

Approved: October 14, 2020

Board of Selectmen Meeting: September 21, 2020

Present: Freiman, Ulfelder, Olney, Sullivan Woods, Aufranc

Also Present: Jop, Frigulietti

Warrants approved: none

Meeting Documents:

1. Agenda
2. Draft BOS calendar
3. Draft Town Hall Interior Project
4. Town of Wellesley COVID 19 Grant Opportunities
5. Health Department CARES Funding Request
6. Memo from FMD Re: CARES
7. SPED Stabilization Invoices
8. MassBay Press Release
9. WPD Accreditation Memo
10. Draft MOPO Report
11. FMD FY20 Year End Status Report

1. Call to Order

Ms. Freiman, Chair, called the meeting to order at 6:00 pm online.

2. Citizen Speak

None.

3. Announcements

Ms. Olney thanked the student led Project Plastic Group that organized a trash pick-up over the past weekend around Hunnewell Field. She noted the group collected over twenty bags of trash and would be resuming its monthly clean-ups. Ms. Olney stated that Wellesley Green Collaborative was hosting a waste reduction Webinar on September 30th at 9:00a.m. She added that on October 1st the DPW was co-sponsoring an event with Lexington called “Quiet Healthy Yards” designed to help landscapers and homeowners understand the benefits of electric landscaping equipment. She noted interested parties could sign up through the Sustainable Wellesley website.

Mr. Ulfelder stated that the School Building Committee meeting would be held on Thursday at 5:30 and noted that the SBC was expected to make a final recommendation on the preferred school site at Hardy or Upham.

4. Town Hall Interior Project Presentation and Update

Mr. McDonough, Mr. Kennedy of FMD, Mr. Schwartz, Mr. Marshall, and Mr. Kleiner of Schwartz Silver joined the Board. Ms. Freiman noted the other team members involved in the project.

Mr. McDonough briefly reviewed the project background and a recap of the changes made to the study noting removal of the Annex funding request. He added that the Town had the option to utilize leased office space for several departments rather than build an annex. Mr. McDonough reviewed the tentative project schedule for the interior project. He stated that a complete presentation including costs would be presented to the Board in October.

Mr. Kleiner reviewed the overall project goals including preserving as much of the historically significant areas of the building while upgrading the systems. He reviewed the analysis of space use and meeting needs and noted the input received from employees. Mr. Kleiner reviewed the recommendations for meeting spaces during and after construction. He noted the benefits of virtual meetings for interdepartmental meetings and for public participation during posted meetings. He provided an overview of comments received from direct users of the building including the desire to work remotely at least part of the time. Mr. Kleiner reviewed the emerging trends and recommendations including reduction of paper, transition from PCs to laptops, and online platforms that reduced the need for foot traffic. He noted that the plan included touch-down spaces for employees who work remotely part-time to have a place to work within the building.

Mr. Marshall reviewed the building organization while optimizing the existing construction of the building. He noted the major circulation obstacles faced in restructuring the workspace and traffic flow. He added that the recommendation to relocate the central stair provided for connections to all floors seamlessly and a mandated second means of egress. Mr. Marshall reviewed the changes to the traffic flow for the first floor. He noted that moving the stairs provided for better wayfinding on the first floor and changing the first floor to the primary daytime public level. He stated that adding a ramp to the first floor entrance would provide a primary access point to the first floor that is ADA-compliant. Mr. Marshall reviewed the revised departmental map and the factors used to determine the locations of departments and facilities throughout the building. He noted that the proposed preferred option was also preferred by both the working group and Department Heads. He reviewed the changes to floor plans at each level at the building.

Mr. Kleiner reviewed the site plan options. He noted that primary goals included making the first floor more accessible and making modifications to the site without increasing the impermeable area. He added that any addition of pavement would be offset by greenspace. He reviewed the current parking, the proposed changes to increase parking availability and accessibility, and the revisions to parking to provide for delivery vehicles.

Mr. McDonough stated that he believed the team created a more efficient building. Ms. Freiman noted the team had addressed the PBC concerns about the relocation of the staircase. Mr. McDonough added that while work is performed on the building, the proposal included employees utilizing temporary leased office space. Mr. Ulfelder inquired about the proposed seating in the revised Juliani Room space and noted the poor acoustics of the Great Hall. Ms. Olney suggested that health be added as an explicit goal for the project, and she asked for clarification on how much historical restoration and preservation was likely to be included in the project. Mr. Marshall noted that the team would be reviewing opportunities to retaining as much

historical significance as possible. Mr. Kleiner reviewed the changes to the central air and ventilation system proposed in the plan. Ms. Sullivan Woods noted the open work spaces may conflict with employee perceptions and comfort of healthy work conditions. Mr. Kleiner stated that the workstations were being designed based on six-foot separation and added that the shared touchdown spaces would require a use and cleaning protocol. The Board continued to review and discuss the proposed preferred option for the Town Hall interior.

