each Member voted. Said list, together with the original ballots, shall be open to public inspection so that the public shall be able to determine the way in which each Town Meeting Member voted on the question and shall be preserved for at least 3 years.
- (b) If a law or a bylaw requires a two-thirds vote for action by the Meeting, the Moderator is authorized to declare the vote without taking a count, subject to the roll call and ballot vote provisions noted above. If more than a two-thirds vote is required, the Moderator may first determine whether the vote is unanimous and, if it is not, the vote shall be counted either by means of a standing vote, by roll call or by ballot as provided in the Town's Bylaw.

VII. ADJOURNMENT AND DISSOLUTION

- A. Adjournment** - Sessions of the Town Meeting shall normally adjourn about 11 o'clock in the evening but may adjourn at such earlier or later time as the Town Meeting upon vote of a majority of its Members may determine.
- B. Dissolution** - The Meeting shall not dissolve until all articles in the warrant with respect to which any Member wishes to make a motion have been considered.

VIII. RECORD OF MEETING

The Town Clerk in consultation with the Moderator shall prepare and maintain a complete record of the Meeting at the office of the Town Clerk where, upon request, it may be inspected by any interested person and also shall deposit a copy of such record at the Main Library. Such record may, but need not be, verbatim. However, it shall as a minimum contain the text of all articles and motions, whether main motions or subsidiary motions, the name of the moving party, the action of the Meeting with respect thereto and such summary of statements made at the Meeting as will in the opinion of the Town Clerk contribute to a better understanding of the action of the Meeting.

IX. REFERENCE TO TOWN MEETING RULES

Wellesley Representative Town Meeting was established by Chapter 202 of the Acts of 1932 which has been amended several times since then. Certain customs have developed in the conduct of the Town Meeting. Wellesley custom does not differ substantially from the custom of other representative town meetings, as generally described in *Town Meeting Time* (Little, Brown, and Company 1962), a book that also contains references to applicable court decisions and statutes. All custom may be changed by law, or the Bylaws of Wellesley, as from time to time amended.

It is the combination of the foregoing which produces the “rules” of Wellesley Town Meeting in conformity with which the Moderator regulates the conduct of the meeting.