

Approved March 31, 2021

**Advisory Committee Meeting
Zoom Video Conference
Wednesday, March 24, 2021, 6:30 p.m.**

Those present from Advisory Committee included Shawn Baker, Julie Bryan, Jake Erhard, Jennifer Fallon, Neal Goins, John Lanza, Jeff Levitan, Bill Maynard, Deed McCollum, Corrine Monahan, Patti Quigley, Mary Scanlon, and Doug Smith.

Julie Bryan called the meeting to order at 6:30 pm.

6:30 p.m. Citizen Speak

Phyllis Theerman, 13 Aberdeen Road, President of Sustainable Wellesley expressed concern that Advisory's support of Motion 1 of Article 24 was not unanimous as the goals in Motion 1 will put us on par with other communities. Additionally, students have climate angst and are so concerned about the degradation of the natural world they have said they will not have children and they blame us. We need to step up in any way we can. With respect to Motion 2, we desperately need SEC to change the name to reflect what they actually do and this should be an easy decision. It is a dire situation we are getting into. Please make climate a priority in decisions Advisory makes going forward.

6:35 p.m. Discussion and Vote on 2021 ATM Warrant Articles

Article 6: Continue Discussion from March 17, 2021 meeting (see March 17, 2021 minutes for motion and second)

Meghan Jop, Executive Director was present to answer questions.

Discussion

- The salary history for the last five years is in the original presentation to Advisory. This is a bump to put the Town Clerk position into a comparable salary range with peer communities.
- The Town Clerk salary process was explained – the Select Board discusses the salary adjustment with the Executive Director. A recommendation is made to Advisory and then to Town Meeting.
- The current Town Clerk salary is the second lowest salary of peer communities although staffing seems to be similar.
- The Select Board reviewed this on three occasions and, after much deliberation and (as is always done) a review of the 40/50/60 series salaries, the current Town Clerk salary was evaluated against comparable communities.
- In answer to the question about compensation for time in position, this is an elected position and in fact has no qualification requirements and no required specific skill set. The town has been fortunate to have had town clerks in the role who are knowledgeable and put in the time to learn the job. We do not see the work on elections and the constantly changing provisions going away in the future. The Town Clerk is also the chief records access officer. The number of records requests received is very large and those requests have expanded over the past several years. The Town Clerk is considered a department head and plays a considerable role in all the departments. The Select Board voted 5 to 0 to support the \$102,000 salary
- Why is this not discussed in a closed session?
 - It is an elected position and the salary is voted on by Town Meeting. It is unlike any other salary in town.

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- A comment was made that an 11% pay increase is significant, especially when departments are being asked to pare back budgets. It was felt that one salary increase drives other salary increases.
- A comment was made that the town is looking at all salaries. Some are negotiated through contracts, while others are voted on by Town Meeting. This is to ensure people working in the town are compensated appropriately. This Article is intended to bring the salary of this position up to the salaries of peers. We have a large budget and we are looking for savings, but this money is well spent given all the work this position does. This is not a performance increase. The Town Clerk's performance is evaluated on election day.
- An opinion was expressed that part of determining whether a salary is sufficient is to ask whether we would be able to replace the incumbent at this salary. Also, it was suggested that increasing the salary to parity in increments over several years would be supported.
- A comment was made that this looks like a 7% raise not an 11% raise as previously commented. The town invests in people and although cuts were made to the budget it is important to compensate people. Support for the article was expressed.
- A comment was made that this is about the position not about the person. This is about the office since it is an elected position. It is not appropriate for Wellesley to be significantly underpaying for that office relative to other towns.
- Support for the article was expressed because the challenges for that office are only going to increase. The role is expanding and we do not want to suggest the person is valued less than in other communities.
- A comment was made that this \$5,000 increase over what was originally programmed into the FY22 budget does not seem right when other departments are making cuts. The salary is in line with what Milton is doing. Salaries in other departments could also be below what other comparable towns are paying.

Roll call vote:

Bill Maynard – yes
Patti Quigley – yes
John Lanza – yes
Mary Scanlon - no
Deed McCollum - yes
Jennifer Fallon – yes
Jeff Levitan – no
Corinne Monahan - yes
Shawn Baker – yes
Doug Smith – no
Jake Erhard – yes
Tom Cunningham – yes
Lauren Duprey – absent
Neal Goins – yes

Advisory recommends favorable action on Article 6, 10 to 3.

Article 24, Motion 2: Continue discussion from March 17, 2021 meeting (see March 17, 2021 minutes for motion and second)

Marybeth Martello, Director, Sustainable Energy Committee (SEC) and Laura Olton, Chair, SEC were present to answer questions.