5. Discuss and Vote CARES Fund Allocations

Ms. Strother, Town Finance Director, Mr. McDonough, FMD Director, Dr. Lussier, School Superintendent, and Ms. Mahr, Assistant Superintendent, Ms. Chow, Chair of the School Committee, and Ms. Martin, Vice Chair of the School Committee, joined the Board.

Ms. Jop reviewed the request for CARES funding from the School Department totaling \$1,054,470. She noted the line items of the request and the copy of the presentation to the School Committee from the previous week. Ms. Strother noted that the proposed request appeared to be all CARES eligible expenses. She added that the facilities and PPE costs were estimates and did not cover costs incurred between January and June. Ms. Jop stated that additional benefits costs would affect the budget rather than be eligible for CARES funding and were not included in the presentation.

Ms. Mahr reviewed the presentation for the request from the School Department for CARES funding. She noted that cleaning was part of the bus contract while disinfection of the buses would be contracted with the drivers. The Board discussed the bus cleaning contract and need for deep cleaning. Ms. Mahr stated that if the CARES funds were allowed the School Department would have a remaining deficit of approximately \$800,000. Ms. Jop noted that the deficit did not include projected benefit costs for the additional employees. Ms. Freiman noted that she believed there were several additional costs that did not appear to be included in the School Department deficit projections. Ms. Mahr stated that she and Dr. Lussier would be presenting an update of the status of the School Department budget at the School Committee meeting scheduled for the next evening and that she continued to refine projections. Dr. Lussier stated that the deficit could grow beyond the projections and did not assume the current figure would be the final total through the end of June.

Ms. Sullivan Woods inquired if other Town departments would be required to absorb additional unbudgeted costs related to the School Department COVID testing program. Dr. Lussier discussed the School Department testing program and noted costs that could be incurred later in the fiscal year. He stated the budget placeholder for surveillance testing was \$300,000 and did not expect that any support requested from other departments would incur costs. Ms. Chow stated the School Committee would be presenting to the Board of Health related to the testing program. Ms. Aufranc inquired how the staff members hired related to a remote learning school would be treated if there were no longer a need for a remote learning environment, particularly related to Town benefit costs. Dr. Lussier stated that most of the forty additional staff that were hired under one-year contracts were not expected to be extended while others may be redistributed after the contract end date. He added that the School Department expected the remote learning school to run the full academic year. Ms. Strother stated that if the School

Department request was granted, the Town would have enough CARES funding to cover the remaining estimated eligible expenses through the end of the calendar year. The Board continued to discuss the School Department request for CARES funding.

Upon a motion by Ms. Sullivan Woods and seconded by Mr. Ulfelder the Board was polled and voted (5-0) to approve the estimated use of CARES funds in the amount of \$1,054,470 to the School Department

Sullivan Woods – Aye

Olney –Aye

Ulfelder – Aye

Freiman – Aye

Aufranc – Aye

Ms. Jop reviewed the proposal from the Board of Health for CARES funding. She noted the discussion that had taken place at the previous meeting regarding the expenditures. She added that based on discussions with Finance and the Board of Health, the proposal was to grant the request as it was presented. Ms. Sullivan Woods noted that the Board of Health request for CARES funding included benefits for employees. The Board briefly discussed the Board of Health request for CARES funding.

Ms. Jop reviewed the request from FMD for CARES funding noting the proposal looked at costs through the end of the fiscal year. She noted fluctuations in the projections would be for services such as school deep disinfection cleaning and staff overtime. She added that the request was based on the upper end of the estimated cost in the event of a COVID breakout and a deep clean was mobilized particularly related to the schools. Ms. Jop stated that the request included the actual costs for cleaning protocols and overtime staffing needs.

Ms. Jop reviewed additional CARES fund expenditure requests from other departments. She noted some of the expenditures were for the purchase of equipment, staffing of Morses Pond, food programs, and staffing costs associated with coverage for employees taking leave under the Family Medical Leave Act. Ms. Jop noted previously approved expenses for computers and other equipment as well as election related funds for the Town Clerk's office. She added that there were additional CARES funds for the school PPE and supplies costs incurred over the summer. The Board discussed the request for CARES funds to be used on expenses from various departments.

