

**Wellesley Advisory Committee**  
**Juliani Room, Town Hall**  
**June 22, 2016, 7:00PM**

Tom Frisardi called the meeting of the Advisory Committee to order at 7pm. Those present included Jane Andrews, Rose Mary Donahue, Tom Fitzgibbons, Chad Harris, Mike Hluchyj, Mark Kaplan, Michael Mastriani, Frank Pinto, Alena Poirier, Sara Raveret, Tom Skelly, Mason Smith, Ria Stolle, Andrea Ward, and Kathleen Woodward.

7:00 Citizen's Speak

There was no one present for Citizen's Speak.

7:05 Request for Inter-Departmental Transfer/Board of Selectmen (BOS)

This is a motion to transfer \$12,237.72 from the Facilities Department—Personal Services to the Selectmen—Personal Services. BOS member Barbara Searle was present.

The request centers on the salary increase for Hans Larsen, which was granted in July 2015 for fiscal 2016. It is a transfer of funds previously appropriated for fiscal 2016.

There was a question re: the merit pay plan; it is not applicable to contract positions.

There was an additional question on guidelines for increases for contract positions. There are no existing guidelines, but comparable communities were looked at.

*Mason Smith made a motion to approve the transfer of \$12,237.72 from the Facilities Department--Personnel Services, to the Board of Selectmen—Personal Services. Sara Raveret seconded the motion, the motion was approved, 10-0\*.*

\*A member entered the meeting late and did not vote.

Approval of Minutes

*Sara Raveret made a motion to approve the minutes from 5/18/2016. Chad Harris seconded the motion; the motion was approved, 11-0.*

7:15 Town Moderator's orientation for new members of the Advisory Committee

Peg Metzger, the Town Moderator, explained the role and responsibilities of the Advisory Committee (AC).

The AC's influence depends on the strength and rigor of its analysis, its ability to communicate effectively, and its ability to be objective, open-minded, and impartial.

There was a question from a new member on investigative powers and when they would be invoked. Investigative powers are rarely invoked; they are typically invoked for legal and financial issues, not benchmarking issues.

The Moderator reminded members it is considered inappropriate to mention membership when conducting business within the Town, to endorse candidates for Town office, and to take a public position or to speak to the press on an issue that is before Advisory.

The expectation is that Advisory members do not speak at Town Meeting. Advisory members' opinions are communicated through the Advisory Report and through the Chair's verbal presentations to Town Meeting.

Members are able to vote one way as an Advisory member and another way as a Town Meeting Member; it is not a conflict.

Conflicts of interest should be addressed with the Advisory Chair. The recourse is recusal: the member would leave before deliberations start and then return after the vote.

Open meeting rules apply to Advisory meetings.

- There was a question on emails and open meeting rules: while HHU is on a break, is it appropriate to email summaries? Updates and general summaries are okay, but discussions should be avoided.
- There was a question on whether open meeting rules apply to subcommittees; holding subcommittee meetings should be okay but this question could be addressed with Town Counsel. There was a suggestion that subcommittee meetings could be posted and to hold the meetings in a public place without taking a vote.
- Members could use Advisory Committee email instead of private emails.

Abstention is appropriate if not present for debate, but members should recuse themselves if there is a conflict of interest.

Advisory should not enter into debate during Citizen's Speak or presentations; those are opportunities to listen.

Advisory liaisons are not members of the boards they are following; liaisons attend board/committee meetings to provide updates to Advisory. It is just a communications role to keep the Advisory Committee informed.

There was a question on members writing letters to the editor or commentary before votes.

- This would not be appropriate before Town Meeting. The Moderator does not think this is appropriate before a referendum vote, either; however, there are differing opinions about this. It's best to keep a low profile, but

members do have first amendment rights. Members need to maintain a balance.

There was a question on communications within Advisory: members typically work in teams while writing the book; is that considered a work session or should it be a public meeting?

- Writing the book is not a deliberative process and is considered a work session.

Data requests to boards/committees should be channeled through one person; try to make the request as least burdensome as possible.

There was a comment on maintaining a balance between tone and asking probing questions: should committees be given an orientation on what to expect from Advisory? The Moderator will consider this. There was a comment that the tone with which a question is asked is as important as the question itself.

There was a suggestion to request Kathy Nagle, the Town Clerk, to put Advisory members who are not Town Meeting members on the Town Meeting email list.

There was a question on discrepancies between boards posting minutes in a timely manner: is it appropriate for Advisory to bring that up with boards? It is not a main role for Advisory, but isn't inappropriate. Town Counsel could send a reminder to boards that they are obligated to post minutes.

### Liaison Updates

Dropbox: it is the liaison's role to upload documents to Dropbox.

Hardy/Hunnewell/Upham: A consulting firm is being hired to do an enrollment study. School visits occurred. A possible chairperson is being discussed.

School Committee: Teacher contracts were being voted on today. Sharon Gray is the new chair, Matt Kelly will be vice chair; and Michael D'Ortenzio will be the Secretary.

900 Worcester/Recreation: Town Counsel will issue a provisional letter on 900 Worcester. The final plans will be presented to Town Meeting in the spring.

### Adjournment

Tom Frisardi adjourned the meeting at 8:46pm.