Discussion:

- The memo that was provided in answer to questions presented to SEC was reviewed.
- The concern is procedural - why now, why the urgency, and why are the language changes important?
 - Additional background information was provided. The SEC was established in 2010 with a mission to reduce GHG and to work with departments. That mission has not changed and that is what SEC has always been doing.
 - When SEC started on the Climate Action Plan, it was thought it was appropriate to change the name which has been confusing over the years. SEC was established to do more than promote sustainable energy. SEC also thought Climate Action was more appropriate given terminology in the current world.
 - SEC is often confused with Sustainable Wellesley which is a non-profit advocacy group.
 - This is an ideal time to change the name of the committee. The original mission was to work with town departments. It talked about engaging the whole community to reduce GHG emissions. It is time in 2021 to set new goals and broaden the reach across the board. The name change will help with a more outward facing committee that the community recognizes and understands. We need something that is recognizable and we need to step up our efforts.
 - The Climate Action Plan needs to be associated with a Climate Action Committee.
- A comment was made that there is no issue with the name change and that the issue is with the other things changed in the bylaw. If SEC is doing this stuff already, then why change the language?
 - SEC's job is to mitigate GHG emissions but it is also to optimize other elements.
- A comment was made that, from a strategic planning perspective, if terminology is no longer timely or modern, it is the perfect time to change the language as it is the beginning of a new phase. Strategically this is the right time to change it.
- A concern was expressed that, in looking back at the goals, this broadens SEC's reach and it seems aggressive and vague as to what the reaches are going to be. However, there is no disagreement in what SEC is trying to do.
- A comment was made that this is perceived as more than a name change because SEC is already doing the work.
 - Climate needs to be referenced in order to meet the goals.
- This is more about the wording of the bylaw, and nowhere are the actual goals in the new bylaw different from those in the old.
- Support for this motion was expressed as it is timely and makes sense to coordinate efforts with other towns and to inspire people through the Climate Action Committee. It is important for us to receive guidance and inspiration from the committee for actions that are crucial to our future.
- A comment was made that the issue is too important to give the appearance that SEC is trying to push a change in scope through the change in the name. Concern was expressed that it was a poorly executed change.
- Is there anything that SEC wants to do in the future that you feel you cannot do based on the language originally in the bylaw?
 - SEC is an advisor and resource for the community and does not have authority. There is nothing SEC cannot do now. This is just cleaning up and aligning the language to match what SEC is already doing. This is not affecting the work on the ground. The language better aligns with the strategic goals of the community.

Roll call vote:

Bill Maynard – yes

Patti Quigley – yes

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John Lanza – yes
Mary Scanlon - yes
Deed McCollum - yes
Jennifer Fallon – yes
Jeff Levitan – yes
Corinne Monahan - yes
Shawn Baker – yes
Doug Smith – yes
Jake Erhard – yes
Tom Cunningham – yes
Lauren Duprey – absent
Neal Goins – yes

Advisory recommends favorable action on Article 24, Motion 2, 13 to 0.

Article 17: Continue discussion on Article 17 from March 17, 2021 meeting (see March 17, 2021 minutes for motion and second):

David Grissino, Chair, Permanent Building Committee (PBC); Joe McDonough, Director, FMD; Tom Ulfelder, Chair, Select Board; Meghan Jop, Executive Director; and Marjorie Freiman were present to answer questions.

Discussion:

- The work required to be ADA compliant was discussed during the original presentation to Advisory. The current extension is to February 11, 2023. Massachusetts Architectural Access Board (MAAB) grants extensions. The current extension is one of several deferrals that have been requested.
- It is estimated to cost \$3.2 million to only do bathrooms, ramps and other deficiencies to bring the building to ADA compliance.
- How likely is it that Wellesley could receive a further extension of the ADA deadline?
 - The project before us is a change in approach from the original project of building the annex and then renovating the town hall interior. The date is based on the substantial completion date of the exterior work. We first requested a five-year deadline, but MAAB wanted three years. We could go back and discuss the extension with them. However, we are going to be beyond the timeframe that is required of us.
 - We provide an update every six months. It will take us to June 2025 to complete everything as proposed. We are not certain MAAB will grant an extension beyond the five years. We are using up the time we had because of the change in the project.
 - The longer we wait for construction, the more escalation becomes a factor and costs will rise. There is pent-up construction demand and projects, and this will drive up costs.
- If we were just doing the ADA compliance work would we still need design and bid work?
 - Yes, we would still have to go through the design process and take people out of the building. This work would change how town hall works.
- If building systems need replacement because they are at the end-of-life span, what is the nature of failures of the current systems?
 - A GG&D mechanical engineer report recommended replacement of all building systems based on the conditions and useful life. In December 2019, there was a heating leak in planning office but it was luckily caught during the day and fixed. If it had occurred during the night or over the weekend, there would have been a swimming pool in the basement of town hall.