Upon a motion by Ms. Sullivan Woods and seconded by Mr. Ulfelder the Board was polled and voted (5-0) to approve the estimated use of CARES funds in the amount of \$140,850 to the Board of Health

Sullivan Woods – Aye

Olney –Aye

Ulfelder – Aye

Freiman – Aye

Aufranc – Aye

Upon a motion by Ms. Sullivan Woods and seconded by Mr. Ulfelder the Board was polled and voted (5-0) to approve the estimated use of CARES funds in the amount of \$333,800 to the Facilities Management Department.

Sullivan Woods – Aye

Olney –Aye

Ulfelder – Aye

Freiman – Aye

Aufranc – Aye

Upon a motion by Ms. Sullivan Woods and seconded by Mr. Ulfelder the Board was polled and voted (5-0) to approve the CARES fund eligible purchases for FY20 in the amount of \$172,914 and for FY21 in the amount of \$524,731.

Sullivan Woods – Aye

Olney –Aye

Ulfelder – Aye

Freiman – Aye

Aufranc – Aye

6. Discuss and Vote SPED Stabilization Fund Expenditure

Ms. Jop briefly reviewed the two invoices from New England Medical Billing.

Upon a motion by Ms. Sullivan Woods and seconded by Mr. Ulfelder the Board was polled and voted (5-0) that the Board vote to authorize payment of invoices in the amount of \$130.50 and \$690.84 to New England Medical Billing for the Town’s Medicaid filing from the SPED Stabilization Fund

Sullivan Woods – Aye

Olney –Aye

Ulfelder – Aye

Freiman – Aye

Aufranc – Aye

7. Executive Director’s Report

Ms. Jop provided an update on the Traffic and Parking budget. She stated that during an evaluation of the commuter lots and parking it became apparent that the commuter lots remained mostly empty. She added that many commuters had requested refunds on their passes. She noted that the account had been a self-funding account for traffic and parking activities. Ms. Jop stated that the expected shortfall in the budget was estimated between \$500,000- 900,000 for the fiscal year. She added that the fund and the potential use of free cash continued to be evaluated. The Board discussed the Traffic and Parking budget and estimated shortfall as well as potential projects currently within the capital plan.

8. Liaison Updates

Ms. Aufranc stated she attended the MBTA Advisory Committee meeting. She noted that ridership on the MBTA was at 8-10% across the state. She noted ridership is expected to increase to 60% by June of 2021. She added that additional lines were being reactivated and continued to reevaluate the various schedules based on the need for services. Ms. Aufranc stated that the MBTA continued to review their capital projects and their deficits.

9. New Business and Correspondence

10. Executive Session under M.G.L. c. 30A, §21(A), exemption #3 – to discuss negotiation strategy with respect to collective bargaining with the Wellesley Police Dispatchers, Department of Public Works Productions Unit and Department of Public Works Supervisor Unit.

Ms. Freiman requested a motion that the Board vote to convene in Executive Session for the purposes of discussing strategy with respect to collective bargaining with the Dispatchers, DPW Production Unit and the DPW Supervisors Unit and declared that having such discussions in Open Session would have a detrimental effect on the Town's bargaining position.

At 8:28pm upon a motion by Ms. Sullivan Woods and seconded by Mr. Ulfelder the Board was polled and voted (5-0) to enter Executive Session under M.G.L. c. 30A, §21(A), exemption #3 –to discuss strategy with respect to collective bargaining with Wellesley Police Dispatchers Association, AFSME 93, Local 335 DPW Production, and AFSME 93, Local 335 DPW Supervisors as the Chair had declared that having such discussions in Open Session would have a detrimental effect on the Town's bargaining position and to invite Meghan Jop, Amy Frigulietti, Dave Cohen, Jeff Azano-Brown, and Scott Szczebak to join the meeting for the DPW discussion. Following the adjournment of executive session, the Board will return to open for the sole purpose of adjourning the meeting.

Sullivan Woods – Aye

Olney –Aye

Ulfelder – Aye

Freiman – Aye

Aufranc – Aye

Upon a motion by Ms. Sullivan Woods and seconded by Mr. Ulfelder the Board was polled and voted (5-0) to return to Open Session for the purpose of adjourning the meeting.

Sullivan Woods – Aye

Olney –Aye

Ulfelder – Aye

Freiman – Aye

Aufranc – Aye

The Board returned to Open Session at 9:16pm

The meeting was adjourned at 9:16pm.

The next regular meeting is scheduled for September 28, 2020 at 6:00pm online.