- Today there was another leak, and heat had to be shut down and the system drained. In many places there are two different types of pipes coming together and these connections corrode and fail.
- When the elevator failed it was out for three weeks in order to get a part from Europe. There are accessibility issues and some people cannot get to public meetings.
- The first feasibility study was done in 2013. FMD receives emails from people working in town hall about the air quality. Pipes are buried inside walls. There was a sewage back up in 2017. What the consultant is telling us is what we are seeing. There have been 566 work orders from town hall since FMD was formed in 2012.
- Typically, we get 20 or 25 years from building systems. Town hall's 1985 systems will be almost 40 years old when the building is completed.
- What is the rationale for the timing, and why not a bring this to a Special Town Meeting in the fall?
 - We are pushing the limit of what MAAB is allowing. COVID is not a reason for an extension as it did not affect construction. The best time to do the work is when the building is empty. The longer we wait, the greater risk of building systems failing. The sooner we address the situation, the better. We do not plan to do all projects in the fall. We consider escalation and need. We need this project to go forward
 - We also carefully look at the how capital projects are managed. It is a bigger tax impact when all projects are done at one time. There is careful long term debt planning for all projects. Average tax impact of this project is \$126. With the \$25,000 insurance deductible and claims from town hall, our insurance rates are going up.
- What is the cost of only doing systems upgrades and the ADA work?
 - It is hard to tear the project apart. The project is priced as a whole. The amount of disruption of completing only ADA and mechanical upgrades is the lion's share of the cost because of the amount of disruption to the building. If we had to estimate it would be about \$15+million to meet ADA requirements and complete the required systems replacements.
 - There are huge inefficiencies if we do this project piecemeal. There is no way to occupy the building while doing a portion of the work.
 - We need appropriate space for people who work in the building. There is no improvement to the space if we only complete the systems and ADA. There might be a couple of million dollars differential, but this has not been studied or designed.
 - The approach has always been to move through the schedule of deferred maintenance in town buildings.
- Support was expressed for this project as there is risk to human welfare and the air quality is dangerous to people. Postponing ADA compliance limits some people from access to a town building. An additional comment was made that it is important for people who work there to have a positive experience. The Select Board has been asked three times to scale back this project and they have done that. This is about making the building safe and functional.
- A comment was made that we learned a lesson with the middle school as we are repeating work that was done before so let us not do that again on this asset. The pictures presented in the first presentation show building systems that look like the condition of Hardy School's systems, and the dilapidation of that building was evident during a tour. If we do not do anything, there may be a much more expensive situation that has to be fixed in an emergency. It is important not to minimize the quality of the space for the team and staff and people who work for our town.
- A comment was made that this project is on the tail end of a decade-long effort to get Town buildings and systems up to date, and that should be finished.

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- The Select Board has steadily fine-tuned objectives of what we want to do with this project and costs have come down.
- Part of the concern is this coming on top of the large School projects in the fall. However, this project is 10 to 15 % of the total 2022 capital costs, so cutting this will not solve the concern.
- Will this plan address issues associated with renovating an older building with unknown problems in walls?
 - We think it will. There are greater risks with going with a reduced scope of work and that will require a higher contingency.
- How many employees work in town hall?
 - 57 to 60.
- What are the departments that will be in the renovated town hall?
 - All that are there now except for land use departments, and they would lease space elsewhere. This allows us to address the tight working conditions in the lower level and will give us time to see how the new post-Covid working arrangements function.
- Are HR and finance in town hall?
 - Yes
- What was thinking behind putting departments that are citizen-facing in leased space?
 - There has been significant change over the last year in the way the land use departments operate. Permitting has been shifted to online, so there is significantly less need for people to go to the building department. In the presentation, there is a breakdown of which departments will be in town hall. There are still many citizen-facing departments in town hall. Also, the synergy and interplay between departments was evaluated when designing which functions would go where.
- What is the annual rent for departments moving out of town hall?
 - That was part of the presentation and is part of the feasibility study, and it is built into project costs.
- A comment was made that it seems to create efficiencies with the new project because more people will be able to be accommodated in town hall.

Roll call vote:

Bill Maynard – yes
Patti Quigley – yes
John Lanza – yes
Mary Scanlon - yes
Deed McCollum - yes
Jennifer Fallon – yes
Jeff Levitan – yes
Corinne Monahan - yes
Shawn Baker – yes
Doug Smith – yes
Jake Erhard – no
Tom Cunningham – yes
Lauren Duprey – absent
Neal Goins – yes

Advisory recommends favorable action on Article 17, 12 to 1.

Article 32. Neal Goins made and Doug Smith seconded a motion for favorable action on Warrant Article 32, as proposed by the Select Board, that the Town vote to rescind authorized and unissued loans, to authorize the transfer of unused proceeds from previously issued loans to one or more eligible

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appropriations, and/or to amend existing borrowing authorizations on unissued debt in order to allow the use of premiums for project costs and to reduce the amount of the borrowing so authorized, specifically in the amounts of \$99,170 for the MSBA feasibility study, \$264,000 for the Quint Fire Truck, and \$60,000 for the Main Library Refresh, as set forth in the Warrant and Motion.

Discussion:

- One item has been removed from the previously presented rescinded amounts - the PBC funds for the MSBS.
- A comment was made that it would be helpful to have the specific motion language before voting on Articles.

Roll call vote:

Bill Maynard – yes
Patti Quigley – yes
John Lanza – yes
Mary Scanlon - absent
Deed McCollum - yes
Jennifer Fallon – yes
Jeff Levitan – yes
Corinne Monahan - yes
Shawn Baker – yes
Doug Smith – yes
Jake Erhard – yes
Tom Cunningham – yes
Lauren Duprey – absent
Neal Goins – yes

Advisory recommends favorable action on Article 32, 12 to 0.

Article 34. Neal Goins made and Shawn Baker seconded a motion for favorable action on Warrant Article 34, as proposed by the Select Board, to see if the Town will vote to authorize the Select Board, 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, as set forth in the Warrant and Motion.

Discussion

- There is \$40,000 in excess slate roofing materials that can be sold.

Roll call vote:

Bill Maynard – yes
Patti Quigley – yes
John Lanza – yes
Mary Scanlon - absent
Deed McCollum - no
Jennifer Fallon – yes
Jeff Levitan – yes
Corinne Monahan - yes
Shawn Baker – yes
Doug Smith – yes
Jake Erhard – no
Tom Cunningham – yes

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Lauren Duprey – absent
Neal Goins – yes

Advisory recommends favorable action on Article 34, 12 to 0.

Article 35. Neal Goins made and Corinne Monahan seconded a motion for favorable action on Warrant Article 35, as proposed by the Select Board, that the Town vote to authorize the Select Board to appoint one or more of its members as a fire engineer, as set forth in the Warrant and Motion.

Roll call vote:

Bill Maynard – yes
Patti Quigley – yes
John Lanza – yes
Mary Scanlon - absent
Deed McCollum - yes
Jennifer Fallon – yes
Jeff Levitan – yes
Corinne Monahan - yes
Shawn Baker – yes
Doug Smith – yes
Jake Erhard – yes
Tom Cunningham – yes
Lauren Duprey – absent
Neal Goins – yes

Advisory recommends favorable action on Article 35, 12 to 0.

Article 36. Neal Goins made and Jenn Fallon seconded a motion for favorable action on Warrant Article 36, as proposed by the Select Board, that the Town vote to appropriate \$435,135, to be expended under the direction of the Police Department, for installation, construction, reconstruction, rehabilitation, and repair of the Wellesley Communications Center, including workstations, radio system replacement, and Fire Station Alerting System replacement, and all cost incidental thereto, and that the Treasurer, with the approval of the Select Board, is authorized to borrow these funds, as set forth in the Warrant and Motion.

Discussion

- This does not include the new antenna, which will be installed in FY23.

Roll call vote:

Bill Maynard – yes
Patti Quigley – yes
John Lanza – yes
Mary Scanlon - absent
Deed McCollum - yes
Jennifer Fallon – yes
Jeff Levitan – yes
Corinne Monahan - yes
Shawn Baker – yes
Doug Smith – yes
Jake Erhard – yes
Tom Cunningham – yes
Lauren Duprey – absent

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Neal Goins – yes

Advisory recommends favorable action on Article 26, 12 to 0.

Article 7, Motion 1 (snow/ice). Neal Goins made and Deed McCollum seconded a motion for favorable action on Warrant Article 7, Motion 1, as proposed by the Select Board, that the Town vote to appropriate \$600,000 for snow and ice removal costs, said sum to be taken from Free Cash, as certified as of July 1, 2020, and added to the amount appropriated to the Board of Public Works – 456 Winter Maintenance under Motion 2 of Article 8 of the Warrant for the 2020 Annual Town Meeting.

Roll call vote:

Bill Maynard – yes
Patti Quigley – yes
John Lanza – yes
Mary Scanlon - absent
Deed McCollum - yes
Jennifer Fallon – yes
Jeff Levitan – yes
Corinne Monahan - yes
Shawn Baker – yes
Doug Smith – yes
Jake Erhard – yes
Tom Cunningham – yes
Lauren Duprey – absent
Neal Goins – yes

Advisory recommends favorable action on Article 7, Motion 1, 12 to 0.

Article 7, Motion 2 (WPD additional training). Neal Goins made and Corinne Monahan seconded a motion for favorable action on Warrant Article 7, Motion 2, as proposed by the Select Board, that the Town vote to appropriate \$25,000 for training to Police Department Expenses from Police Department Personal Services. under Motion 2 of Article 8 of the Warrant for the 2020 Annual Town Meeting.

Roll call vote:

Bill Maynard – yes
Patti Quigley – yes
John Lanza – yes
Mary Scanlon - absent
Deed McCollum - yes
Jennifer Fallon – yes
Jeff Levitan – yes
Corinne Monahan - yes
Shawn Baker – yes
Doug Smith – yes
Jake Erhard – yes
Tom Cunningham – yes
Lauren Duprey – absent
Neal Goins – yes

Advisory recommends favorable action on Article 7, Motion 2, 12 to 0.

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Article 7, Motion 3 (WPD mental health funds). Neal Goins made and Shawn Baker seconded a motion for favorable action on Warrant Article 7, Motion 3, as proposed by the Select Board, that the Town vote to appropriate \$26,574 to Public Safety Health Care Services from Health Mental Health Services, under Motion 2 of Article 8 of the Warrant for the 2020 Annual Town Meeting.

Roll call vote:

Bill Maynard – yes
Patti Quigley – yes
John Lanza – yes
Mary Scanlon - absent
Deed McCollum - yes
Jennifer Fallon – yes
Jeff Levitan – yes
Corinne Monahan - yes
Shawn Baker – yes
Doug Smith – yes
Jake Erhard – yes
Tom Cunningham – yes
Lauren Duprey – absent
Neal Goins – yes

Advisory recommends favorable action on Article 7, Motion 3, 12 to 0.

Article 7, Motion 4 (Health department furniture). Neal Goins made and Patti Quigley seconded a motion for favorable action on Warrant Article 7, Motion 4, as proposed by the Select Board, that the Town vote to appropriate \$20,000 for furniture to Health Capital from Health Personal Services, under Motion 2 of Article 8 of the Warrant for the 2020 Annual Town Meeting.

Roll call vote:

Bill Maynard – yes
Patti Quigley – yes
John Lanza – yes
Mary Scanlon - absent
Deed McCollum - yes
Jennifer Fallon – yes
Jeff Levitan – just
Corinne Monahan - yes
Shawn Baker – yes
Doug Smith – yes
Jake Erhard – yes
Tom Cunningham – yes
Lauren Duprey – absent
Neal Goins – yes

Advisory recommends favorable action on Article 7, Motion 4, 12 to 0.

Article 7, Motion 5 (Planning department digitization). Neal Goins made and Doug Smith seconded a motion for favorable action on Warrant Article 7, Motion 5, as proposed by the Select Board, that the Town vote to appropriate \$50,000 for digitization to Planning Capital from Planning Personal Services, under motion 2 of Article 8 of the Warrant for the 2020 Annual Town Meeting.

Discussion:

- Are they digitizing all documents?
 - This is the cost to digitize all records planning needs and uses most often. It is a start on the digitization project. A third party will be used, and they will take documents and scan them.
- Is there a plan in place for prioritizing and identifying documents?
 - Not sure, but believe it is based on ease and frequency of use of documents.

Roll call vote:

Bill Maynard – yes
Patti Quigley – yes
John Lanza – yes
Mary Scanlon - absent
Deed McCollum - yes
Jennifer Fallon – yes
Jeff Levitan – yes
Corinne Monahan - yes
Shawn Baker – yes
Doug Smith – yes
Jake Erhard – yes
Tom Cunningham – yes
Lauren Duprey – absent
Neal Goins – yes

Advisory recommends favorable action on Article 7, Motion 5, 12 to 0.

Article 7, Motion 6 (IT cyber audit). Neal Goins made and Jenn Fallon seconded a motion for favorable action on Warrant Article 7, Motion 6, as proposed by the Select Board, that the Town vote to appropriate \$50,000 for cyber audit to Information Technology Capital from Executive Director Personal Services, under motion 2 of Article 8 of the Warrant for the 2020 Annual Town Meeting.

Discussion

- Are school included in this audit?
 - Yes, because they are connected to the network.

Roll call vote:

Bill Maynard – yes
Patti Quigley – yes
John Lanza – yes
Mary Scanlon - absent
Deed McCollum - yes
Jennifer Fallon – yes
Jeff Levitan – yes
Corinne Monahan - yes
Shawn Baker – yes
Doug Smith – yes
Jake Erhard – yes
Tom Cunningham – yes
Lauren Duprey – absent
Neal Goins – yes

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Advisory recommends favorable action on Article 7, Motion 6, 12 to 0.

Article 7, Motion 7 (IT aerial flyover). Neal Goins made and Patti Quigley seconded a motion for favorable action on Warrant Article 7, Motion 7, as proposed by the Select Board, that the Town vote to appropriate \$20,000 for aerial flyover to Information Technology Capital from Executive Director Personal Services, under motion 2 of Article 8 of the Warrant for the 2020 Annual Town Meeting.

Discussion

- Does this need to be done this year?
 - We do this at intervals and we are at end of the current interval so the information should be updated.
- What is the hazard of delaying?
 - This will provide a significant amount of information for the GIS system and could be used for the climate action plan, green cover, and open space. It is used in multiple of ways.

Roll call vote:

Bill Maynard – yes
Patti Quigley – yes
John Lanza – yes
Mary Scanlon - absent
Deed McCollum - yes
Jennifer Fallon – yes
Jeff Levitan – yes
Corinne Monahan - yes
Shawn Baker – yes
Doug Smith – yes
Jake Erhard – yes
Tom Cunningham – yes
Lauren Duprey – absent
Neal Goins – yes

Advisory recommends favorable action on Article 7, Motion 7, 12 to 0.

Article 7, Motion 8 (IT Adobe licensing). Neal Goins made and Deed McCollum seconded a motion for favorable action on Warrant Article 7, Motion 8, as proposed by the Select Board, that the Town vote to appropriate \$25,000 for Adobe licensing to Information Technology Expenses from Information Technology Personal Services, under motion 2 of Article 8 of the Warrant for the 2020 Annual Town Meeting.

Discussion

- A comment was made that it is assumed that this is a subscription and will be an annual expense.
 - No. IT is not going to a subscription program, but this will go on the five-year capital plan in outyears.

Roll call vote:

Bill Maynard – yes
Patti Quigley – yes
John Lanza – yes
Mary Scanlon – absent

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Deed McCollum - yes
Jennifer Fallon – yes
Jeff Levitan – yes
Corinne Monahan - yes
Shawn Baker – yes
Doug Smith – yes
Jake Erhard – yes
Tom Cunningham – yes
Lauren Duprey – absent
Neal Goins – yes

Advisory recommends favorable action on Article 7, Motion 8, 12 to 0.

ARTICLE 10. Neal Goins made and Jenn Fallon seconded a motion for favorable action on Warrant Article 10, as proposed by the Select Board, that the Town vote to transfer \$45,275 from Free Cash, certified as of July 1, 2020, to the Special Injury Leave Indemnity Fund established under Article 9 of the 2017 Annual Town Meeting, as set forth in the Warrant and Motion.

Roll call vote:

Bill Maynard – yes
Patti Quigley – yes
John Lanza – yes
Mary Scanlon - absent
Deed McCollum - yes
Jennifer Fallon – yes
Jeff Levitan – yes
Corinne Monahan - yes
Shawn Baker – yes
Doug Smith – yes
Jake Erhard – yes
Tom Cunningham – yes
Lauren Duprey – absent
Neal Goins – yes

Advisory recommends favorable action on Article 10, 12 to 0.

ARTICLE 11. Neal Goins made and Corinne Monahan seconded a motion for favorable action on Warrant Article 11, Motion 1, as proposed by the Select Board, that the Town vote to transfer \$57,000, representing an amount equal to Medicaid reimbursements for FY2021, from Free Cash, certified as of July 1, 2020, to the Special Education Reserve Fund to pay for unanticipated or unbudgeted costs of special education, out-of-district tuition, or transportation, as set forth in the Warrant and Motion

Roll call vote:

Bill Maynard – yes
Patti Quigley – yes
John Lanza – yes
Mary Scanlon - absent
Deed McCollum - yes
Jennifer Fallon – yes
Jeff Levitan – yes
Corinne Monahan - yes

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Shawn Baker – yes
Doug Smith – yes
Jake Erhard – yes
Tom Cunningham – yes
Lauren Duprey – absent
Neal Goins – yes

Advisory recommends favorable action on Article 11, 12 to 0.

ARTICLE 12. Neal Goins made and Shawn Baker seconded a motion for favorable action on Warrant Article 12, as proposed by the Board of Public Works, that the Town vote to transfer the sum of \$11,512 from Free Cash, certified as of July 1, 2020, to the Baler Stabilization Fund for replacement of the Recycling and Disposal Facility (RDF) Baler, RDF Compactors and other RDF equipment, as set forth in the Warrant and Motion.

Roll call vote:

Bill Maynard – yes
Patti Quigley – yes
John Lanza – yes
Mary Scanlon – absent
Deed McCollum - yes
Jennifer Fallon – yes
Jeff Levitan – yes
Corinne Monahan - yes
Shawn Baker – yes
Doug Smith – yes
Jake Erhard – yes
Tom Cunningham – yes
Lauren Duprey – absent
Neal Goins – yes

Advisory recommends favorable action on Article 12, 12 to 0.

ARTICLE 13. Neal Goins made and Doug Smith seconded a motion for favorable action on Warrant Article 13, as proposed by the Board of Public Works, that the Town vote to appropriate the sum of \$9,867,360, to be expended under the direction of the Board of Public Works for the purposes of operating and managing the Water Program, as set forth in the Warrant and Motion.

Roll call vote:

Bill Maynard – yes
Patti Quigley – yes
John Lanza – yes
Mary Scanlon - absent
Deed McCollum - yes
Jennifer Fallon – yes
Jeff Levitan – yes
Corinne Monahan - yes
Shawn Baker – yes
Doug Smith – yes
Jake Erhard – yes
Tom Cunningham – yes

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Lauren Duprey – absent
Neal Goins – yes

Advisory recommends favorable action on Article 13, 12 to 0.

Planning/John Lanza – New information is available about the \$25,000 line item in Planning’s budget. The Planning Board has been working for three weeks to locate a consultant and pursue a process similar to the process the COA went through. They have identified a consultant who has experience with municipalities. It is the same one that helped with the COA and knows how municipalities work and how planning works. This new information might cause Advisory to vote differently

John Lanza made and Jenn Fallon seconded a motion to rescind the vote on the Planning Board budget.

Roll call vote:

Bill Maynard – yes
Patti Quigley – yes
John Lanza – yes
Mary Scanlon - yes
Deed McCollum - yes
Jennifer Fallon – yes
Jeff Levitan – yes
Corinne Monahan - yes
Shawn Baker – yes
Doug Smith – yes
Jake Erhard – yes
Tom Cunningham – yes
Lauren Duprey – absent
Neal Goins – yes

Vote on Article 8, Motion 2 Planning Budget was rescinded, 13 to 0.

Planning: Neal Goins made and Jeff Levitan seconded a motion to support the FY22 Planning operating budget, including merit pool allocations, which will result in a 5.88% (\$20,124) increase over FY21.

Discussion:

- Initial estimates are that the money will be sufficient for a consultant to complete the work. In addition to structural analysis, the consultant also provides management training. Scope might be slightly different from that of the COA because they are different departments with different functions.
- What was spent on the consultant for the COA?
 - That number is not available, but the work was specific to management training and not structural analysis
- Does the consultant have planning experience?
 - Unknown; the consultant was interviewed by people outside the planning department.
- It was suggested that people outside of planning oversee the process.
- A comment was made that the review of the COA resulted in a large turnover of staff.
 - This may or may not be the same. The Select Board oversaw the review of the COA. At this point, all of this is speculation.
- Given the commitment to a consultancy, support was expressed for the budget. An opinion was expressed that the review should focus not only on the scope of responsibilities, but also include

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consideration of the roles and management and a macro review of what planning staff should be doing rather than just the roles themselves.

- A comment was made that staff needs sufficient support for the work they need to get done.
- A comment was made that the focus should be on how to serve the town in the most effective way they can. Minds should be open to different ways to get things done.
- Support was expressed for planning's budget and that they need to hire a consultant. There is a lot of work ahead for planning including the housing trust and planning's involvement. If bylaws tell planning to do certain things, then the bylaws should also be reviewed. For example, can Large House Review be done by someone else? Concern about that future of that department was expressed.

Roll call vote:

Bill Maynard – yes

Patti Quigley – yes

John Lanza – yes

Mary Scanlon - yes

Deed McCollum - yes

Jennifer Fallon – yes

Jeff Levitan – yes

Corinne Monahan - yes

Shawn Baker – yes

Doug Smith – yes

Jake Erhard – yes

Tom Cunningham – yes

Lauren Duprey – absent

Neal Goins – yes

The motion passes and Advisory is supportive of the Planning Department FY22 budget, 13 to 0.

Article 21 Update

Amy Frigulietti, Assistant Executive Director; Lise Olney, Select Board and Beth Sullivan Woods, Select Board were present.

An update on Article 21 was provided regarding the number of seats required for an alcohol license. The number that is being contemplated is based on feedback from restaurants and leasing agents.

Flexibility is needed, and the Select Board is seeking to allow for that flexibility and does not want to arbitrarily pick a number. Therefore, the Select Board would like to ask Town Meeting to allow the Select Board to pick a number under 50 and, if that numbers needs to change, that the Select Board can make that change in the Select Board's regulations.

- What factors into the decision?
 - The Select Board will put a number in the regulations. But, if a need for a smaller number is seen, then the Select Board will be able to do that without the longer process involving Town Meeting approval and then going to the legislature for final approval.

Another overview of Article 21 was provided at the request of Advisory. The intention is to have a minimum number of seats in the regulations.

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- Why are we leaving it up to the Select Board to select a random number? It feels a little subjective. Why not say that there is no minimum?
 - We have not adopted Chapter 138 as other towns have, and that can be subjective.
- If the Select Board voted on a policy or regulation, then they do not need Town Meeting to approve?
 - Yes. Whether there is a minimum or not they can change a regulation without going to Town Meeting.
- The vote is to take away the 50 minimum and to give authority the Select Board going forward to set the number.
- Concern was expressed about the changing composition of the Select Board, and if the minimum could be arbitrarily changed based on the Select Board composition.
 - Licenses need to renew each year, and just because the minimum changes the Select Board can still put a number in the regulation. The town needs optimal flexibility at this time. Bar seating will be critical as well.
- Did you hear from people not in favor of reducing seats? There was no public hearing. The chamber had an event and the Select Board invited public comment, but received no comments from people not in favor of this.

Administrative Matters/Liaison Reports/Minutes

9:22 p.m. Minutes Approval

Mary Scanlon made and Doug Smith seconded a motion to approve the March 17, 2021 minutes.

Roll call vote:

Bill Maynard – yes
Patti Quigley – yes
John Lanza – yes
Mary Scanlon - yes
Deed McCollum - yes
Jennifer Fallon – yes
Jeff Levitan – yes
Corinne Monahan - yes
Shawn Baker – yes
Doug Smith – yes
Jake Erhard – yes
Tom Cunningham – yes
Lauren Duprey – absent
Neal Goins - yes

Minutes were approved 13 to 0.

Administrative Matters

- Article write ups should be submitted as soon as possible.
- A comment was made that it feels like an opportunity was missed with Article 24; proponents should come in to speak with us before the votes.
 - The warrant article is a placeholder and the meat of what voting on is in the motion. Because of the timing, Advisory relies on presentations to obtain the relevant information.

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- When the full language is not in front of Advisory, the challenge is to ask right questions. When voting starts is often when Advisory realizes that there are gaps in the questions.
- However, it is currently not practical to get motion language early. In the future, perhaps Advisory can push for the motion language ahead of time.
- When liaisons are talking with their board, if the board thinks it worthwhile, they could be get the work done early and ask for extra time in front of Advisory to get feedback.
- This year was challenging because of the format of the meetings. It is easier to engage in person.
- If there are questions on Article 26 and 27, please send them to Shawn ahead of time. Details are still under discussion, and should be finalized this week and voted on next week. Final language will be sent out before Advisory's next meeting.
- The moderator is looking for new Advisory members for next year.

9:36 p.m. Adjourn

Patti Quigley made and Deed McCollum seconded a motion to adjourn.

Roll call vote

Bill Maynard - yes
Patti Quigley – yes
John Lanza – yes
Mary Scanlon - yes
Deed McCollum - yes
Jennifer Fallon – yes
Jeff Levitan - yes
Corinne Monahan - yes
Shawn Baker – yes
Doug Smith – yes
Jake Erhard – yes
Tom Cunningham – yes
Lauren Duprey – absent
Neal Goins – yes